

Email Archiving

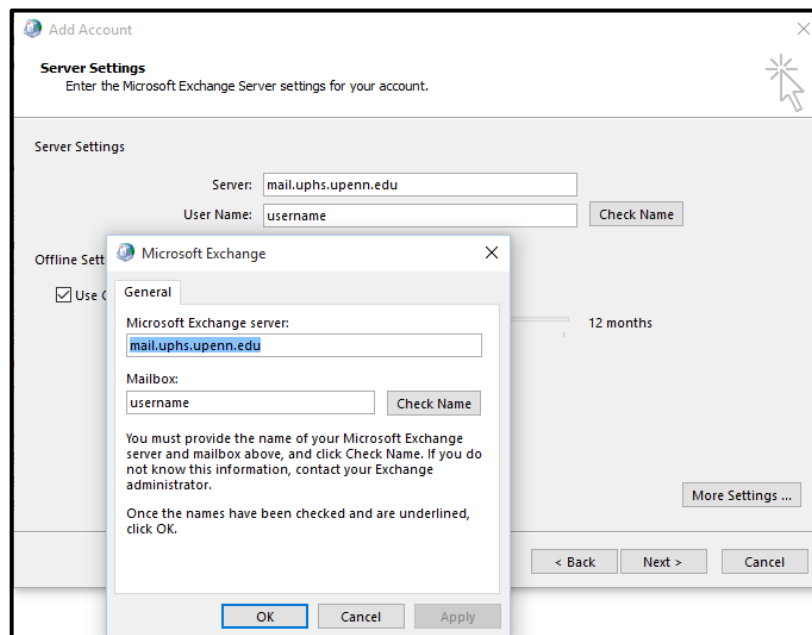
Archiving email on your personal computer is a great way of freeing up space for new emails without deleting old ones you might need later. In this guide we will show you how to archive email in Outlook.

Before we get started you will need to download and install the Penn VPN Preferred client from the website below. Instructions to install the Penn VPN client are included.

<http://www.uphs.upenn.edu/network/>

Setting up Outlook

1. Open the Pulse VPN client you installed previously and login with your UPHS credentials (same as your email username and password). If you can't connect call the helpdesk at 215-662-7474.
2. Open up Outlook 2010 or later version (Slight differences based on version).
3. Select "Email Account" and then press **Next**.
4. Select "Manual Setup or additional server types" and then press **Next**.
5. In the server field type **mail.uphs.upenn.edu** and then enter your username in the username field.
6. Click "Check Name" and you will be prompted with a login prompt.
7. Enter your username as follows: **uphs\username**.

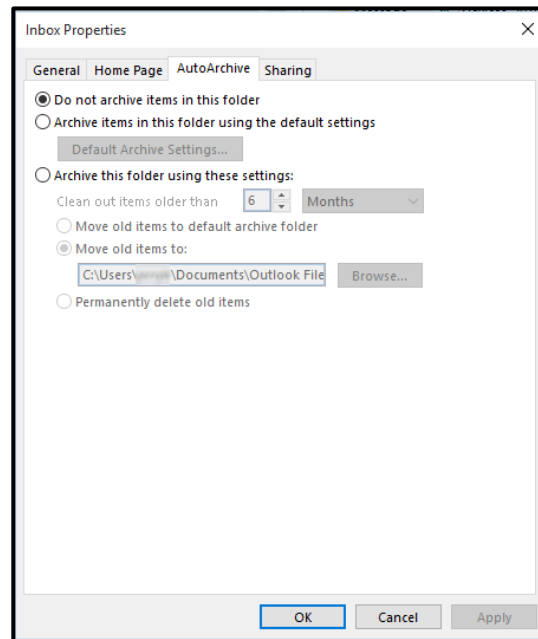


8. Enter your password and press **OK**. You should now see your full name in the **User Name** field.
9. Click **Next** and then **Finish**.

Archiving

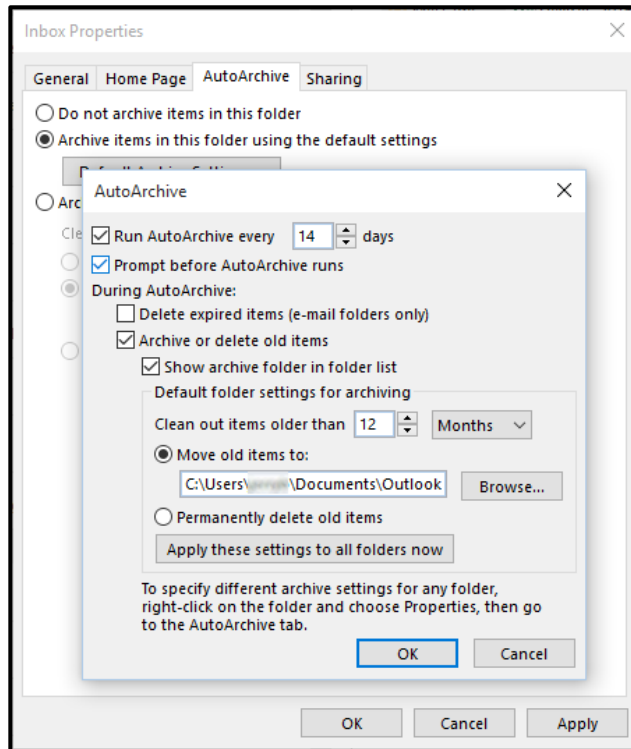
The best way to archive email is through Outlooks AutoArchiving feature.

1. Open Outlook and right click on your Inbox.
2. Click **Properties** and select the **Auto Archive** tab.



3. In this menu, you can select how you want to archive each folder or use the default archive settings. In this example, we will use the default archive settings. In this example, we will use the default settings menu.
4. Select "**Archive items in this folder using the default settings**" and click "**Default Archive Settings.**"

5. Check **“Run AutoArchive every...”** and select how often you would like the archive to run. The image below are the recommended Archive settings.



6. You are free to change the settings as you wish. When you have finished, you can set these for all folders by clicking **“Apply these settings to all folders now”** or click **OK** to only apply it to the Inbox.