



# **ENTERPRISE MESSAGING**

## **EXCHANGE 2007**

### **USER GUIDE**

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**Version: 1.4**

**Last Updated: 4/25/2014**

#### **SECURITY WARNING**

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## Version History

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# 1 Introduction

## 1.1 OVERVIEW

This document explains about adding and removing accounts to the various Exchange administrator roles within Exchange 2007 organization.

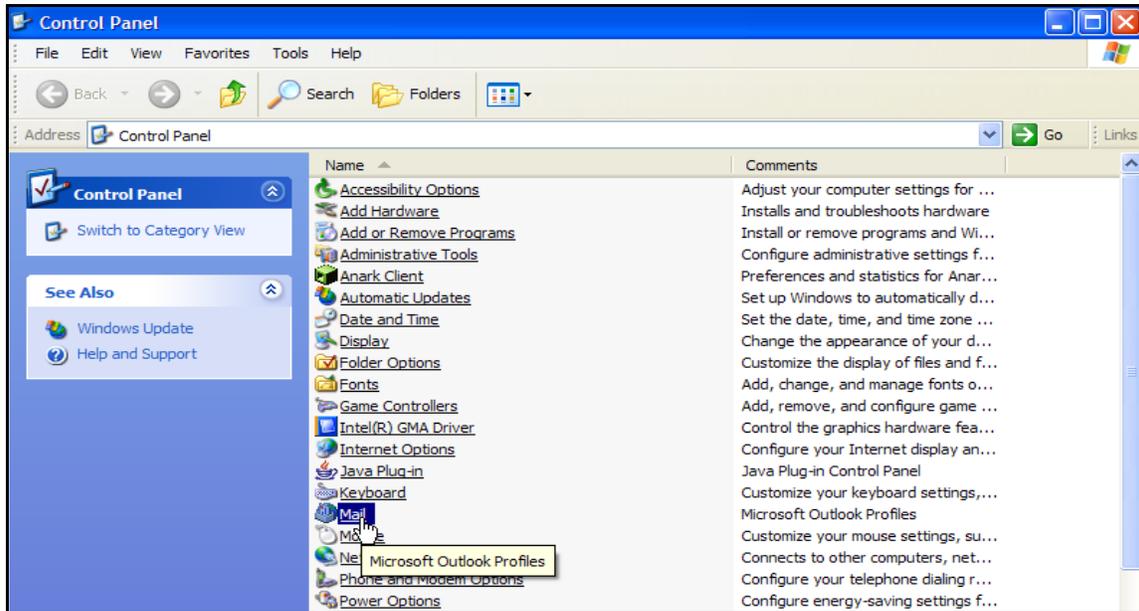
## 2 IMAP and POP Configuration

The following sections provide details for configuring IMAP and POP protocols for MS Outlook XP and Outlook Express clients. Please contact Exchange server administrators for configuration of Windows CE, Palm Pilots and other devices.

### 2.1 IMAP CONFIGURATION USING MICROSOFT OUTLOOK

To create a new profile in Exchange using Microsoft Outlook:

1. Double click the **Mail** icon in your Control Panel.



2. Click **Show Profiles**.



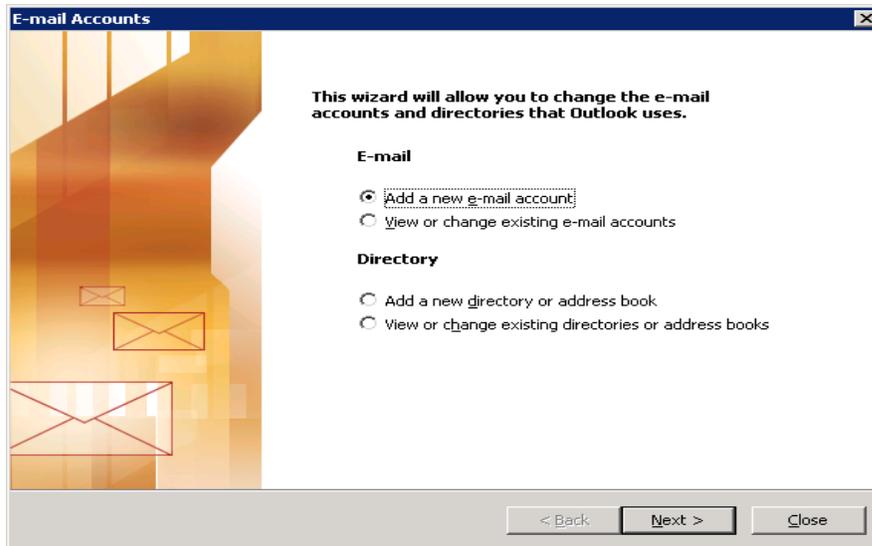
3. Click **Add** to create a new E-mail profile.



