

ITD Fact File:

Entourage- Archiving (Exchange)



Information Technology Directorate – UNE Microsoft Exchange Project

Checking Your Mailbox Size

Now that you are on Exchange all of your email will be backed up and stored on the server. The storage limit for Exchange users is 2GB for normal users, and 5GB for executive users. This may seem like a lot, but you will reach quota fairly quickly if you don't periodically archive your emails. You can check the size of your Exchange mailbox by doing the following:

1. **CTRL+Click (Right Click) on the topmost folder of your Exchange account in the left-hand pane of the main Entourage mail page (it should be called "Exchange")**
2. **Select *Folder Properties***
3. **Click on the *Storage* tab**
4. **The *Total Size* will be displayed in kilobytes**

Archiving

Archiving removes your emails from Exchange, and stores them on your local computer. There are two ways of archiving in Entourage:

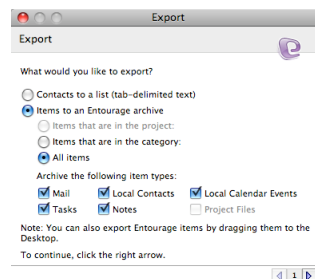
Method 1:

You can simply "drag and drop" entire folders, or single emails from your Exchange account to your local machine by selecting the folder/email and dragging them onto the *On My Computer* heading within the left-hand pane of the mail Entourage window.

Please Note: This will only make a copy of the emails. You will need to remember to go back to the folder/email within Exchange and delete it to remove it from the Exchange server entirely.

Method 2:

1. In the top menu, click *File* and then *Export...*
2. Select *Items to an Entourage Archive*, click *All*, and tick any appropriate boxes. Click *Next*



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3. Select the option to *delete items after archiving*, un-tick the *categories* box, then click *Next*
4. (Ignore anything it says about Address Books)
5. Save the file somewhere where you will be able to find it again, and give it a title that reflects the archive date. Click *Save*.
6. Go back up to the top menu of Entourage and click *File* then *Import...*
7. Select *Entourage Information from an Archive or Earlier Version* and click *Next*
8. Select *Entourage Archive (.rge)* and click *Next*
9. Locate your archive file (wherever you saved it to) and click *Import*
10. When the import is complete you will see a folder within the *On My Computer* section of the left-hand pane with the same title as the archive file. This is where you will access your old emails.

