



Universiteit Leiden

Manual

Auto-archive mail in Outlook



Introduction

Employees of Leiden University are allowed a (primary) mailbox of a maximum of 2Gb. If you need more disk space for your mail, you can expand this quota to 10Gb by using your archive (=secondary) mailbox, in combination with the AutoArchive function. The AutoArchive function prevents your mailbox from getting full, by automatically copying older mail from your primary mailbox to your archive mailbox.

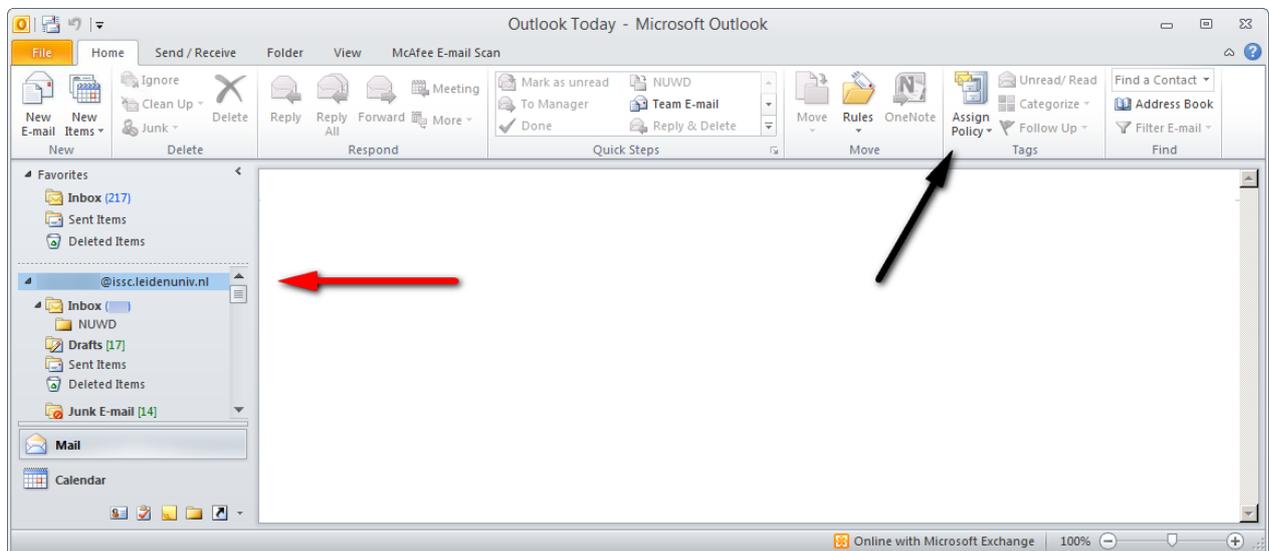
This manual explains how to set the AutoArchive function and its options. AutoArchive is disabled by default and can be enabled by individual users.

Setting AutoArchive

AutoArchive is enabled per mailbox folder via a so-called Folder policy.

Step 1

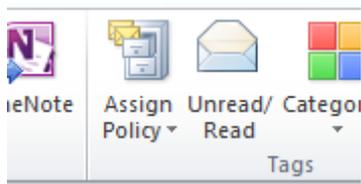
Open Outlook Mail and in the left column, click your mail address (red arrow).



NOTE: If you assign a policy on the mailbox top level (red arrow), this also affects the calendar items of your mailbox: these will be archived after the chosen period too. If you don't want this, then don't set the policy on the mailbox top level, but per mail folder.

