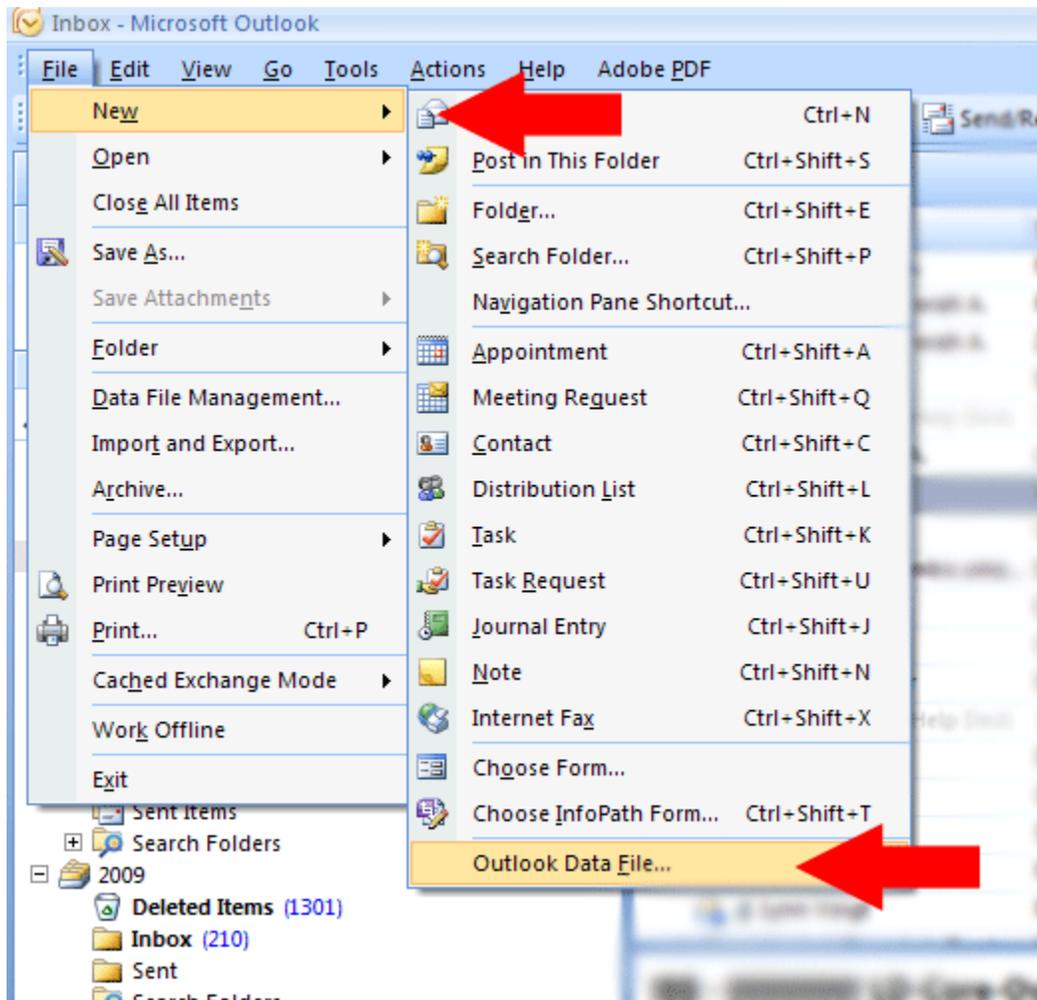
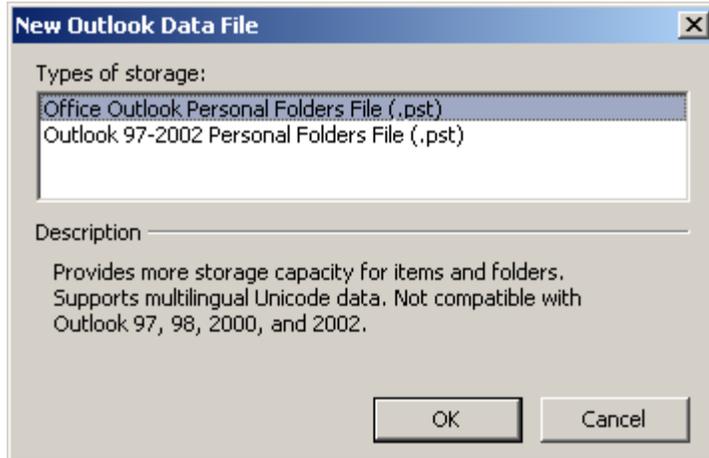


