

== OIT CGU ==

Manually Archive E-mail in Outlook 2011

== Archive E-mail Outlook 2011 on Mac OS ==

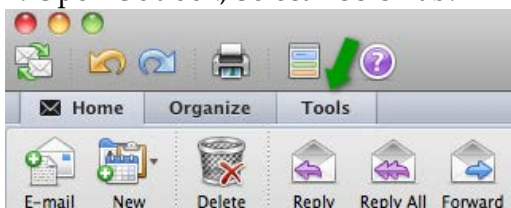
Last Updated: MONDAY, 03.18.2013

Manually Archive for Outlook Mac Data File

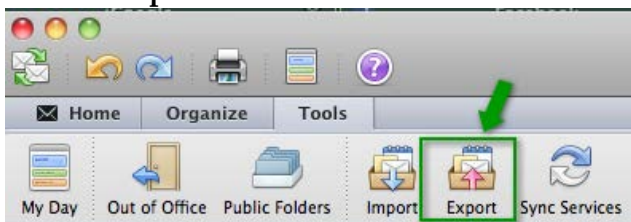
An easy way to reduce the size of your Inbox is to export — manually archive to an Outlook for Mac Data File. A file exported by Outlook for Mac that contains a user's e-mail messages, contacts, calendar events, and other information. An Outlook for Mac Data File can be used as an archive or to transfer data between computers. You can still access this data at any time, and you can even transfer individual items, or the entire Data File, to Outlook for Mac on another computer.

I. Export Mail

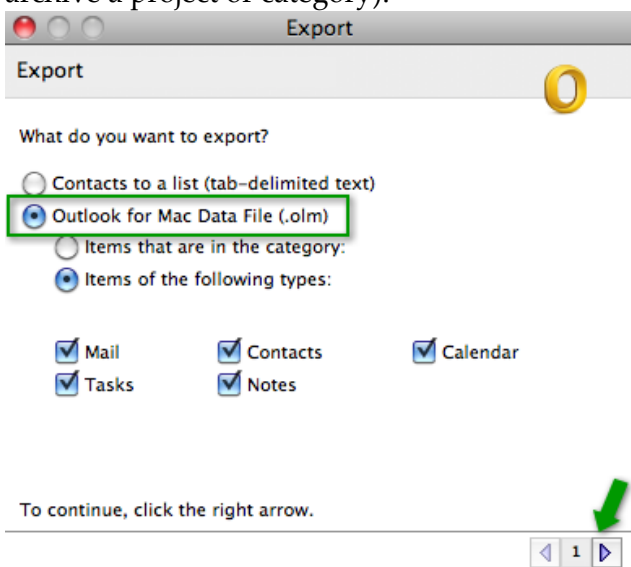
1. Open Outlook, Select **Tools** Tab.



2. Select **Export**



3. The **Export** window will appear. Select **Outlook for Mac Data File (.olm)** and make sure that **Items of the following types:** is selected (unless you have a reason to only archive a project or category).



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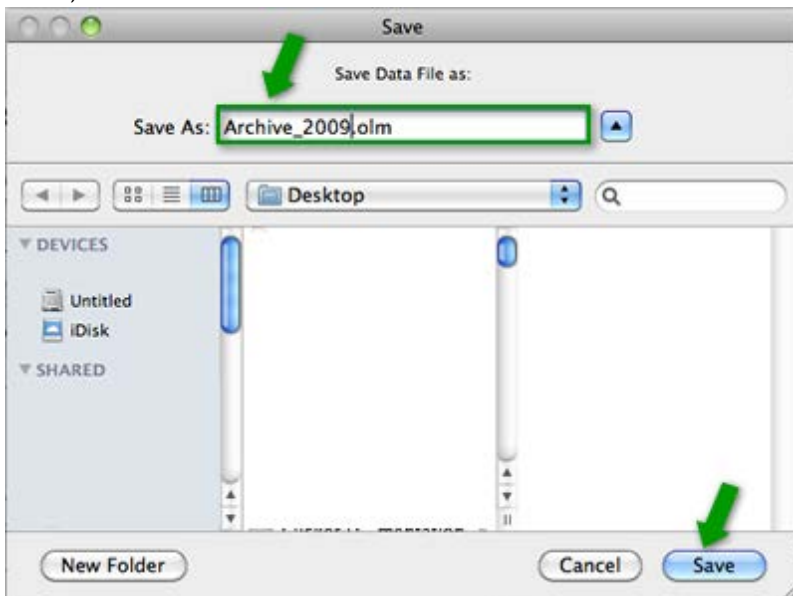
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4. Select **NO, Do not delete items.**

