



# Exchange 2010 – Archive Mailbox

Exchange 2010 has a new tool to help manage often unruly inboxes, the 'Archive Mailbox'.

This gives staff essentially two mailboxes — a primary mailbox and an archive mailbox. The archive is as readily available and easily browsed as the primary mailbox. Existing PSTs can be imported into the personal archive that will seamlessly move with your mailbox, and not be left behind on an old computer!

If you have existing PST files or are continually contacting the ITS department for an increase in your mailbox size, then this page is for you. Please contact ITS to have an 'Archive Mailbox' made available to you.

Another inherent advantage with an Archive Mailbox is that emails that are older than 2 years automatically move to the archive. They are of course still available via search and through Outlook Web access also.

The following table shows the default retention settings applied to your Archive Mailbox.

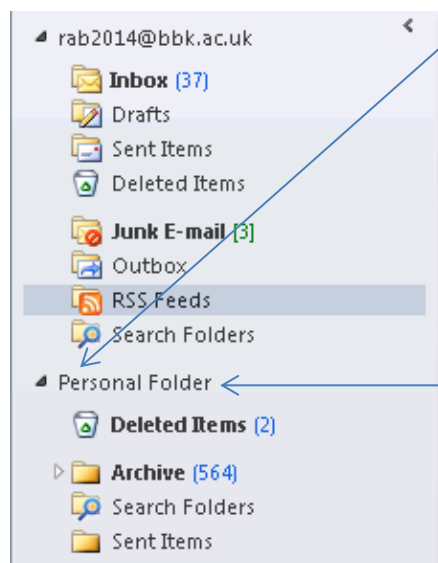
Name (tag)	Type	Action	Age limit for Retention (days)	Retention Enabled
1 Month Delete	Personal Tag	Delete and Allow Recovery	30	True
1 Week Delete	Personal Tag	Delete and Allow Recovery	7	True
1 Year Delete	Personal Tag	Delete and Allow Recovery	365	True
5 Year Delete	Personal Tag	Delete and Allow Recovery	1825	True
6 Month Delete	Personal Tag	Delete and Allow Recovery	180	True
Default 2 Year move to archive	All other folders in the mailbox	Move to Archive	730	True
Never Delete	Personal Tag	Delete and Allow Recovery		False
Personal 1 year move to archive	Personal Tag	Move to Archive	365	True
Personal 5 year move to archive	Personal Tag	Move to Archive	1825	True
Personal never move to archive	Personal Tag	Move to Archive		False
Recoverable Items 14 days move to archive	Recoverable Items Folder	Move to Archive	14	True

A 'Personal Tag' type allows you to explicitly adjust retention rates on individual folders. Detailed help and instruction on this can be obtained from the online Outlook 2010 help guides.

# Importing your .pst files into Outlook 2010

First of all you will need to check if you are currently using one (or several!) and then where your 'Personal Folders' are located.

To Check:

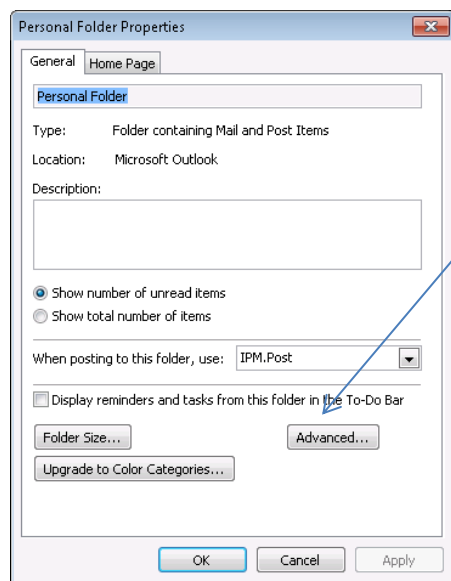


Another folder with a solid arrow next to it indicates either a 'shared mailbox' or a personal folder (.pst file).

