

# Microsoft Outlook Care and Feeding

Microsoft Outlook is installed virtually everywhere and many users pile up the messages in there. It's important to keep your Inbox clean. As more and more messages arrive and the mailbox becomes full the data files for Outlook grow huge! This will have a very negative impact on performance. To keep the performance levels high there are a few maintenance tasks that should be performed.

- Delete unimportant emails and empty the trash.
- Create an Archive to store necessary old messages.
- Compact files to shrink the data files.

The first step in keeping Outlook running smooth is to delete unnecessary emails - jokes and large file attachments and the like. Necessary attachments can be saved on a local disk or to a server but keep large attachments out of the mail data files. After deleting the messages may only be moved to the Trash folder. Empty the Trash or delete individual messages in there to permanently remove them.

## Creating an Archive

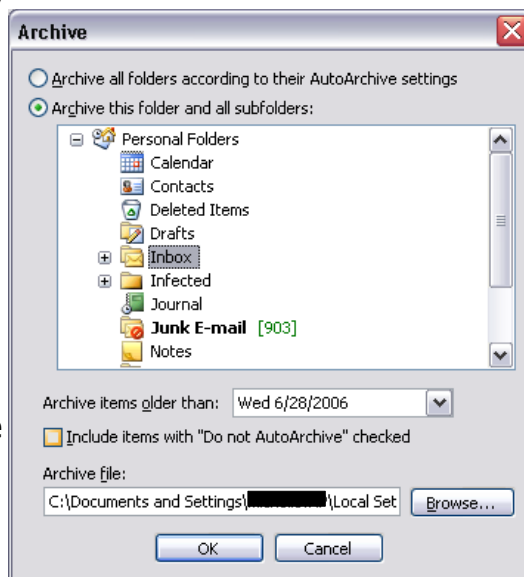
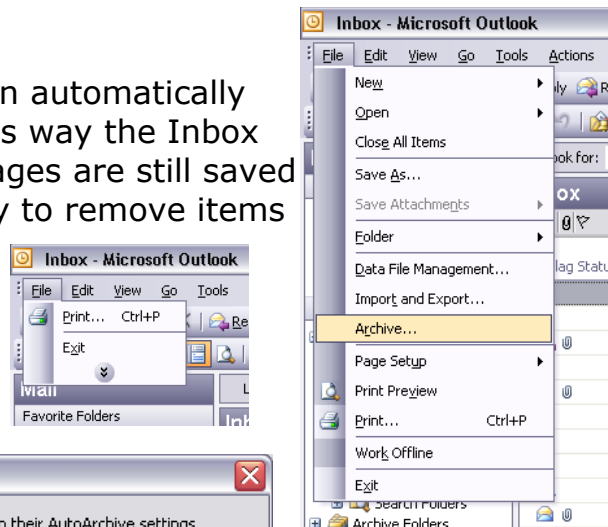
The Archive features of Outlook can automatically move old messages into an archive file. This way the Inbox data file remains small and fast while messages are still saved for historical purposes. It may be necessary to remove items from the Archive from time to time as it may grow extremely large.

Go to File -> Archive

The full menu may not be available, if this is the case click the double-down arrows to expand the menus.

Then pick Personal Folders and choose a reasonable date to archive items from **before that date**.

Items aren't deleted they're moved to the Archive.