Step 2

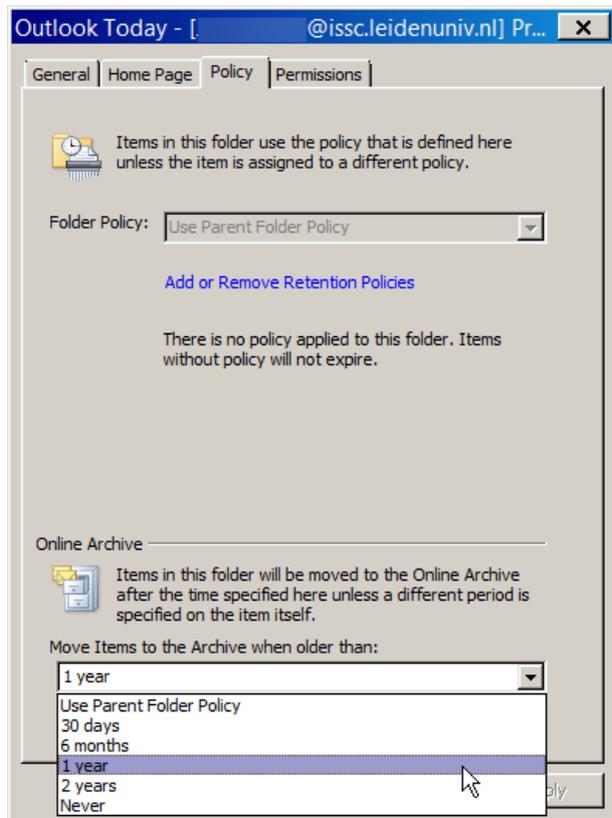
Click **Assign policy, Set Folder Policy**:



At Leiden University, you can choose to AutoArchive your mails older than:

- 30 days
- 6 months
- 1 year
- 2 years

- Never



Step 3

The option 'Use Parent Folder policy' is set by default. Select the AutoArchive period which is most convenient to you. We usually recommend you try '1 year' first. If you receive many mails with big attachments, you might select a shorter period, such as '30 days'.

Step 4

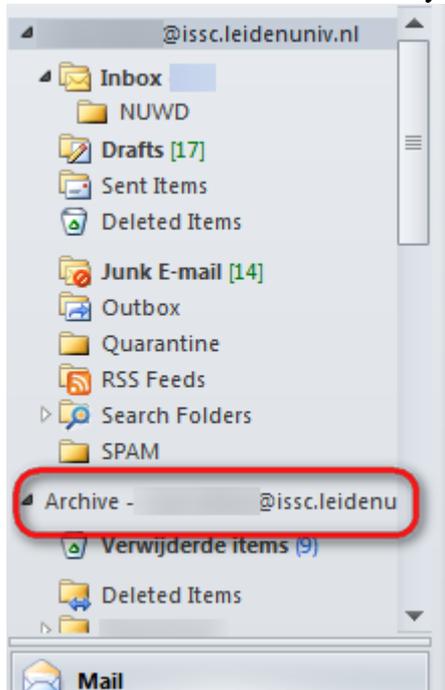
In Step 1 we explained how to select your entire mailbox when setting the Auto Archive policy. This is the recommended setting, though you can set policies for your mail subfolders separately:

1. Select the folder (e.g. Sent items) of your mailbox
2. Right-click this folder and choose **Properties**.
3. Go to the Policy tab and select the policy.

NOTE: The policy you select for a subfolder cannot exceed the policy of its parent folder.

Additional information

- The mail server archives your mail automatically. Because of this mechanism it can take a couple of hours before your first archive is finished.
- The archiving process archives all subfolders (and their content) within the selected mailbox as well.
- Mail can only be archived when an archive mailbox is available. By default, Outlook shows archive mailboxes below your primary mailbox:



- AutoArchive is not available from within an archive mailbox, so you cannot set Folder policies there.
- In addition to Archive policies there are also Retention policies. With these you can set the deletion of mails older than 5 years from your mailbox. Retention policies can be set for primary and archive mailboxes.
- Once enabled, the AutoArchive function is available in the Webmail environment too. You can even enable AutoArchive directly from webmail, by right clicking your mailbox (or a subfolder) and choosing Archive Policy or Retention Policy.