



Rocky Mountain
SCHOOL DISTRICT NO. 6

Restoring Archives in Outlook

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Introduction

The Microsoft support Website has the following information:

Restore archived items in Outlook

In Microsoft Office Outlook, **AutoArchive** (AutoArchive: To automatically remove items to another folder periodically or delete them, based on the amount of time that they have been in the folder.) is on by default and runs automatically at scheduled intervals, clearing out old and expired items from folders. When Outlook items are archived, they are stored in the default location, Archive Folders, or in a location that you specify. You can restore your items to their original folders or designate new folders to move them into.

This guide will show you how to:

Copy all archived items from an archived location into their original folders

Copy all archived items from an archived location into a new folder

Move individual items from an archived location into their original folder or a new one

Copy all archived items from an archived location into their original folders

1. On the **File** menu, click **Import and Export**.
2. Click **Import from another program or file**, and then click **Next**.
3. Click **Personal Folder File (.pst)**, and then click **Next**.
4. In the **File to import** box, change the default file name in the path from backup.pst to the name of the archive file you're importing from. Or, click **Browse** to locate the file you want to import from.
5. Specify how you want Outlook to handle duplicate items under **Options**.
6. Click **Next**.
7. Click the folder to import from. If you want, select the **Include subfolders** check box.
8. Select the **Import items into the same folder in** option, and then click the folders with the same name as the folders you're importing from.
9. Click **Finish**.

Copy all archived items from an archived location into a new folder

1. In Outlook, create a new folder to copy the archived items to.
2. On the **Go** menu, click **Folder List**, and then in the **Folder List**, click the new folder.
3. On the **File** menu, click **Import and Export**.
4. Click **Import from another program or file**, and then click **Next**.
5. Click **Personal Folder File (.pst)**, and then click **Next**.
6. In the **File to import** box, change the default file name in the path from backup.pst to the name of the archive file you're importing from, and then click **Next**. Or, click **Browse** to locate the file you want to import from.
7. Specify how you want Outlook to handle duplicate items.
8. Click **Next**.
9. Click the folder to import from. If you want, click **Include subfolders**.
10. Select the **Import items into the current folder** option.
11. Click **Finish**.

Move individual items from an archived location into their original folder or a new one

1. On the **Go** menu, click the **Folder List**, click **Archive Folders** (or the name you used for the archive location).
2. Click the folder containing the items you want to move.
3. Select the items you want to move, and then drag them into their original folder in the **Folder List**, or into another folder.