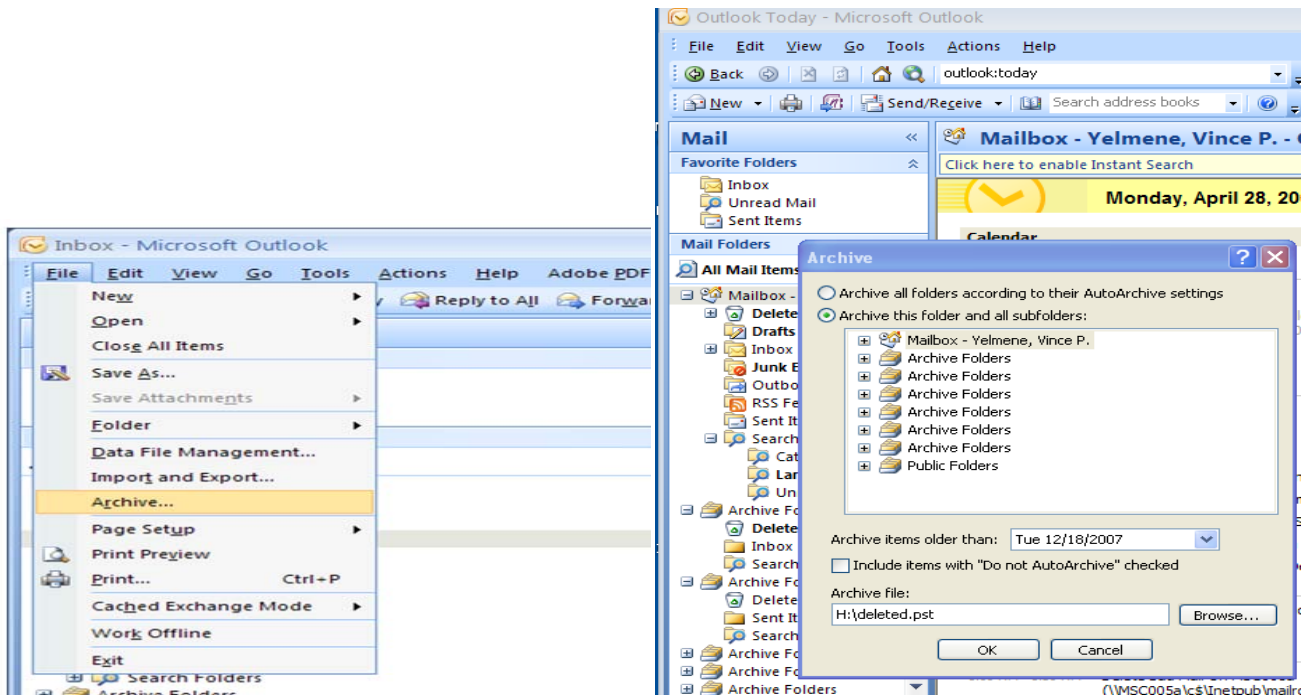


MS Outlook E-mail Management

This information is intended to help ease e-mail management. Following a few recommended guidelines can help keep e-mail organized as well as maintain e-mail client performance. If you are in need of advanced Outlook training, please visit the UA Employee e-learning site; <http://www.alaska.edu/hrtraining/e-learning/skillsoft/>

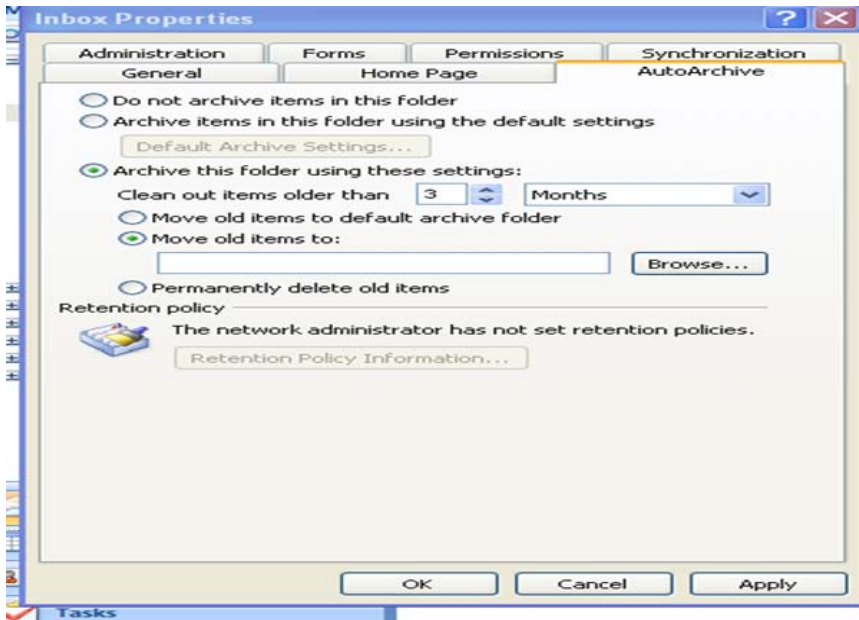
Using the Archive feature in Outlook is a great way to manage your e-mail while still providing access to “old” e-mail. We encourage deleting any unnecessary or personal e-mail as it can cause an exhaustion of storage capacity whether stored on internal servers or on the local computer hard drive. **NOTE; recovery methods are not provided for data stored on local computers, so we highly recommend archiving to your R: drive which is our internal server storage.**

