



LAUSD IT Help Desk

How To Archive Emails On Microsoft Outlook 2010-2013

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1. Click on the “File” located on the top left corner in orange color

The screenshot displays the 'Account Information' page in Outlook. The top navigation bar includes 'File' (highlighted in orange), 'Home', 'Send / Receive', 'Folder', and 'View'. On the left, a sidebar contains 'Save As', 'Save Attachments', 'Info' (highlighted), 'Open', 'Print', 'Help', 'Options', and 'Exit'. The main content area is titled 'Account Information' and shows the account '@laUSD.net' on Microsoft Exchange. Below this, there is an 'Add Account' button. The page is divided into several sections: 'Account Settings' (with a description and a link to 'https://mail.lausd.net/owa/'), 'Automatic Replies (Out of Office)', 'Mailbox Cleanup' (with a progress bar showing 171 MB free of 350 MB), and 'Rules and Alerts'.

File Home Send / Receive Folder View

Save As
Save Attachments

Info

Open
Print
Help
Options
Exit

Account Information

@laUSD.net
Microsoft Exchange

+ Add Account

Account Settings
Modify settings for this account, and configure additional connections.

- Access this account on the web.
<https://mail.lausd.net/owa/>

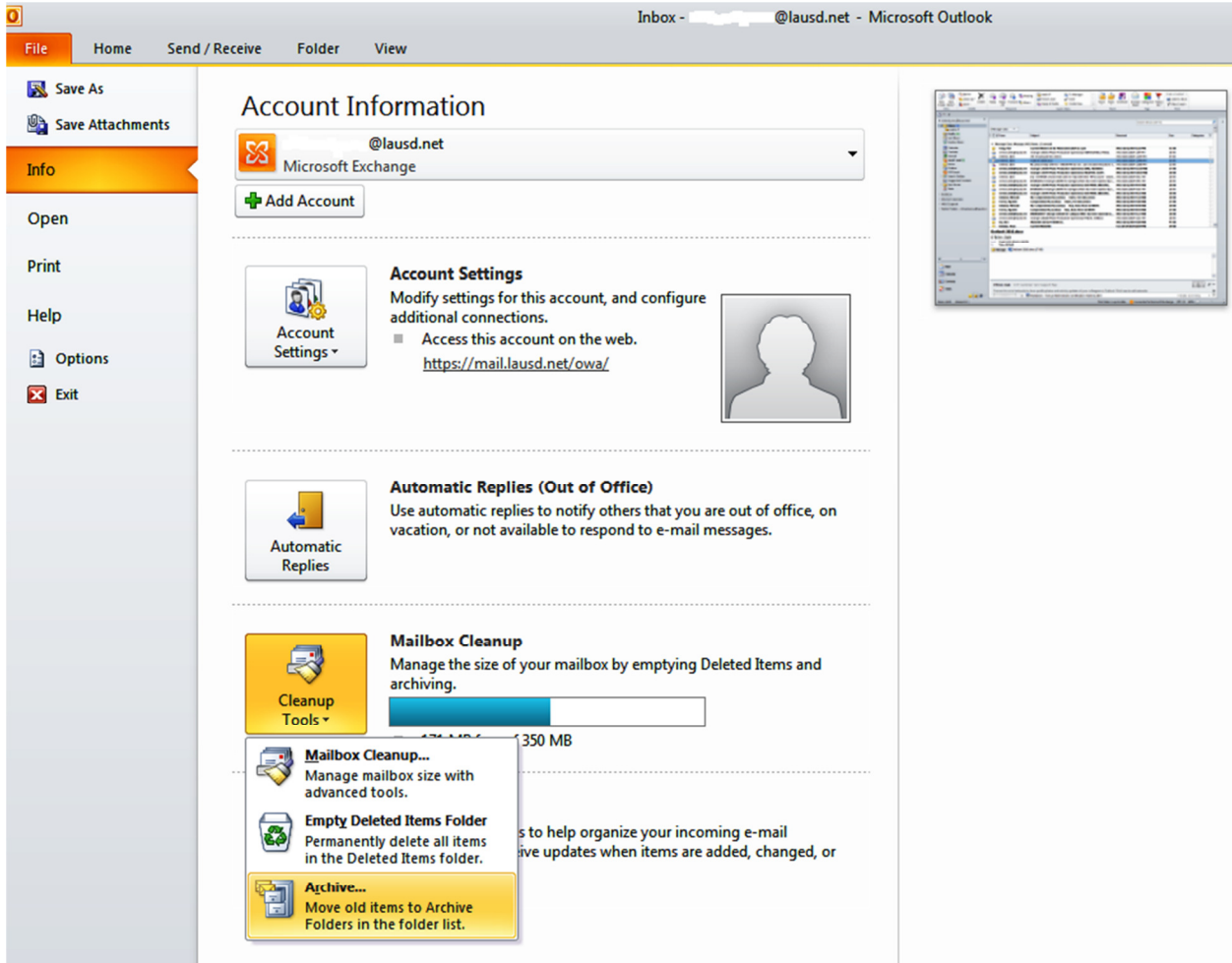
Automatic Replies (Out of Office)
Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.

Mailbox Cleanup
Manage the size of your mailbox by emptying Deleted Items and archiving.

171 MB free of 350 MB

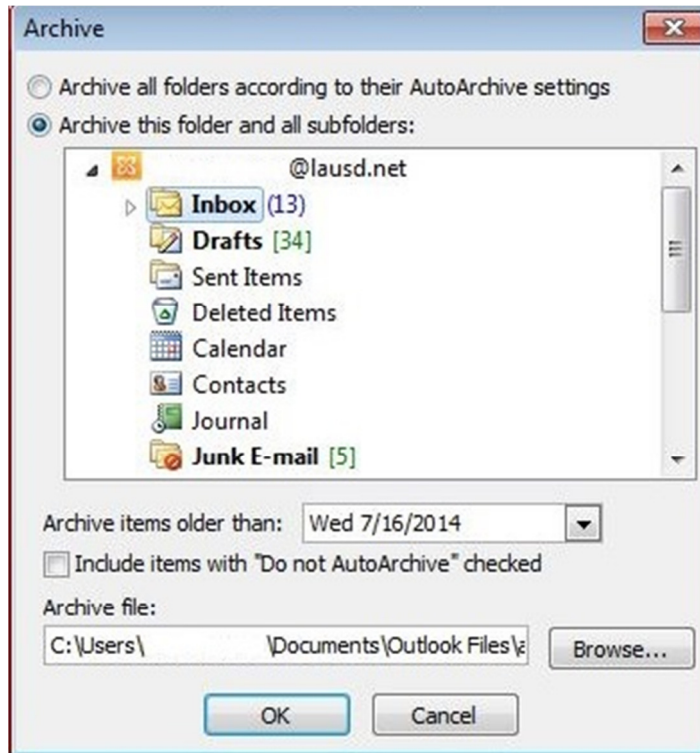
Rules and Alerts
Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

2. Within “Info” on the left side of outlook pane, click on “Cleanup Tools” icon and select “Archive” on the drop down



4. * In the Archive window select the **Inbox** click “**OK**”

* Note: You can also save the **Archive** file anywhere on the local computer, External HD, FlashDrive or CD by clicking the **browse** button and giving a name of your choice.



5. Your .pst folder will appear on the left column/pane under your Mailbox list also called **Archive** in the folder list in MS outlook. This folder is located on your LOCAL Computer.

6. You can NOW move, backup all your mail here and view it whenever you want as long as you are at this particular computer. This mail does NOT count against your email limit/storage or space.