

Compressing Your Outlook Archive File

Compressing the Outlook Archive folders can considerably reduce the amount of hard disk space used by your U:/ drive (My documents). In some cases as much as 100MB or more. It takes only a few simple steps to compress the folders.

See how much space you are using before compressing

This job aid will show you how to check the amount of hard disk space your Outlook Archive file is using before you compress it. This is a good way to compare "before and after".

Step	Action
1.	Double click on the Icon with your name under it on your desktop.
2.	Scroll down to the Icon with Users in the title and right click on it.
3.	Locate the folder with your name on it and right click once on it.
4.	Trace to and select Properties . About half way down the properties window will be the size information.

Compress the archive file

This job aid will show you how to compress the Outlook Archive file.

Step	Action
1.	Make sure Outlook is closed (not running).
2.	<u>Right click</u> on the Outlook Icon on your desktop.
3.	Trace to properties , click on Services tab .

4.	Double click the Archive Folders file. This file may alternatively be named ~messages .
5.	Select the Compact Now button. 
6.	It may take as much as 10 minutes to compact the file, depending on the original size. Try looking at the file size by using the steps outlined at the beginning of this Jobaid to see how much space you saved.