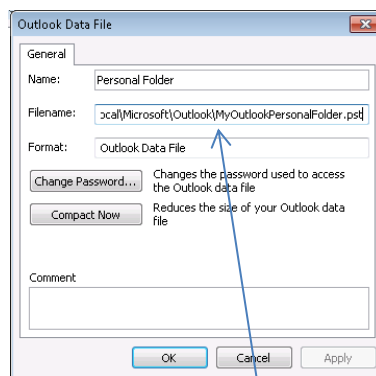
By default personal folders are called Personal Folder (but of course you may have renamed them!)

Note the location of your .pst files:

Right-Click your personal folder(s), select '**Data File Properties...**'



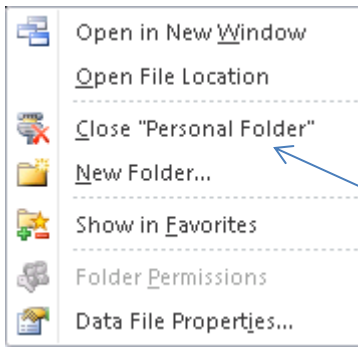
Select the '**Advanced...**' button



Make note of the **Filename** (and path)

After you have noted the location of your .pst file(s), you will need to close the personal folders file:

Right-Click your personal folder(s)

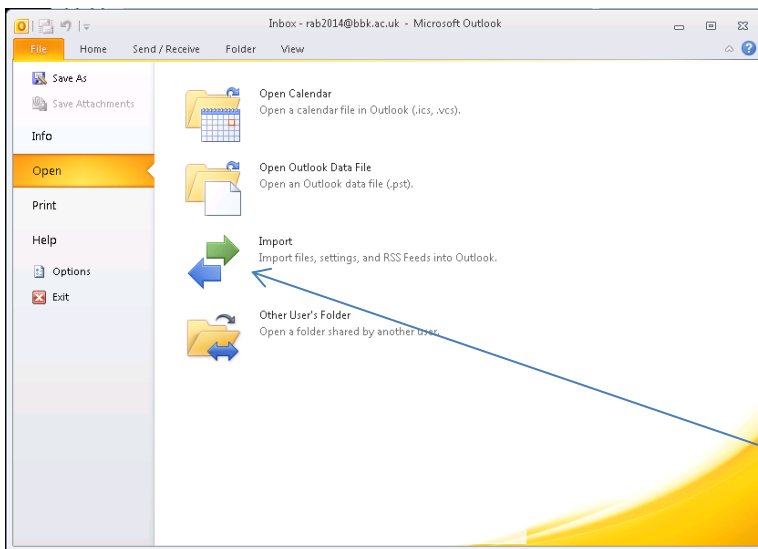


Select 'Close "Personal Folder"'

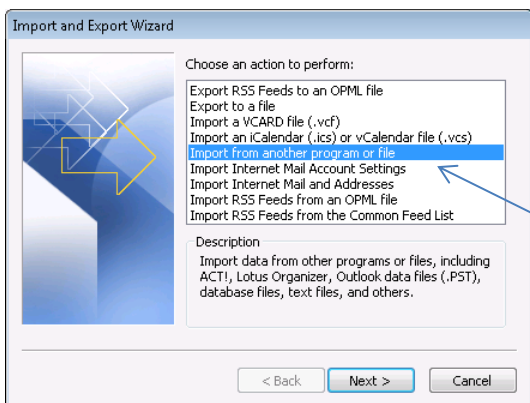
Close Outlook at this stage to allow the file to become available.

If your .pst file(s) was on a network drive such as U, N, S etc. then copy them to your local C drive if they weren't already there. **NB.** Do not import them from a network drive!