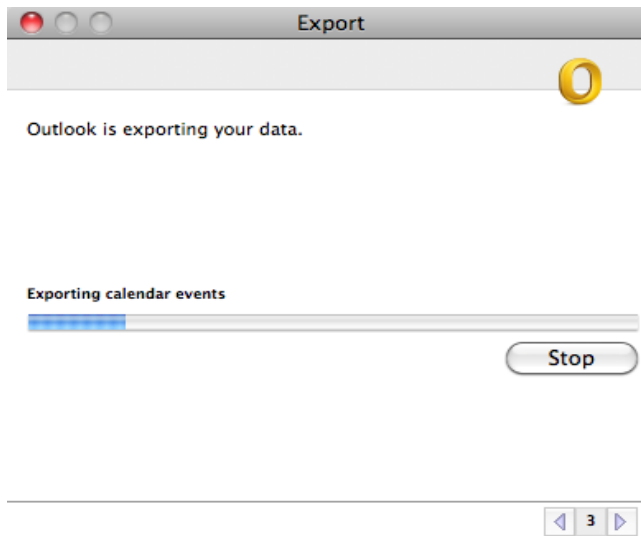


5. Choose a file name that will help you identify the file later. Try **Archive_Date.olm**. Then, click **Save**.



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6. Wait while Outlook exports your data.



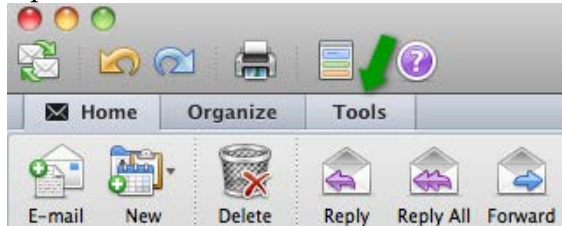
7. Click Done.



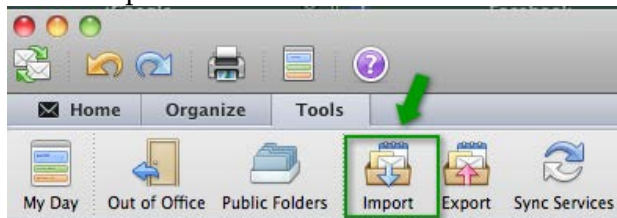
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II. Import Mail and PST Archive.

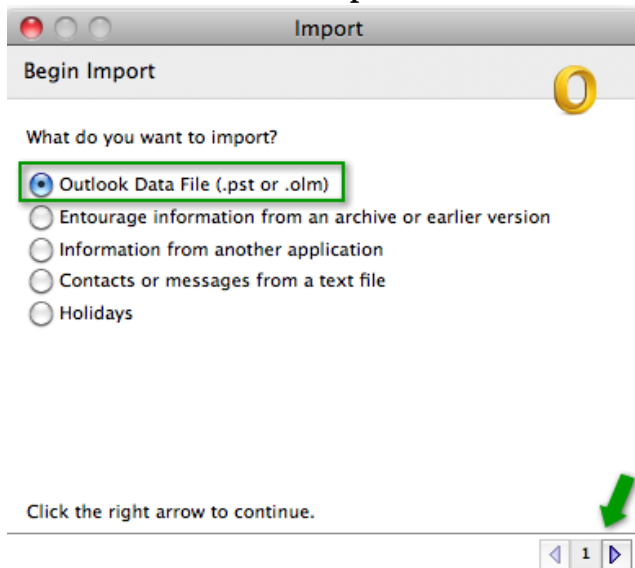
1. Open Microsoft Outlook. Select the **Tools** tab



