

Outlook Auto Archiving of Emails

Turn off AutoArchive

By default, Outlook will autoarchive your email every 14 days. The archive is stored on your local computer hard drive and not on the CNF fileserver. So, **archived emails are not backed up.**

Outlook 2010 for Windows

1. Start Outlook
2. Click the File tab
3. Click Options. The Outlook Options dialog box will open with the General tab displayed.
4. Click Advanced.
5. Click AutoArchive Settings
6. Make sure there is NOT a check next to Run AutoArchive every ___ days. (It may already be unchecked.)
7. Click OK twice (to close both dialog boxes).

Restore Archived Emails

1. On the **File** menu, click **Import and Export**
2. Click **Import from another program or file**. Click **Next**
3. Click **Personal Folder File (.pst)**. Click **Next**
4. In the **File to import** box, change the default file name in the path from backup.pst to the name of the *archive.pst* file you're importing from. Click **Next**
 - a. For Windows 7, you want to restore `C:\Users\<username>\AppData\Local\Microsoft\Outlook\archive.pst`
5. Click the folder to import from. If you want, click **Include subfolders**.
6. Specify how you want Outlook to handle duplicate items
7. Click **Import items into the same folder in**, and then click the folders with the same name as the folders you're importing from.
8. Click **Finish**

You can instead, if you only want to unarchive some subset of emails in a folder, simply drag items from the **Archive Folders** to the original folders in the **Folder List**.