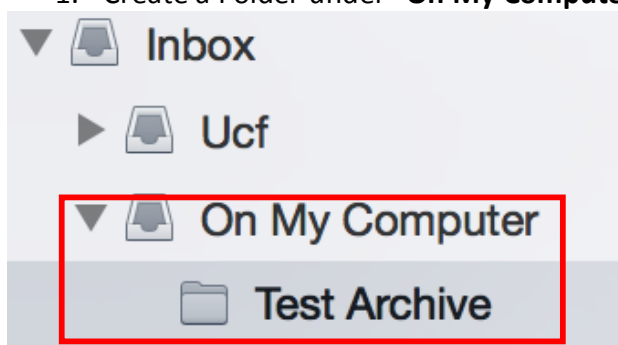


Archiving in Outlook 2016 on Macs

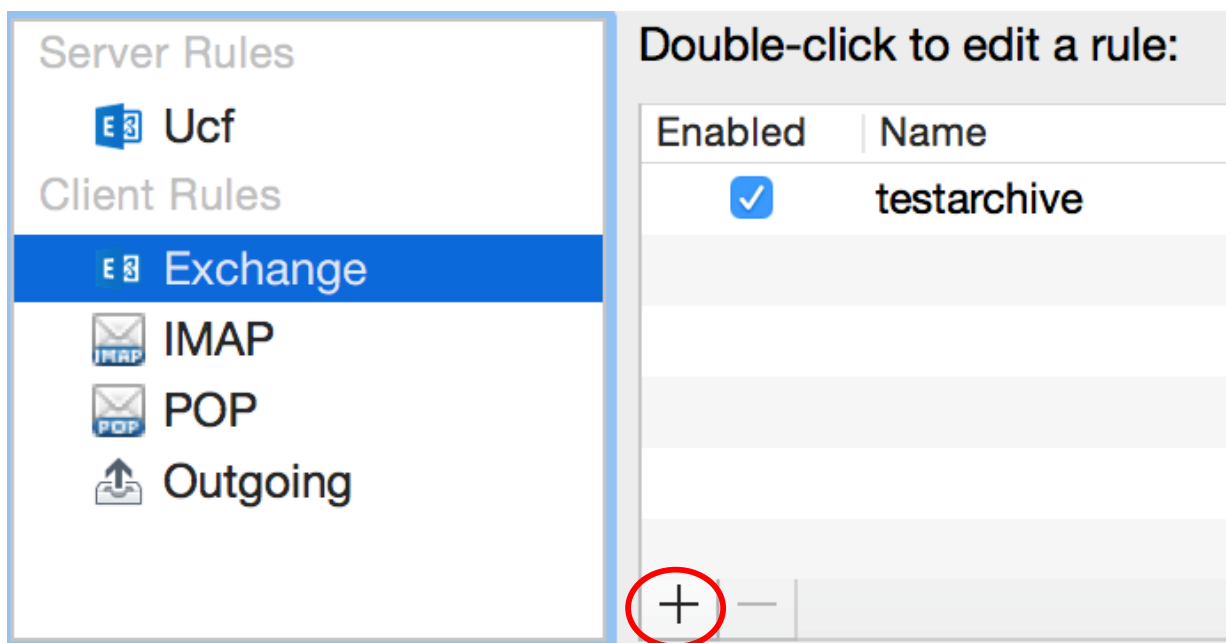
****Please note that data created and managed on your PC hard drive are not automatically backed up. Should your hard drive or PC fail and the data is not copied or backed up to a network folder or another storage device, all archive information will be lost. You should ensure that your Archive data are either stored on a network folder that is regularly backed up, or ensure that you backup your local data frequently. UCF CS&T cannot recover archived mail once it has been removed from the online system****

Archiving in Outlook 2016 for Macs uses rules manually applied to move over messages older than a set number of days (180) into a local folder.

1. Create a Folder under **“On My Computer”** (ex. Test Archive)



2. Create a Client Rule (ex. Testarchive)



3. Configure the Rule:

Rule name:

When a new message arrives:

