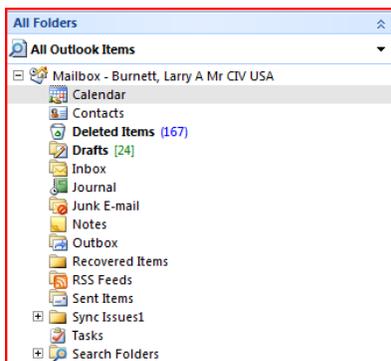


Archiving old calendar data to a PST:

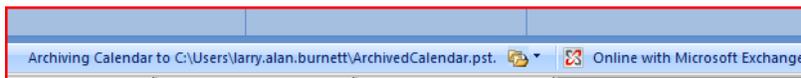
- Create a new PST for your archived calendar items.
 - o Click *File>Data File Management*
 - o Select the Add button then click OK
 - o In the file name, type *ArchivedCalendar.pst* and click OK
 - o In the Name: field, type *Archived Calendar* and click OK
 - o Click the Close button
- Select the All Folders icon at the bottom of the left –hand pane



- In the upper left hand pane, left click on the calendar to select it.



- On the file menu, select *File>Archive*
- In the drop-down menu for "*Archive items older than,*" select a date that you wish to archive. Recommended date is one week prior to the current date.
- Click the Browse button, and find the file you created in the first step. This should be *C:\Users\Your.Name\ArchivedCalendar.pst*. Highlight that file and click *OK*
- Click *OK*
- In the lower right corner of Outlook, the status will appear. Once this status changes back to normal, the operation is complete.



- If you want to open up these old items in the future, you can do so by adding this PST to your Outlook profile.