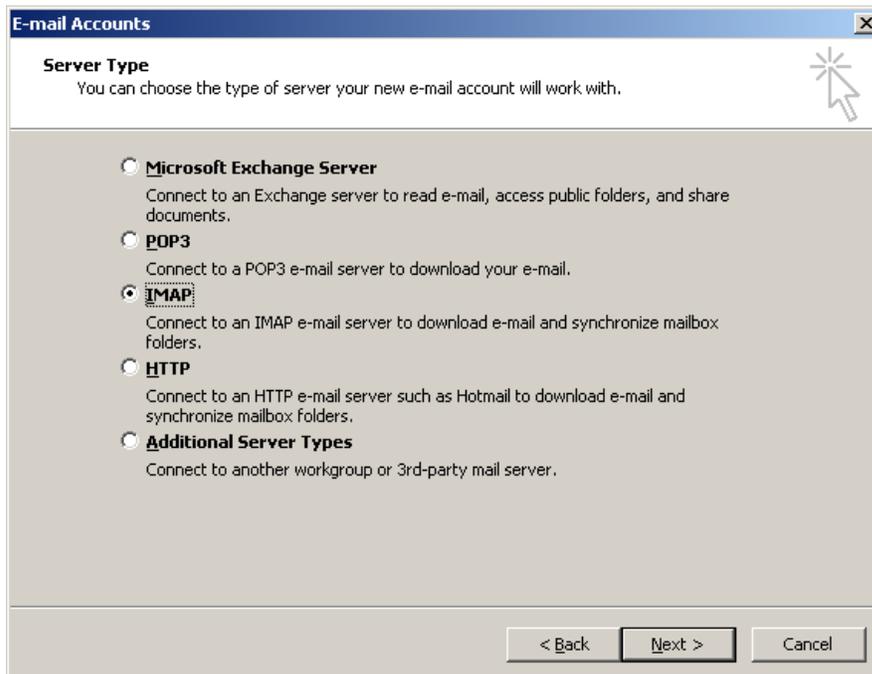
4. Enter the Profile Name: **IMAP** and click **OK**. This will start the *E-mail Accounts* wizard.



5. Select “Add a new e-mail account” and then click **Next**.



6. Select **IMAP**, and then click **Next**.



7. Configure **Internet E-mail settings (IMAP)** for the account you are creating.
  - a. Incoming mail server (IMAP) = **webmail.state.pa.us**.
  - b. Outgoing mail server (SMTP) = **smtp.state.pa.us**.

**E-mail Accounts**

**Internet E-mail Settings (IMAP)**  
Each of these settings are required to get your e-mail account working.

<b>User Information</b>	<b>Server Information</b>
Your Name: <input type="text" value="username"/>	Incoming mail server (IMAP): <input type="text" value="webmail.state.pa.us"/>
E-mail Address: <input type="text" value="username@state.pa.us"/>	Outgoing mail server (SMTP): <input type="text" value="smtp.state.pa.us"/>
<b>Logon Information</b>	
User Name: <input type="text" value="username"/>	
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

