Archiving Email with Microsoft Outlook 2013

1. At the top of the window, select the Home Tab. Just beneath the Home tab, choose "New Items."

2. From the New Items menu, select "More Items" and choose "Outlook Data File..."

3. Title your file "Personal Folders", then choose a folder to save your emails in (typically your "Documents" folder). Click OK.

Now it's time to create a folder to archive your messages.

1. Navigate to the Personal Folders listing on the left side of the Outlook window. You may need to scroll to find it.

2. Right-click on "Personal Folders" and choose "New Folder..." from the menu that pops up.

3. Name your folder something appropriate, such as "Email Archive" and hit "OK".

4. By dragging messages from your JTech email into this mailbox you move the messages from JTech's servers to your local hard disk, and thus they no longer count against your quota.

Remember, messages stored locally will not be available from webmail or from other devices. It's a good idea to make a backup of your email archive from time-to-time.

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