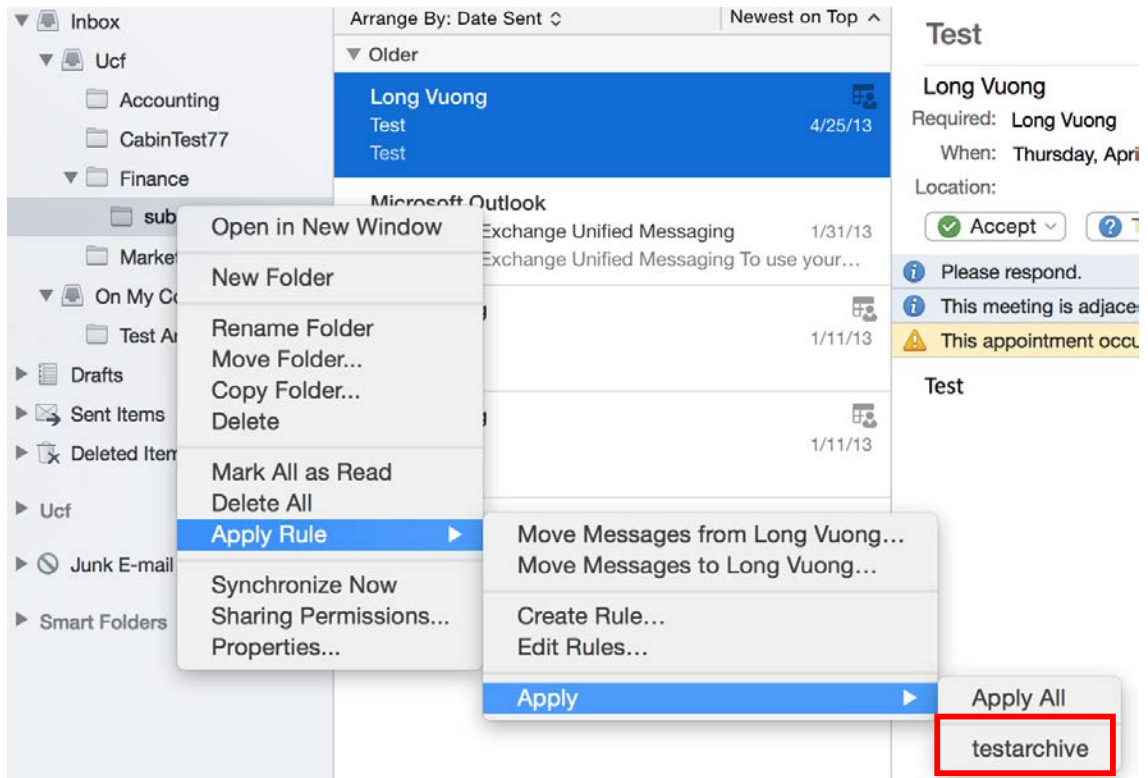
Do the following:

Do not apply other rules to messages that meet these conditions

Enabled

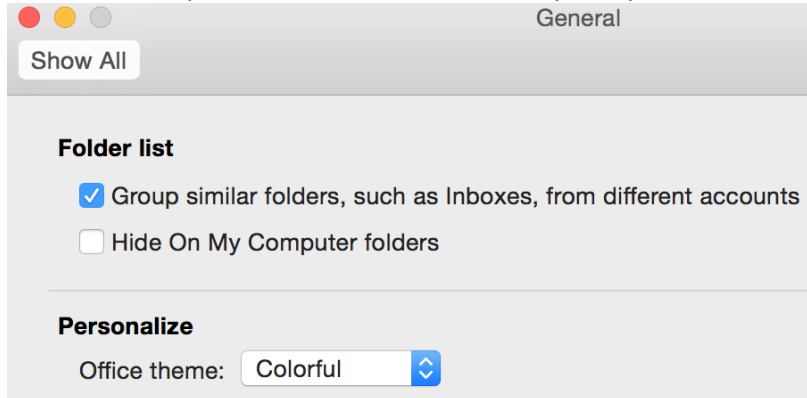
This rule will archive any messages older than 180 days/6 months to a local inbox on the computer.

- Rules will need to run **manually** and **periodically**.
- To apply the Rule to Root folders (Inbox, Sent, Drafts, etc..)
 - Select all emails then click Message\Rules\Apply\Select Rule
 - Each Root folder will need to be run individually
- To apply the Rule to Subfolders
 - Select Folder then click Message\Rules\Apply\Select Rule
 - Each subfolder will need to be run individually

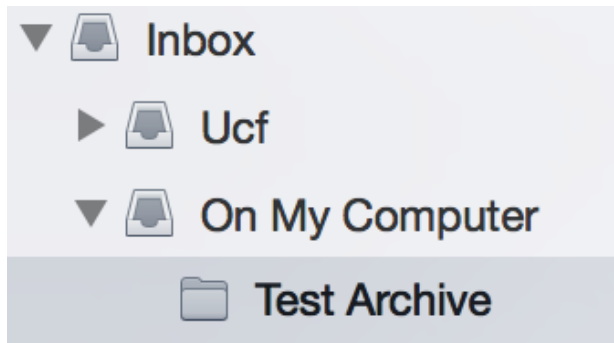


Viewing your archives

Go to “Outlook,” then “Preferences” and click on the “General” option. In the **General** pane, uncheck the “Hide On My Computer folders” option.



Emails will move to Archive folder (ex. Test Archive)



- Hierarchy Folder structure is not retained
- One folder for all emails. Alternative, create a different Rule with different location.
- Folder in “On My Computer” will need to be backed up in case of hard drive failure. (ex. Time Machine)