< Back   Next >   Cancel

8. When complete, click **More Settings**.

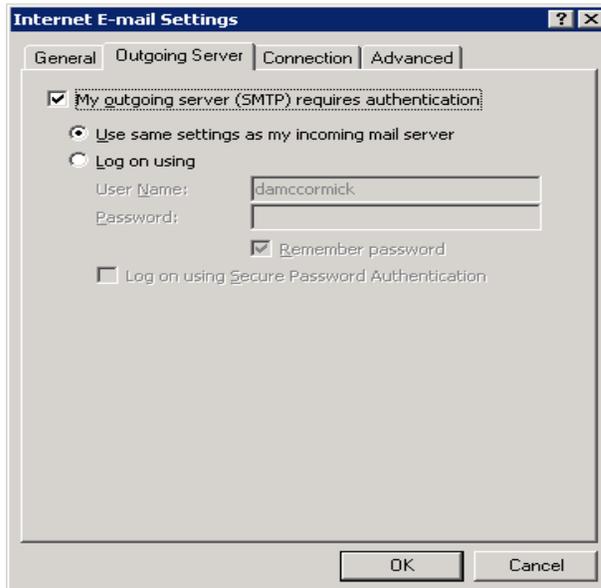
**E-mail Accounts**

**Internet E-mail Settings (IMAP)**  
Each of these settings are required to get your e-mail account working.

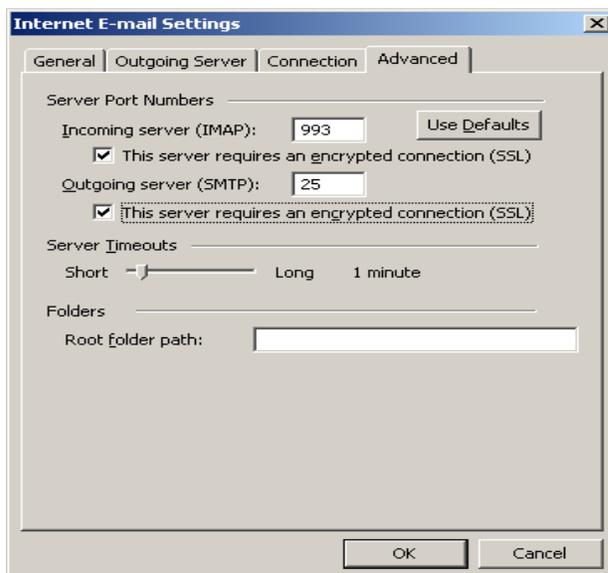
<b>User Information</b>	<b>Server Information</b>
Your Name: <input type="text" value="username"/>	Incoming mail server (IMAP): <input type="text" value="webmail.state.pa.us"/>
E-mail Address: <input type="text" value="username@state.pa.us"/>	Outgoing mail server (SMTP): <input type="text" value="smtp.state.pa.us"/>
<b>Logon Information</b>	
User Name: <input type="text" value="username"/>	
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

< Back   Next >   Cancel

9. Select the **Outgoing Server** tab and select the **settings**:
  - a. Check “**My outgoing server (SMTP) requires authentication**”.
  - b. Select “**Log on using**”, and enter the log on **credentials**.
  - c. Check “**Log on using Secure Password Authentication (SPA)**”



10. Select the **Advanced** tab, select the **settings** shown below, and then click **OK**:
  - a. Check “**This server requires an encrypted connection (SSL)**”
  - b. Click the **Use Defaults** button and auto resolve will set the IMAP port being used by the Client Access Server (CAS):
    - i. Incoming server (IMAP) = Port **993**.
    - ii. Outgoing server (SMTP) = Port **25**
  - c. Check “**This server requires an encrypted connection (SSL)**”.

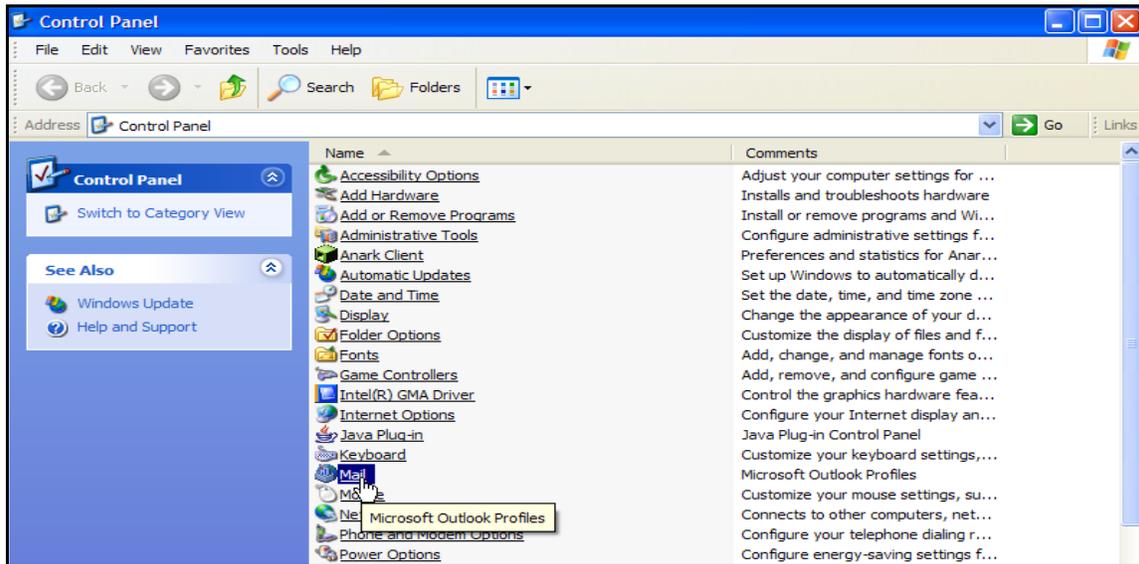


11. Click **Next** and then click **Finish** to complete the *E-mail Accounts* wizard.

## 2.2 POP CONFIGURATION USING MICROSOFT OUTLOOK

To create new POP profile in Exchange using Microsoft Outlook:

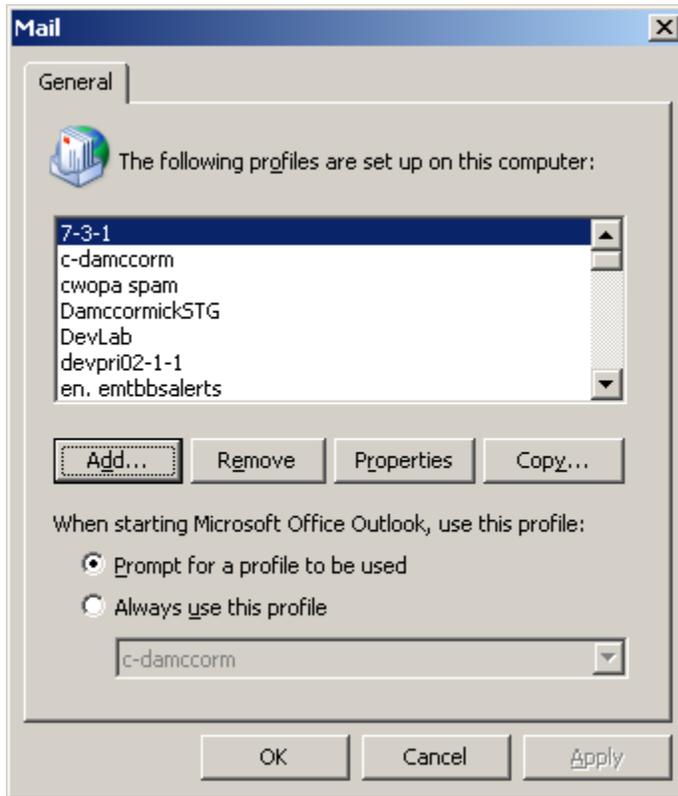
1. Double click the **Mail** icon in the Control Panel.



2. Click **Show Profiles**.



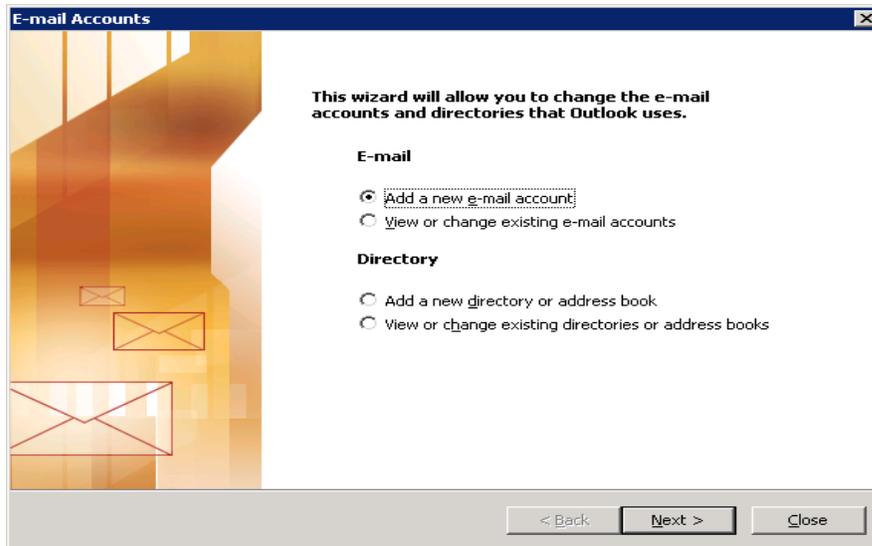
3. Click **Add** to create a new E-mail profile.



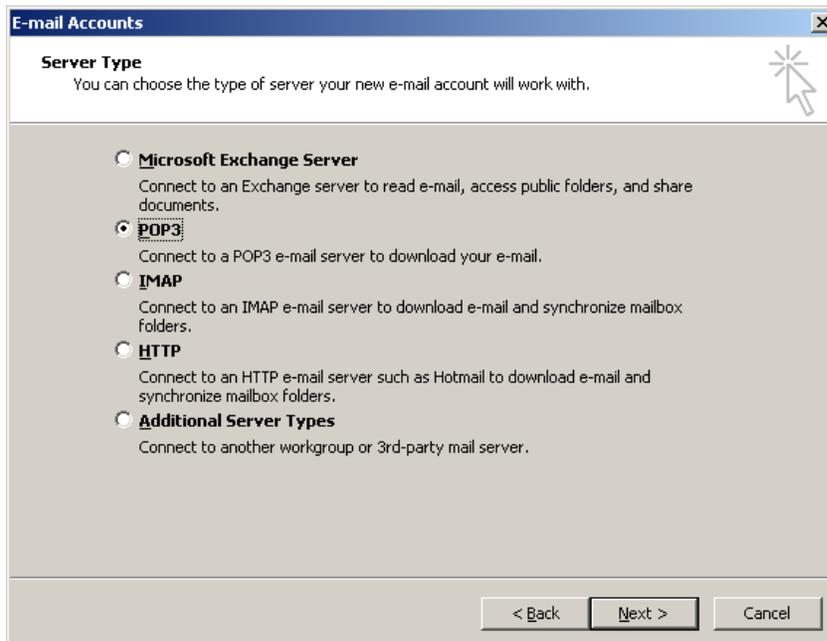
4. Enter the Profile Name: **POP3** and click **OK**. This will start the *E-mail Accounts* wizard.



5. Select “Add a new e-mail account” and then click **Next**.



6. Select **POP3**, and then click **Next**.



7. Configure **Internet E-mail settings (POP3)** for the account you are creating:
  - a. Incoming mail server (POP3) = **webmail.state.pa.us**.
  - b. Outgoing mail server (SMTP) = **smtp.state.pa.us**.