With Outlook now open, select **File | Open**

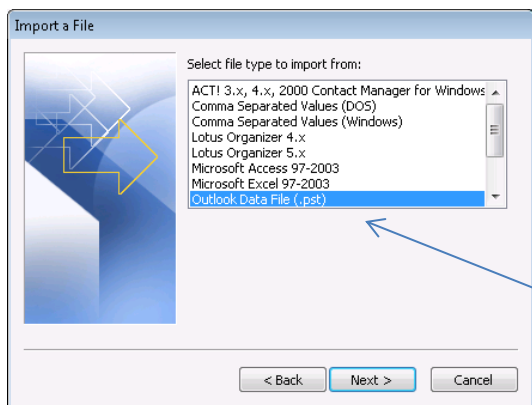


Select 'Import'



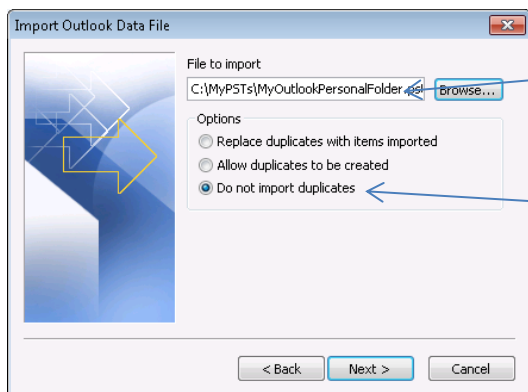
Choose 'Import from another program or file'

Select **Next**



Select 'Outlook Data File (.pst)'

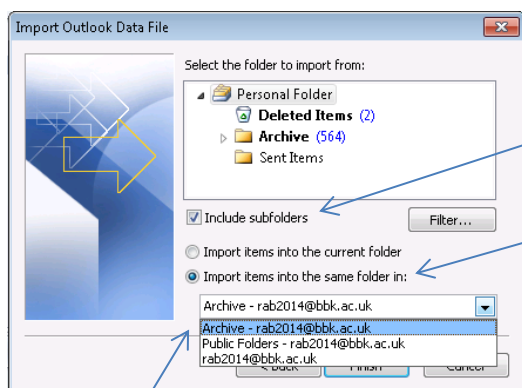
Select **Next**



Browse to .pst file you noted earlier  
(copied to the local C drive if necessary)

Select 'Do not import duplicates'

Select **Next**



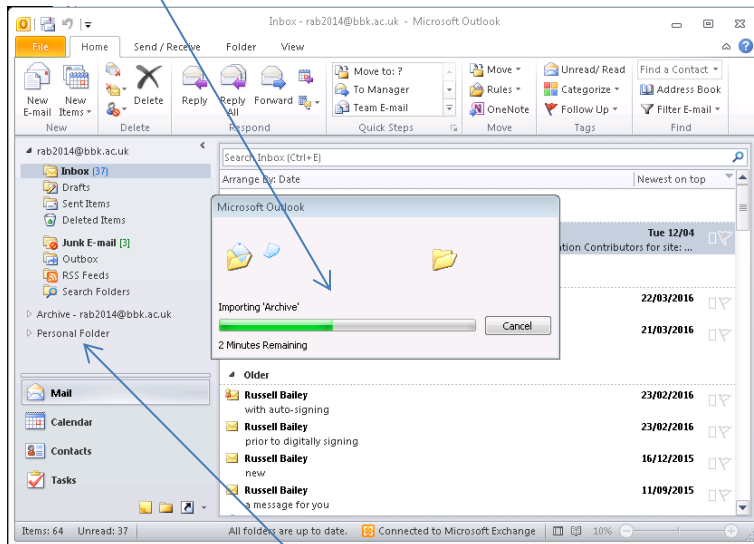
Check 'Include subfolders'

Select 'Import items into the same folder'

**NB.** Make sure that your Archive is selected and not your main account!!!

Select **Finish**.

A progress bar will display showing messages being imported. Depending on the size of the file, this could take a long time.



Note also that your 'Personal Folder' will appear in Outlook again. This is expected and will automatically be removed once the import completes.