Manual archive outlook 2020 not working

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The tutorial explains how to archive emails in Outlook 2013, Outlook 2016 and other versions. You'll learn how to set up each folder with your own auto archive settings, or apply the same settings to all folders, how to archive in Outlook manually, and how to create an archive folder if it doesn't appear automatically. If your inbox is too big, there's no reason to archive old emails, tasks, notes, and other items to keep your Outlook fast and clean. That's where the Outlook Archive feature comes in. And this tutorial will teach you how to archive emails and other items in different versions automatically or manually. What is the Outlook Archive? Outlook Archive (and AutoArchive) moves old email, task, and calendar items to an archive folder that is stored elsewhere on the hard drive. Technically, archiving transfers old items from the main .pst file to a separate archive.pst file that you can open from Outlook at any time. This will help you reduce the size of your inbox and get some free space back on C: drive (if you decide to store the file archive elsewhere). Depending on how you set it up, Outlook Archive can do one of the following tasks: move emails and other items from their current folders to the archive folder. Permanently delete old emails and other items as soon as they have passed a specified aging period. 5 Facts You Should Know About Outlook Archive to Avoid Confusion and Prevent Issues Like Why Does My Outlook Auto Archive Work? And Where are my archival emails in Outlook?, please remember the following simple facts. For most types of accounts, Microsoft Outlook stores all emails, contacts, appointments, tasks, and notes in a .pst file called Outlook Data File. PST is the only type of file that can be archived. As soon as the old item moves from the main .pst file to the archive.pst file, it appears in the Outlook Archive folder and is no longer available in the original folder. Archiving is not the same as exporting. Export copies of the original items to the export file, but do not remove them from the current folder, nor from the main .pst file. An archive file is not the same as backing up Outlook. If you want to back up archival items, you'll have to make a copy of the archive.pst file and store it in a safe place, such as Dropbox or One Drive. Contacts are never archived in any version of Outlook. However, you can archive your Contacts folder manually. If you have a Outlook Exchange account with an online inbox, archiving Outlook is off. How to archive emails in Outlook automatically Outlook Auto Archive can be configured to automatically move old emails and other items to the designated archive folder regular interval, or remove old items without archiving. Detailed steps for different versions of Outlook are below. As the Auto Archive Outlook 2010, Outlook 2013 and Outlook 2016 With Outlook 2010, Auto Archive is not enabled by default, although Microsoft Outlook will periodically remind you to do so: To start archiving immediately, click Yes. To view and probably change the archive settings, click AutoArchive Settings.... Or you can click No to close the hint, and set up automatic archiving later at your convenience by taking the next steps. Open Outlook, and then tap The File of the Options of the Advanced AutoArchive Settings... The AutoArchive dialog window opens and you'll notice that everything is grey... but only until you check out Run AutoArchive every day N Once this box is checked, you can customize other options to your liking, and click OK. The screenshot below shows the default settings, and details of each option can be found here. When you archive, status information is displayed in the state bar. Once the archives process is complete, the Archives folder will appear in your Outlook automatically, provided you select the show archive folder on the folder list. If you can't find archival emails in Outlook, please learn how to display the Outlook archive folder. As the Automatic Outlook 2007 Archive In Outlook 2007, automatic archiving is enabled by default for the following folders: Calendar, Tasks and magazine items (over 6 months) Sent items and deleted item folders (over 2 months) For other folders such as inboxes, projects, notes, and others, you can enable AutoArchive function in this way: Open Forecast and Click. In the Options Dialogue window, go to another tab and click AutoArchive... Button. And then set up AutoArchive settings as a dream below. Settings and Options Outlook Auto Archive As you already know in Outlook 2010 and later, Auto Archive Settings can be obtained through File Options zgt; Advanced AutoArchive Settings... Details of each option will help you take the process under complete control. Run AutoArchive every days N. Specify how often you want to autoArchive launch. Please note that archiving many items at the same time can slow down your computer's performance. So if you get a lot of emails on a daily basis, set up Outlook Auto Archive to run more often. To turn off the auto-arching, clean this box. Prepare before autoArchive works. Check this box if you want to get a reminder just before the auto archive process begins. This will allow you to undo automatic archiving by clicking No in the request. overdue items (email folders only). If you choose this option, overdue messages will be removed from your email folders. For clarity, the expiration date has expired it's not the same as the old message that has reached the end of its aging period. The expiration date is set for each message individually through the