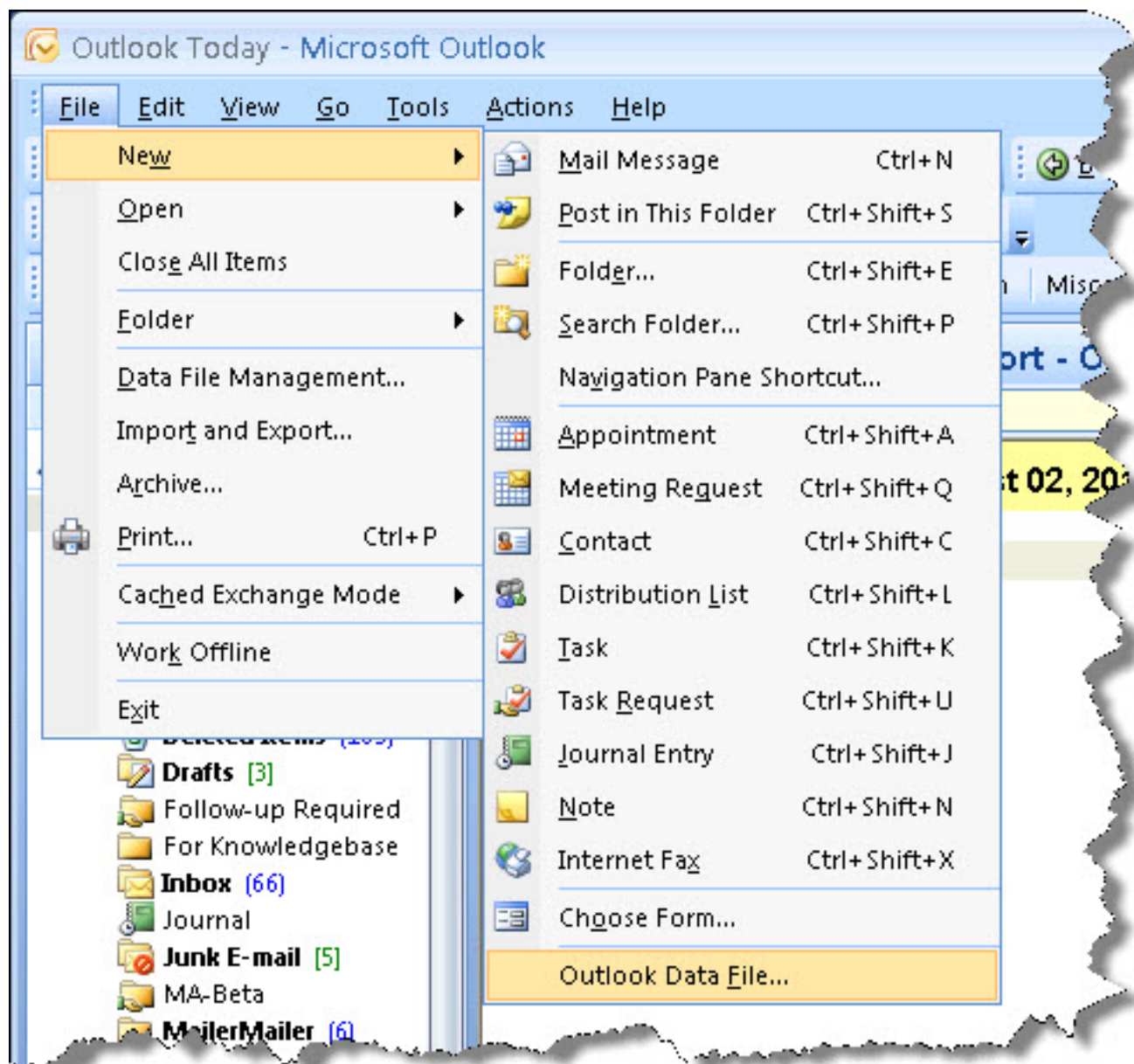
