

Manual Archive to Personal Folders

Personal folders are Outlook folders stored on a hard-drive (local or networked) rather than on the Microsoft Exchange Server.

We don't recommend moving messages off the Exchange server as it causes confusion when people are looking for archived messages. For example: you have archived messages to H: drive from your office computer and then you go home and read email and you don't have access to the H: drive... Instead of archiving messages we really prefer you make your best effort at [mailbox cleanup](#).

If you are convinced that manual archive is what you want to do then we recommend you store your personal folders on your Windows home directory (H: drive) instead of your local computer so that it can be backed up centrally. Keep in mind that unless Outlook is closed your file cannot be backed up since it is still in use by Outlook. Please close Outlook every night.

Adding Personal Folders

Start by creating a folder on your Windows home directory (H:) called Outlook_Archive where you'll store the e-mail. Then open Outlook and to menu bar:

- Choose File;
- New;
- Outlook Data File;
- Click on Outlook Personal Folders File (this will allow you to save > 2Gig in the file);
- Click the OK button.

In the next dialog box, locate your Windows home directory and double-click on the Outlook_Archive folder you created above. Go to the bottom of the dialog box under **File name:** and enter a name for the file. Be sure to make it easily identifiable (e.g. EmailArchive) and click the OK button.

In the next window you can give the folders a descriptive name like "EmailArchive" as well. Defaults for all other options are best. Click OK button.

Now you can just drag e-mails and/or folders from the Exchange server to this new set of folders. They are accessible to you via Outlook from this computer as long as the H: drive is connected to your computer.