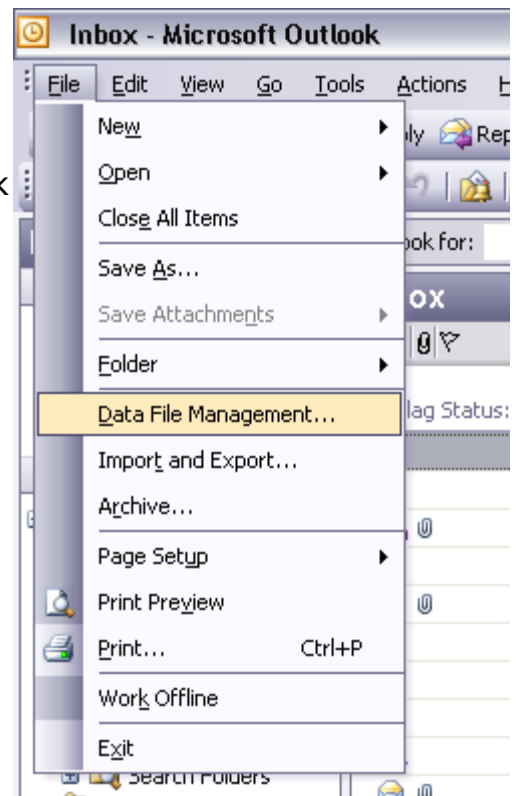
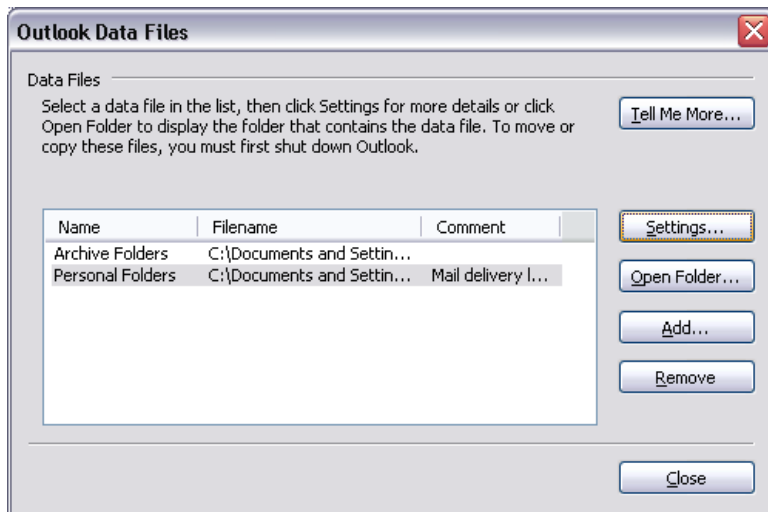


## Compacting Data Files

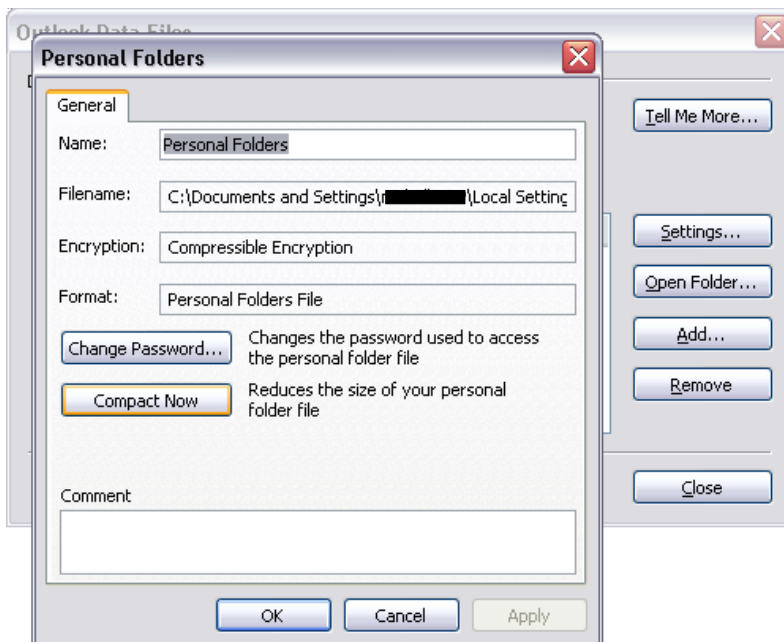
Compact the files after permanently removing messages or moving messages to the Archive. This will shrink the file size of the Outlook Data Files and increase performance.

Go to File -> Data File Management

Chose a Data File and click Settings



Chose Compact Now



**This process may take a while, you may cancel at any time**

## **Creating Backups of Outlook Data Files**

Shutdown Outlook and navigate to the directory containing the files. Use the Data File Management utility to Browse for this. Copy these files to a network or other secure location.