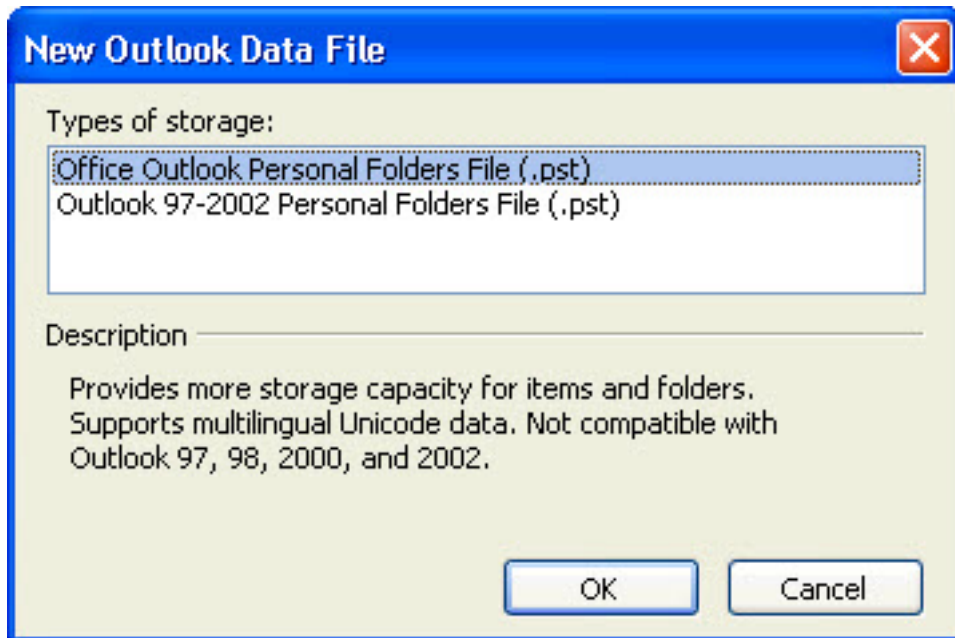