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:   
E-mail Address:

**Server Information**

Incoming mail server (POP3):   
Outgoing mail server (SMTP):

**Logon Information**

User Name:   
Password:   
 Remember password

Log on using Secure Password Authentication (SPA)

Test Account Settings ...

More Settings ...

< Back   Next >   Cancel

8. When complete, click **More Settings**.

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:   
E-mail Address:

**Server Information**

Incoming mail server (POP3):   
Outgoing mail server (SMTP):

**Logon Information**

User Name:   
Password:   
 Remember password

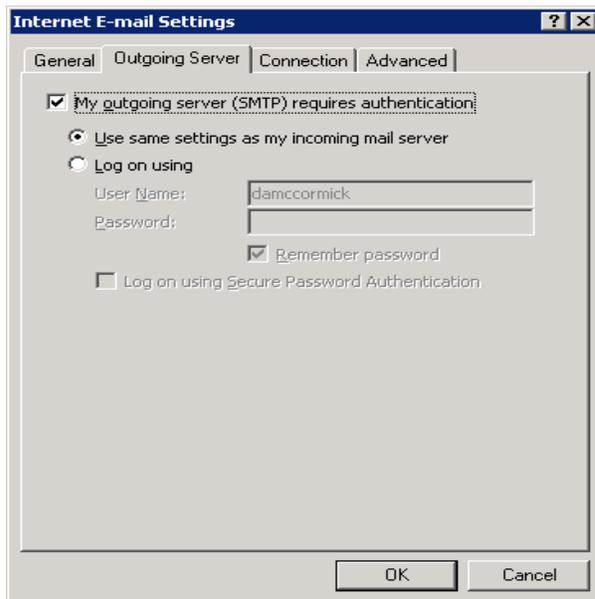
Log on using Secure Password Authentication (SPA)

Test Account Settings ...

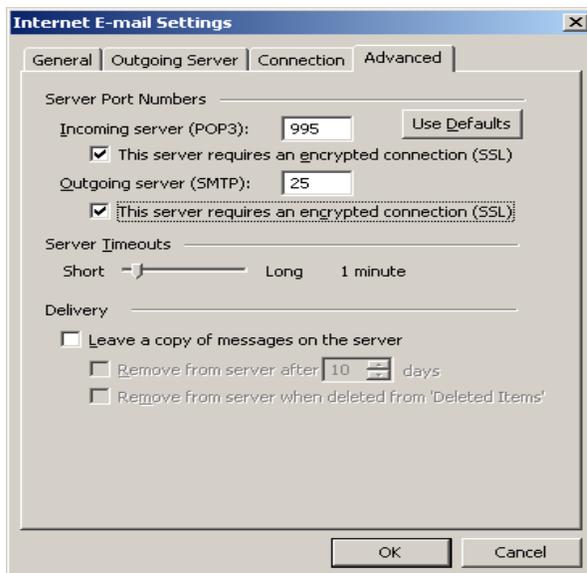
More Settings ...

< Back   Next >   Cancel

9. Select the **Outgoing Server** tab and select the **settings**:
  - a. Check **“My outgoing server (SMTP) requires authentication”**.
  - b. Select **“Log on using”**, and enter the log on **credentials**.
  - c. Check **“Log on using Secure Password Authentication (SPA)”**



10. Select the **Advanced** tab, select the **settings** shown below, and then click **OK**:
  - a. Check **“This server requires an encrypted connection (SSL)”**
  - b. Click the **Use Defaults** button and auto resolve will set the POP3 port being used by the Client Access Server (CAS):
    - i. Incoming server (POP3) = Port **995**.
    - ii. Outgoing server (SMTP) = Port **25**
  - c. Check **“This server requires an encrypted connection (SSL)”**.