2. Select Import.



3. Select **Outlook Data file (.pst or .olm)**.



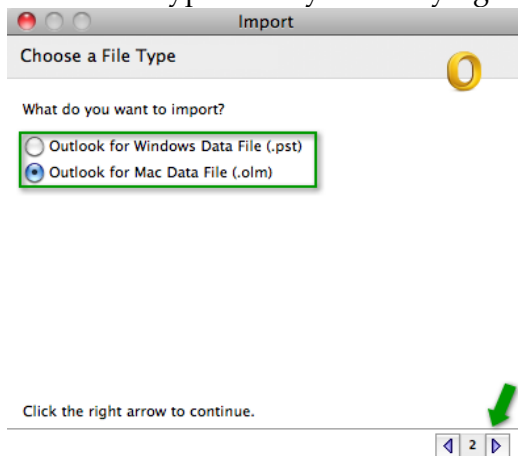
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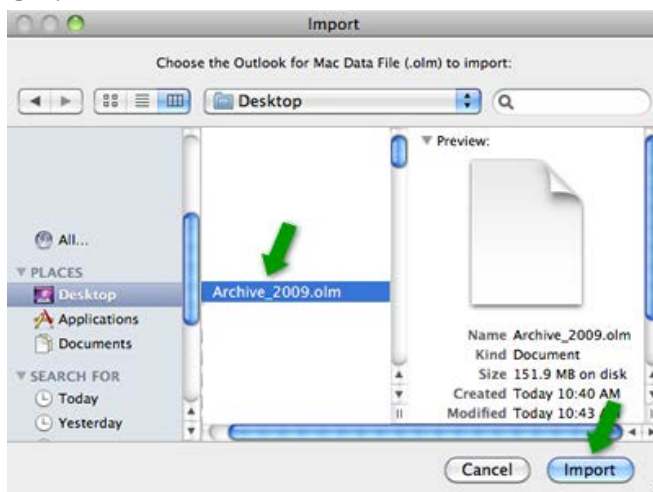
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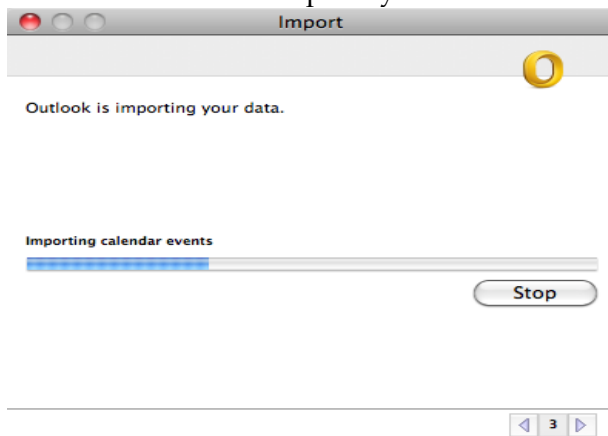
4. Choose the type of file you are trying to import either .olm or .pst.



5. Navigate to and choose the archived .olm or .pst file you want to access. Then, click **OK**.



6. Wait while Outlook imports your data.



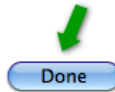
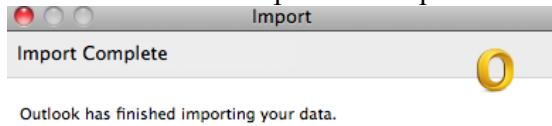
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7. Click Done when import is complete.



8. The folder should now be available from the **Mail** window



End of Instructions