How to archive messages older than 6 months

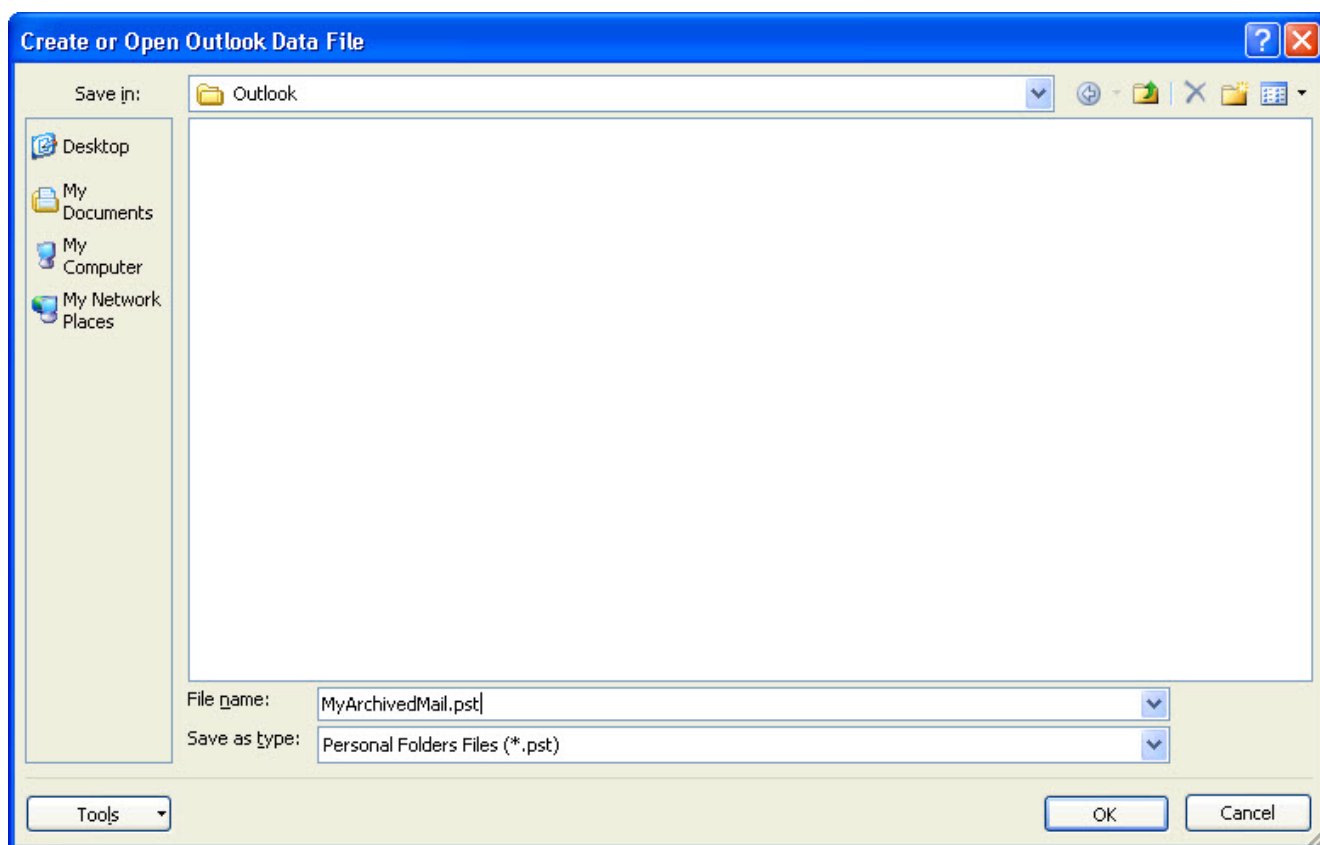
It is very common to archive your older Outlook messages to help keep you mailbox storage from growing too large. The following describes how to configure a rule in Auto-Mate to archive all messages older than 6 months in all your folders.