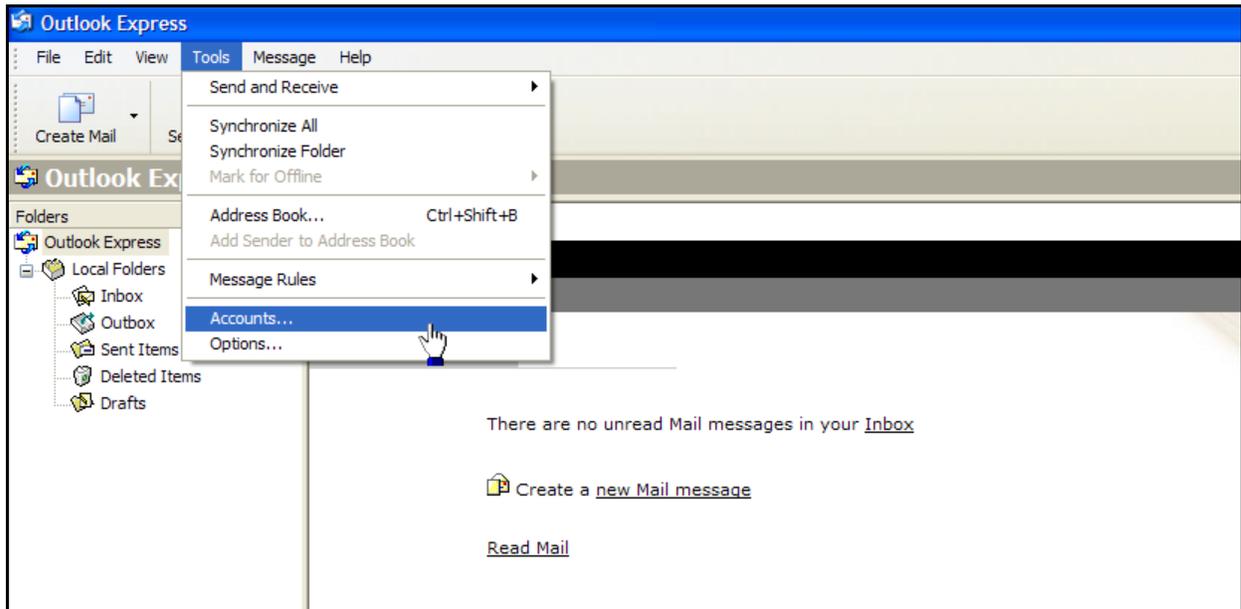


12. Click **Next** and then click **Finish** to complete the *E-mail Accounts* wizard.

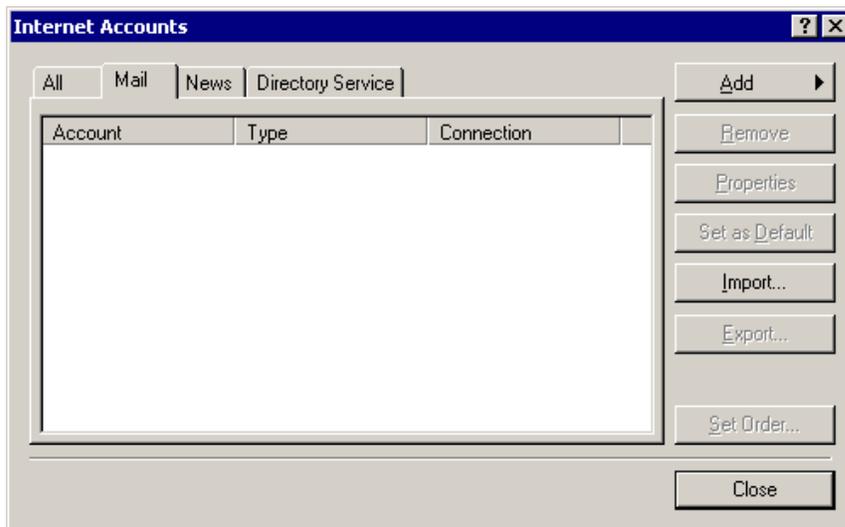
## 2.3 IMAP CONFIGURATION USING OUTLOOK EXPRESS

To create a new profile in Exchange using Outlook Express:

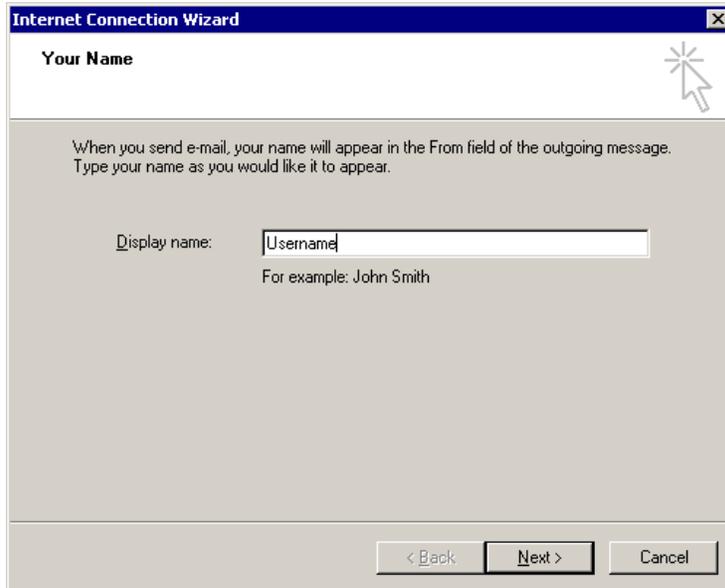
1. Open **Outlook Express** and then select **Tools / Accounts**.



2. Select the **Mail** tab and then click **Add** in *Internet Accounts*. The *Internet Connection Wizard* will be displayed.