To adjust individual folder archive options in Outlook; select the “File” menu item and click on “Archive”.



Before adjusting individual mail folder archive options, be sure to select “Archive this folder and all subfolders” on the main Archive dialog box.

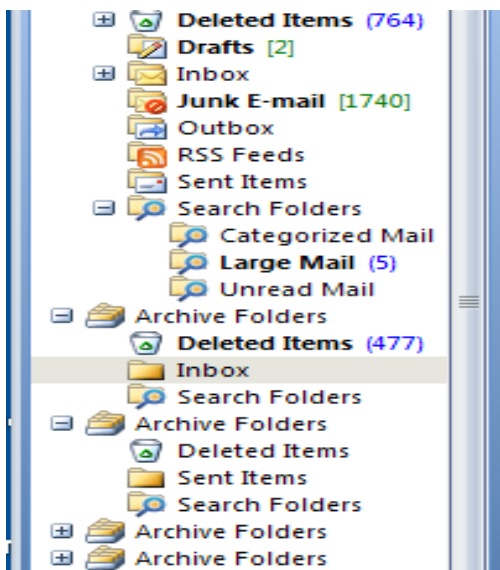
To archive individual folders, such as Inbox or Deleted Items, with different archive intervals; right click on the mailbox folder, select "Properties" at the bottom of the pick list, click on the "AutoArchive" tab. From this window you can set the Archive features for the particular folder as desired. You will need to do this process for each folder; Deleted Items, Inbox, Junk E-mail and Sent Items. We recommend following the guidelines mentioned below for the specified folders. The suggested location for archiving is your folder on the R: drive. A new Archive folder will be created for each mail folder you have set to archive.



Be sure to select “Archive this folder using these settings” and an appropriate archive interval.

A typical time period for Archiving the “Inbox” is 2-4 months, depending on how much e-mail you receive. You may need to shorten the archive interval if you regularly receive a lot of e-mail. This same archival interval should be used for the “Sent” folder as well. A common practice is to set the “Deleted Items” folder to archive after 2-3 months, or if so inclined you can permanently delete these messages after a similar time period. It is highly recommended to permanently delete messages in the Junk E-mail folder after about 1-2 months. The majority of the e-mail in the Junk folder is SPAM that was caught by anti-Spam filters. Again, we recommend deleting the Junk E-mail rather than archiving. It is also recommended to periodically search your Junk E-mail folder as there are occasions where legitimate e-mail could be classified as SPAM. With the proliferation of SPAM, software filters are becoming increasingly more restrictive and will occasionally classify legitimate e-mail as SPAM.

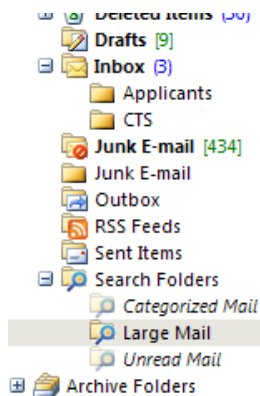
To find “old” e-mail once it has been archived, simply select the newly created Archive Folder, which will be at the bottom of your mailbox folders. These archived messages will be presented like any other Inbox or Deleted folder, and can be searched by normal means. The archived messages are located at external locations to your e-mail client, but they appear as if local.



It is highly recommended to permanently delete messages in the Junk E-mail folder after about 1-2 months. The majority of the e-mail in the Junk folder is SPAM that was caught by anti-Spam filters.

To help conserve e-mail storage space, we recommend saving attachments/documents to a local storage location. The recommended storage location is your R: drive or departmental storage location, rather than using e-mail for storing such documents. Once the document has been saved elsewhere, you can delete or archive the original e-mail. This will typically free up quite a bit of space in your mailbox.

Another tool that can be useful for maintaining e-mail is to check for "Large Mail". Expand the "Search Folders", by clicking on the + sign, and then select "Large Mail". This will list all of your e-mail per size. This will help identify any large attachments/documents that you may be able to save elsewhere and then archive or permanently delete the original e-mail.



If you need assistance setting up the Archive process, please don't hesitate to contact CTS (9764).