

How to Setup & Access Your Online Email Archive



On-Line Archive Basics

Per the Email Retention and Operating procedure polices jointly adopted by the College of Agriculture and Life Sciences, Texas AgriLife Extension Service, and Texas AgriLife Research Service each employee email account has been configured with a 1GB on-line archive box.

The on-line archive box is only accessible via the following interfaces:

- Outlook 2010
- Outlook 2007 Service Pack 2
- Outlook Web Access (<http://owa.agnet.tamu.edu>)

Benefits:

- On-line Archive is accessible remotely via the Exchange Web interface (<http://owa.agnet.tamu.edu>)
- On-line archives are backed up centrally and are stored in redundant online databases.

How to Setup On-Line Archive (Outlook 2010)

Per guidelines/restrictions set in the new Email Retention Policy, the standard archive will be 1GB in size. Email not placed into the online archive, will be deleted according the retention policies. Messages placed in the online archive will be available when using both the desktop client and the web access version.

1. Open Outlook and log into your email account as usual.
2. Right-click on the folder for which you want to setup archiving.
3. Select **Properties -> Policy**
4. Choose one of the following options:
 - Never
 - Parent (uses the policy of the parent folder)
 - 7 Months
 - 1 Year
5. Sent & Deleted Items should NOT have archiving activated as the retention rules do not allow for long term retention or archiving from these folders.

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How to Setup On-Line Archive (Outlook 2007 or Outlook Web Interface)

If Outlook 2007 is installed on your workstation, you will need to use Outlook Web Access (OWA) in order to setup archiving. Once archiving has been setup you will be able to view the archive folder in Outlook 2007 if it has been updated with Service Pak 2.

1. Open your browser and go to <http://owa.agnet.tamu.edu>.
2. Login to your account. (username: yourfirstname.yourlastname)
3. Right-click on folder for which you want to setup archiving.
4. Select **Archive Policy**
6. Choose one of the following options:
 - Never
 - Parent
 - 7 Months
 - 1 Year
7. Sent & Deleted Items should NOT have archiving activated as the retention rules do not allow for long term retention or archiving from these folders.

More details about email retention and the archive policy can be found in the official Email Policy posted on first-call.tamu.edu.