You should create a new PST file to hold your archived messages. This can be easily accomplished in Outlook by following these steps.

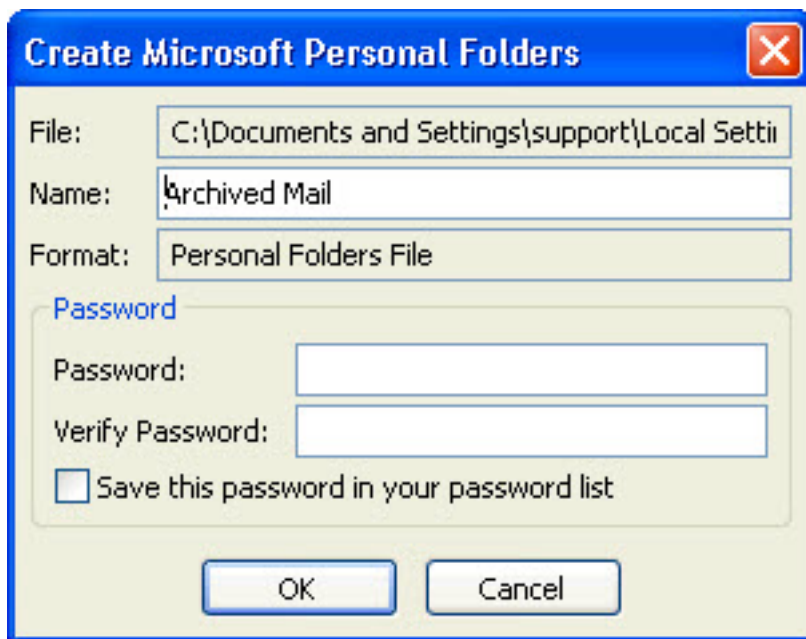




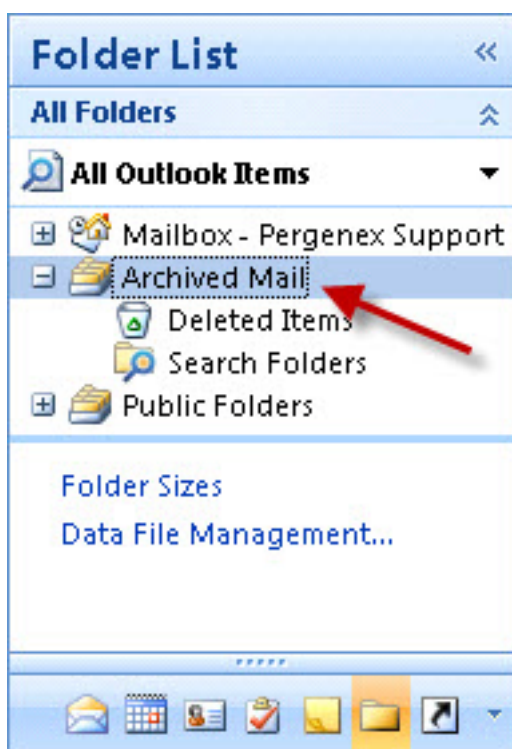
Give your PST file a name:



Give a descriptive name that will appear in the Outlook folder tree:



It should then appear in your Outlook Folder Tree:



Configure an Auto-Mate Rule to archive messages older than 6 months to this new PST file

Start by creating a new rule and configuring the options as described below:

Auto-Mate Rule Properties

Group Name: ↑ ↓

Rule Name:

Rule Basics | **Properties** | Accounts & Types | Actions | Exceptions | Scheduling

Select how or when your rule should be applied

Rule Type

Type:

Older Than: Custom days:

Between Dates: and

Source Folder: ...

☒ Recurse sub-folders



☐ Only process newer messages since last rule execution


Property Matching:


☒ All Properties must match before actions are performed (AND)

☐ Any Properties can match before actions are performed (OR)

Addressing

From:  

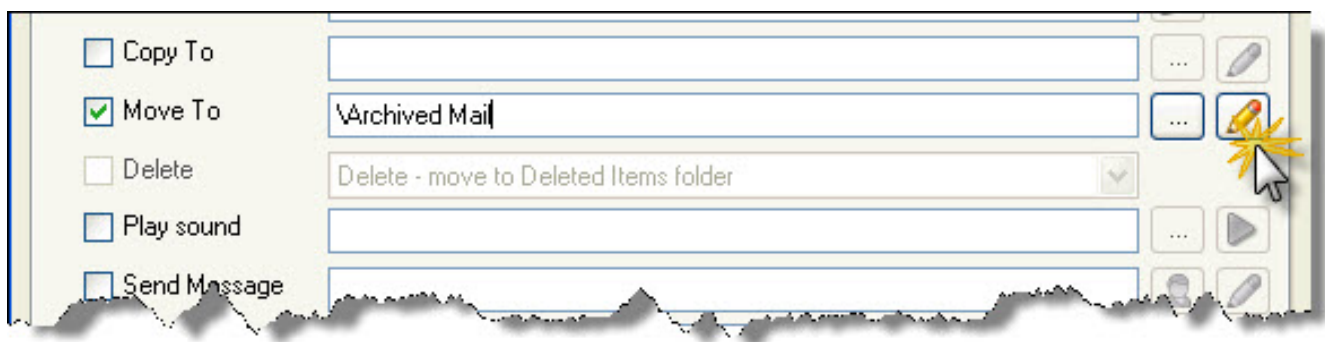
To: 

Cc: 