Creating an email archive in Microsoft Office Outlook 2007

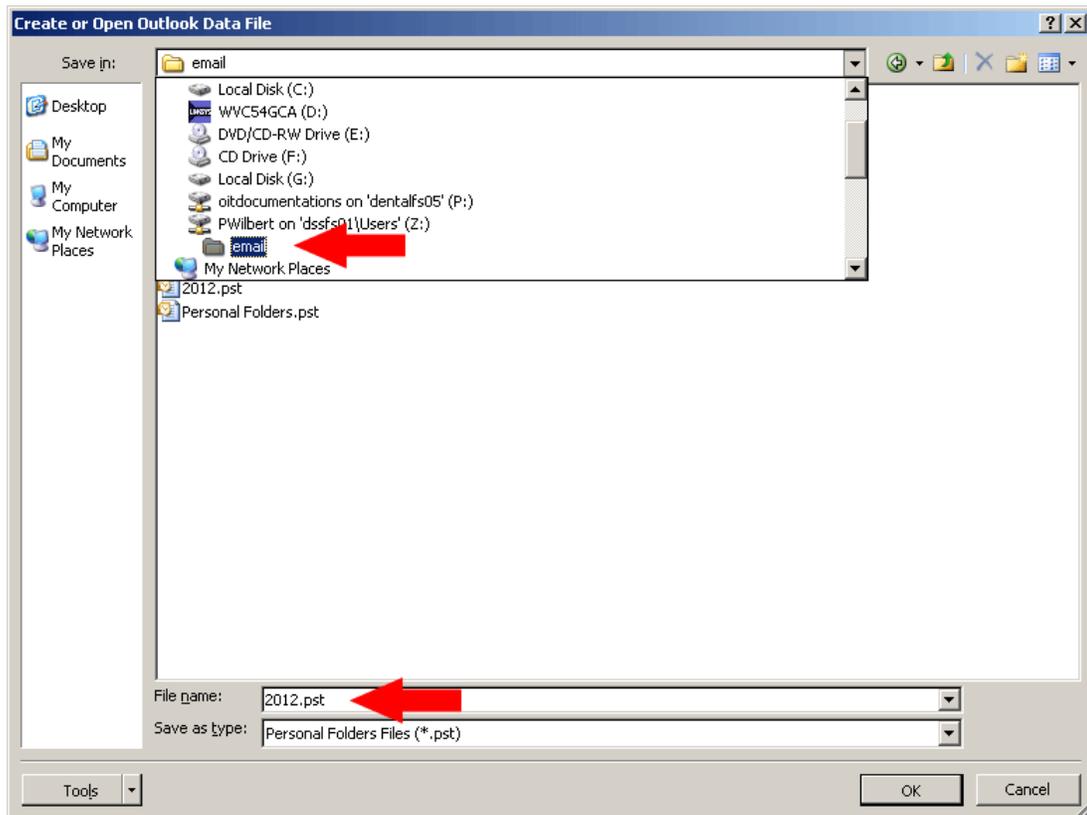
1. Open Microsoft Outlook 2007
2. Click on **File** from the toolbar
3. Go to **New**
4. Go to **Outlook Data File**



5. Select **Office Outlook Personal Folders file (.pst)**, then click **OK** to go to the next screen.



6. Save your archive email to the C:\ drive or any other drive you choose.



7. Name your PST file, click OK.



8. In Outlook 2007 you will see the Archive show up named on your list on the left
9. At this time I like to create a folder called Inbox and Sent
10. You can do this by right clicking on the name of the new Archive
11. Select New Folder
12. Call one Inbox and the other Sent
13. Once this is done you can easily sort your emails by Received or going in to your Sent items and sorting by Sent.
14. Once you sort the list of items you wish to Archive, you can select them in mass by going to the very first email of the respective date, which is usually January 1st of the year you wish you archive.
15. Select this email by clicking on it once, then go to the end of the list where the very last email is hold the shift key and click on the very last email.
16. With the selected list of emails, you can drag this to the Inbox of the archive folder or the Sent folder.