New Email Window Options (if expires after). Microsoft claims that this option is not verified by default, but it has been tested on some of my Outlook installations. So be sure to undo this option if you want to keep overdue messages until they reach the end of the aging period set for this folder. Archive or remove old items. Choose this option if you want to set up your own auto archive settings. If you don't control Outlook, you'll use AutoArchive's default settings. Show the archive folder in the folder list. If you want the Archive folder to appear in the navigation bar along with other folders, select this field. If you're not selected, you'll still be able to open the Outlook archive folder manually. Clean the items older than that. Enter the aging period after which Outlook elements must be archived. You can set up a period in days, weeks or months - at least 1 day to a maximum of 60 months. Move old items. When this option is selected, Outlook automatically moves old emails and other items to the archive.pst file instead of deleting them (selecting this radio button clears the selection of permanent deletion items). By default, Outlook stores the archive.pst file in one of these places. To choose a different location or give another name to the .pst archive, click the View button. Constantly delete items. This will remove the old items permanently, once they reach the end of the aging period, no archival copy will be created. Apply these settings to all folders right now. To apply autoArchive settings to all folders, click on this button. If you want to apply other settings to one or more folders, don't press that button. Instead, set up archiving settings for each folder manually. The default aging periods used by Outlook Auto Archive Default Aging Periods in all Outlook versions are as follows: Inbox, Drafts, Calendar, Tasks, Notes, Magazine - 6 Months Outbox - 3 Months Sent Items, Deleted Items - 2 Months Contacts - are not automatic archive Periods by default can be changed for each folder individually using the mailbox cleaning option. Outlook determines the age of a particular item based on the following information: Emails - the received date or date when you last changed and saved the message (edited, exported, copied, and so on). Calendar elements (meetings, events and meetings) - the date when you last changed and saved Repetitive items are not automatically archived. Tasks are the completion date or the last date of the change, depending on what is later. Open tasks (tasks that are not marked full) are not automatic archives. Notes and log entries are the date the item was created or last changed. If you want to archive items / Completed date, please use these guidelines: How to archive emails by the date received. How to remove a particular folder from auto Archive or apply different settings to prevent Outlook Auto Archive from running in a particular folder, or set a different graph and settings for that folder, follow the following steps. Click the right button on the folder and then click The Properties... in the context of the menu. In the Properties Dialogue window, do one of the following: To exclude the folder from auto archiving, select items not archived in this radio folder. To archive the folder differently, select the Archive of this folder using these settings, and click on the right settings: the aging period after which items must be moved to the archive; whether to use the default archive folder or another folder, or permanently remove old items without archiving. Click OK to save the changes. Council. You can use this method to automatically delete old emails from deleted items and unwanted emails. Detailed steps here. How to create an archive folder in Outlook If you choose the Show archive folder in the list of folders when you set up Outlook Auto Archive settings, the Archive folder should be displayed automatically in the navigation bar. If you haven't selected the option you've chosen, you can display the Outlook Archive folder this way: click the open and Export open Outlook Data File File. Open Outlook Data File, you'll select archive.pst (or whatever name you give the archive file) and click OK. If you choose to store the Outlook archive elsewhere, go to this location and select the .pst archive file. That's it! The archive folder will appear in the folder list immediately: Once the Archive folder is there, you can find and open the archive items as usual. To search the Outlook archive, select the Archive folder in the navigation bar and visit the search text in the instant search box. To remove the Archive folder from the folder list, click on it and then click the Close Archive button. Don't worry, it will only remove the Archives folder from the navigation bar, but won't delete the actual file archive. You'll be able to restore the Outlook Archive folder whenever you need it by taking the steps you need. How to disable automatic archiving in Outlook to disable AutoArchive, open the AutoArchive Settings dialogue, and don't control the Run AutoArchive box every day N. How to archive in Outlook manually (email, calendar, tasks, and other folders) If you don't want auto archiving, you can archive emails and other items manually whenever you want. This way you can have more control over which items to store and which to move to the .pst archive, and so on. Please keep in mind Unlike Outlook AutoArchive, manual archiving is a one-off process and you you you need to repeat the steps below every time you want to move old items to the archive. In Outlook 2016, go to the File tab and click the Tools to clean up old items. In Outlook 