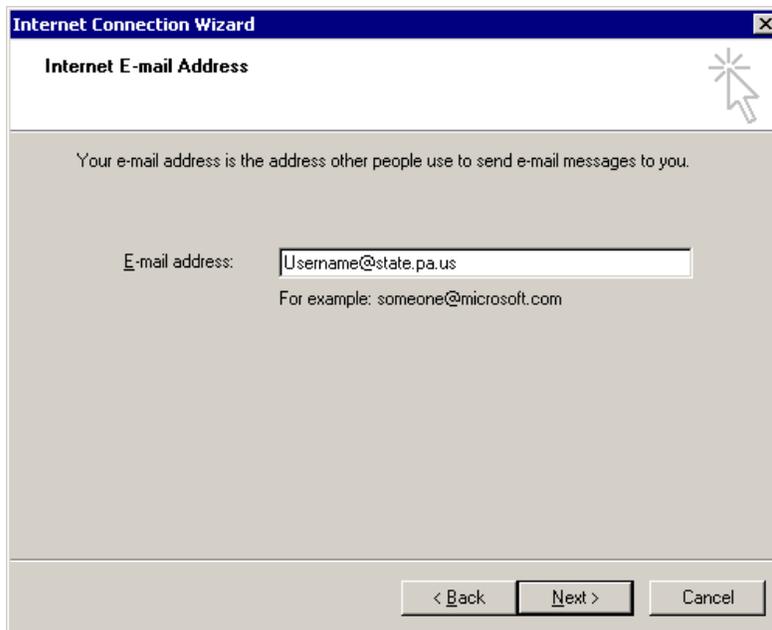


3. Enter a **Display name** and click **Next**, on the *Your Name* screen.



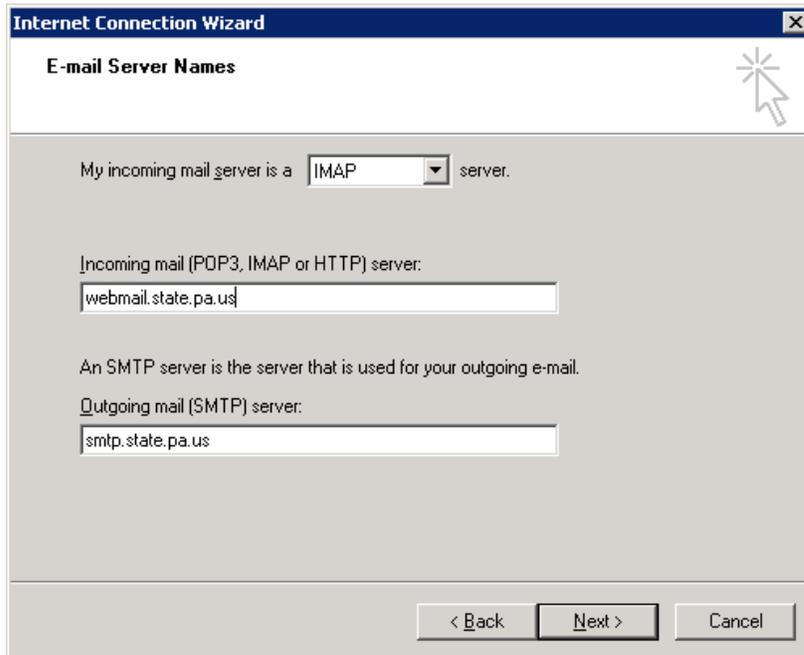
The screenshot shows the 'Your Name' screen of the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a mouse cursor icon. The text reads: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' There is a text input field labeled 'Display name:' containing the text 'Username'. Below the input field, it says 'For example: John Smith'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

4. Enter the **E-mail address** of the **user** (address other people use to send e-mail messages to you) and click **Next**, on the *Internet E-mail Address* screen.



The screenshot shows the 'Internet E-mail Address' screen of the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a mouse cursor icon. The text reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' There is a text input field labeled 'E-mail address:' containing the text 'Username@state.pa.us'. Below the input field, it says 'For example: someone@microsoft.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. Select **IMAP** from the drop-down list in the **My incoming mail server** field and enter the settings shown below. When complete click **Next**, on the *E-mail Server Names* screen.
  - a. Incoming mail (POP3, IMAP, or HTTP) server = **webmail.state.pa.us**
  - b. Outgoing mail (SMTP) server = **smtp.state.pa.us**