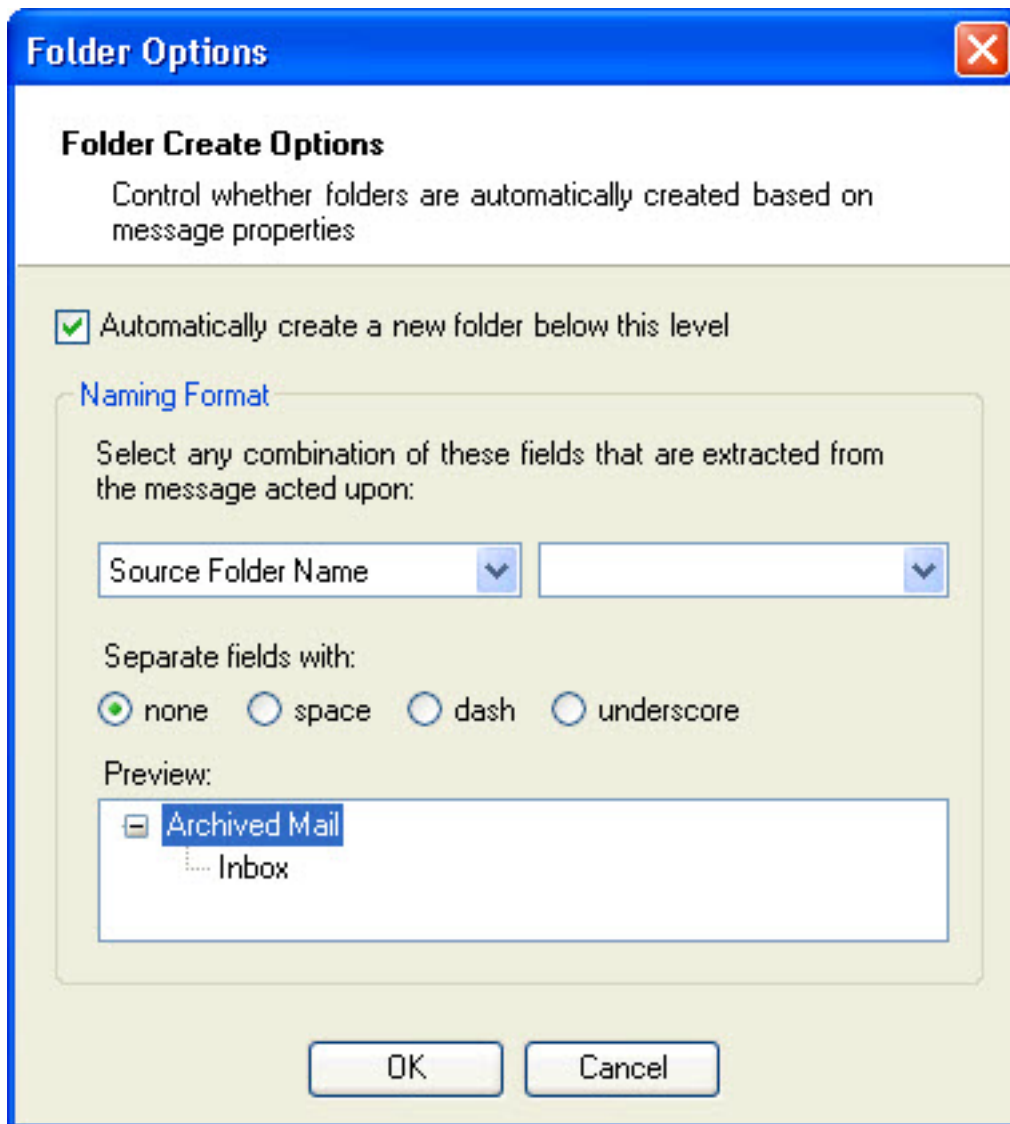
☒ Enable this rule

If you want to archive all folders, select the top of your folder tree, and check the option to recurse sub-folders.

You do not need to change anything on the Message Properties tab or Accounts & Types tabs. On the Actions tab, select the top of the folder tree for the new PST file you created above:



Now click the icon to configure the Auto-Crete options:



To keep the same folder structure as in your main Outlook tree, choose to auto-create folders using the Source Folder name.

Since the rule may need to process 1000's of messages, you should only run this rule once a day. You can configure this on the Scheduling tab as follows:

Auto-Mate Rule Properties



Group Name: My Rules



Rule Name: Archive older than 6 months



Rule Basics Properties Accounts & Types Actions Exceptions **Scheduling**



Control how and when the rule is executed

Run Mode

☐ Automatic - managed by Auto-Mate

☐ Only run this rule during the following times:

All None M-F

☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

From: 7:52:52 AM

To: 7:52:52 AM

☒ On this day and time:



Every Day 08 : 00 : PM

☐ Manually Only - from Quick Run list

☐ List this rule in the Run list on the Toolbar and Ribbon menu

Update Rule

Cancel

Apply

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Auto-Mate v5.x -> How to archive messages older than 6 months

<http://www.pergenex.com/kb/index.php?View=entry&EntryID=33>