2010 and Outlook 2013 and Outlook 2013, click File's > Cleaning Tool' archive... In the Archive dialog field, select the archive of this folder and all the subfolanders, and then select the archive folder. For example, to archive the Outlook calendar, select the Calendar folder: If you want to archive all emails, calendars, and tasks, select the root folder in the Outlook inbox. i.e. the folder at the top of the folder list. By default, in Outlook 2010 and later versions, the root folder is displayed as an email address (I renamed mine to Svetlana, as shown in the screenshot below): And then set up a few more settings: Under the archive of items older, enter a date indicating how old the item should be before it can be archived. Click View if you want to change the location of the archive file by default. If you want to archive items that are excluded from automatic archiving, select Include items with a proven Non-Auto Archive box. Finally, click OK, and Outlook will immediately begin to create the archive. Once the process is complete, the Archive folder will appear in Outlook. Tips and notes: To archive multiple folders using different settings, such as storing items in the Sent items folder longer than in drafts, repeat the above steps for each folder individually and save all folders in one archive.pst file. If you decide to create several different archive files, each file will add its own Archive folder to the folder list. The Outlook archive supports the existing folder structure. For example, if you decide to archive only one folder, and that folder has a parent folder, an empty parent folder will be created in the archive. Where are Outlook Archive files stored? As you already know, outlook is a type of Outlook Data File (.pst). The archives.pst file is automatically created the first time you run an automatic archive or when you archive emails manually. The location of the archive file depends on the operating system installed on your computer. If you haven't changed your default location when you set up archive settings, you can find the file archive in one of the following places: Outlook 2010, Outlook 2013 and Outlook Vista, Windows 7, 8, and 10 C: Users: DocumentsOutlook Files.archive.pst Windows XP C: Documents and Settings: Local Settings Data : Users (AppData) Local MicrosoftOutlook.archive.pst Windows XP C: Documents and zt:user name Data и AppData является скрытыми папками. Чтобы отобразить их, перейдите на панель управления > Folder Options,</user> </user> </user> </user> </user> on the View tab and select Show Hidden Files, Folders, or Discs under hidden files and folders. If you can't find an archive.pst file in any of the above places, chances are you'll choose to store it elsewhere when you set up the auto archive settings. Here's a quick way to pinpoint the exact location of the Outlook archive: click the Archive button on the folder list, and then click the Open File Location button. This will immediately open the folder that holds the .pst archive file. If you've created several different archive files, you can view all the sites at a glance this way: Click File to set up your account to zgt; account settings. In the account settings conversation, switch to the Data Files tab. Among other files, you'll see the current location of the archive.pst file (or whatever name you give the archive file). To get to the folder where a specific file archive is stored, select the file you want and click Open File Location. Outlook Archive tips and tricks In the first part of this tutorial, we reviewed outlook archive essentials. And now it's time to explore a few methods that go beyond the basics. How to change the existing location of the Outlook archive If for any reason you need to move your existing Outlook archive, simply moving the .pst archive file to a new folder will result in a new archive.pst file being created at the default location the next time Outlook AutoArchive is launched. Here are some steps you can take to move the Outlook archive correctly: 1. Close the archive in Outlook To disable the Outlook Archive folder, click on the root archive folder in the folder list and click the Close Archive Button. Council. If the Archive folder doesn't appear on the folder list, you can find its location through the file of the zgt; account settings zgt; account settings are the data tab, select the .pst archive, and click delete. This will only disable the archive from Outlook, but it won't remove the .pst archive file. 2. Move the file archive to where you want it. Close Outlook, review the location of your .pst archive file and copy it to the folder of your choice. Once you've copied the Outlook archive, you can delete the original file. Although, a safer way would be to rename it archive-old.pst and store until you make sure that the copied file works. 3. Reconnect the archive.pst Moved File To reconnect the archive, open Outlook, tap the file of the Open data file..., review the new location of your archive, select the file and click OK to connect it. The Archive folder will immediately appear on your folder list. 4. Change Outlook's Latest, but not the most recent step - it's changing AutoArchive settings to move old items to new ones from now on .pst. Otherwise create another archive.pst file in its original location. To do this, click the File's Options for the Advanced AutoArchive Settings..., make sure to move the old items to the radio button selected, click the viewing button and specify it where you moved your Outlook file archive. How to clean deleted items and unwanted email folders automatically to automatically remove old items from deleted items and junk email folders automatically, install AutoArchive to run every few days, and then customize the following settings for the above folders: Right click the Deleted Items folder, and click Properties to AutoArchive. Select the archive of this folder using this settings option, and select the right number of days next to the Clean Out items over. Choose to permanently delete old items, and click OK. Repeat the above steps for the junk email folder and you're all set! Note. Old items will be removed from unwanted and deleted folders during the next AutoArchive launch. For example, if you set up AutoArchive to run every 14 days, the folders will be cleaned every 2 weeks. If you want to delete unwanted emails more often, set a shorter period for your Automatic Outlook active. Outlook AutoArchive's default settings determine the age of an item based on the date it has received/competing or changed, depending on what comes later. In other words, if, after receiving an email or marking a task, you make any changes to the item (e.g. importing, exporting, editing, copying, marking how to read or not), the changed date changes, and the item will not move to the archive folder until another ageing period is over. If you want Outlook to ignore the changed date, you can adjust it to archival items for the following dates: Emails - received items of calendar date - date date, event or meeting scheduled for tasks - Note completion date - date of the last modification of the log entry - date of creation Note. The solution requires changes to the registry, so we recommend using it very carefully, because serious problems can occur if you change the registry incorrectly. As an extra precaution, be sure to back up the registry time before you change it. If you work in a corporate environment, you'd better have your administrator do it for you to be on the safe side. First, check out your Outlook version. If you're using Outlook 2010, be sure to install April 2011 hotfix for Outlook 2010, and Outlook 2007 users should install a December 2010 hotfix for Outlook 2007. Outlook 2013 and Outlook 2016 do not require any Updates. And now follow the following steps to create the value of the ArchiveIgnoreLastModifiedTime registry: To open the registry, click Start and Run, regedit in the search box and click OK. Find and select the following registry key: microsoft's HKEY_CURRENT_USER Offices Office Version (Outlook) Preferences for the zit;office in Outlook 2013, it's: HKEY_CURRENT_USER microsoft's Office 15.0Outlook SoftwarePrefer to edit the menu, point to new ones, select DWORD (32 bits) Value, type its name ArchiveIgnoreLastfiedTime, and click Enter. The result should look like this: click the Right Mouse Button button of the newly created ArchiveIgnoreLastModifiedTime, click Modify, screw 1 into the value data field, and then OK. Close the registry editor and restart Outlook for change. Done! Outlook Archive doesn't work - Reasons and solutions If Outlook Archive or AutoArchive isn't working as expected, or you have trouble finding archive emails in Outlook, the following troubleshooting tips can help you identify the source of the problem. 1. Archives and AutoArchive options are not available in Outlook Chances are you use the Exchange Server mailbox, or your organization has a mail storage policy that overlaps Outlook AutoArchive, for example, it was disabled by your administrator as a group policy. If so, please check the details with your system administrator. 2. AutoArchive is configured, but doesn't work If suddenly Outlook Auto Archive stops working, open AutoArchive settings, and make sure that Run AutoArchive is selected every day. 3. A specific item never archived there are two common reasons for a particular item to be removed from the auto archive: the altered date of the item is newer than the date set for archiving. To decide, please see how to archive items by the received or completed date. The Do not AutoArchive property of this item is chosen for this item. To test this, open the item in the new window, tap the Properties File, and remove the tick from this checkbox: You can also add a Do Not AutoArchive box to view Outlook to get an overview of the items for which this option is selected. 4. The archive folder is not available in Outlook If the Archives folder does not appear on the folder list, open the AutoArchive settings and make sure that the Show archive folder is selected in the folder list. If the Archive folder still doesn't show, open the Outlook Data file manually, as explained here. 5. Damaged or damaged archive.pst File can't move new items into it when the archive.pst Outlook is damaged. In this case, close Outlook and use the inbox repair tool (scanpst.exe) to repair the .pst archive file. If it doesn't work, the only solution is to create a new archive. 6. Outlook Mailbox or file archive reached maximum size Full archive.pst or main file .pst can also prevent Outlook Archive from working. If the archive.pst has reached its limit, clean it by removing old items or create a new archive file. If the main file reached your limit, try to remove some old items manually or empty the Deleted Items folder or move some items to the archive manually, manually, to allow the administrator to temporarily increase the size of the mailbox and then run AutoArchive or archive old items manually. The default limit for .pst files is 20GB in Outlook 2007 and 50GB in Outlook 2010, Outlook 2013 and Outlook 2016. I hope this tutorial shed light on how to archive email in Outlook. Anyway, I thank you for reading and hope to see you on our blog next week! Week!