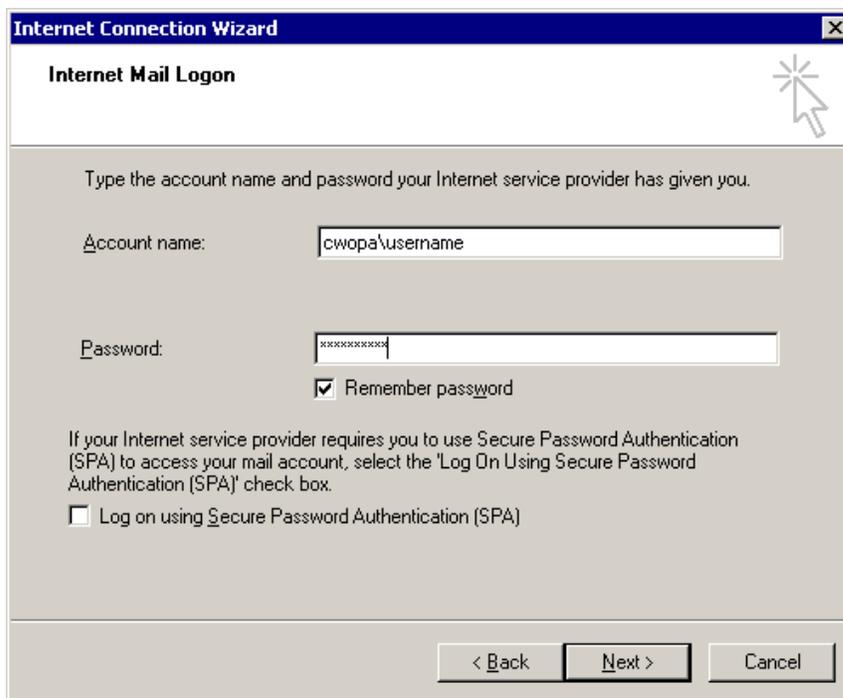


The screenshot shows the "Internet Connection Wizard" dialog box, specifically the "E-mail Server Names" step. The window title is "Internet Connection Wizard" and the subtitle is "E-mail Server Names". The main content area contains the following text and fields:

- "My incoming mail server is a **IMAP** server." (The "IMAP" is selected in a dropdown menu.)
- "Incoming mail (POP3, IMAP or HTTP) server:" followed by a text box containing "webmail.state.pa.us".
- "An SMTP server is the server that is used for your outgoing e-mail."
- "Outgoing mail (SMTP) server:" followed by a text box containing "smtp.state.pa.us".

At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is visible over the "Next >" button.

6. Enter the **Account name** (cwopa domain /username) and **Password**, on the *Internet Mail Logon* screen. Click **Next**.



The screenshot shows the "Internet Connection Wizard" dialog box, specifically the "Internet Mail Logon" step. The window title is "Internet Connection Wizard" and the subtitle is "Internet Mail Logon". The main content area contains the following text and fields:

- "Type the account name and password your Internet service provider has given you."
- "Account name:" followed by a text box containing "cwopa\username".
- "Password:" followed by a text box containing "\*\*\*\*\*".
- A checked checkbox labeled "Remember password".
- "If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box."
- An unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)".

At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is visible over the "Next >" button.

7. You have successfully entered all of the information required to set up your account. To save these settings, click **Finish**.



8. Go to the **Internet Accounts** window, click on the **IMAP** internet account that was just created, and click **Properties**.
9. Select the **Servers** tab, check "**My server requires authentication**" in the Outgoing Mail Server section, and then click the **Settings** button.



10. Click **OK** to accept the displayed information.



**Outgoing Mail Server** ? X

Logon Information

Use same settings as my incoming mail server

Log on using

Account name: damccormick

Password: .....

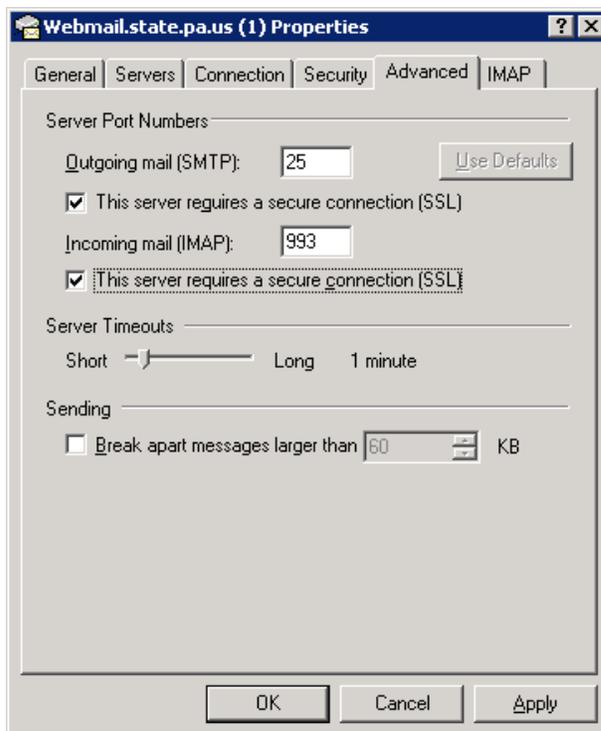
Remember password

Log on using Secure Password Authentication

OK Cancel

11. Click the **Advanced** tab and enter the settings shown below. When complete click **OK**.

- Check "This server requires a secure connection (SSL)".
- Set Outgoing mail (SMTP) = **25**
- Check "This server requires a secure connection (SSL)".
- Set Incoming mail (IMAP) = **993**



**Webmail.state.pa.us (1) Properties** ? X

General Servers Connection Security **Advanced** IMAP

Server Port Numbers

Outgoing mail (SMTP): 25 Use Defaults

This server requires a secure connection (SSL)

Incoming mail (IMAP): 993

This server requires a secure connection (SSL)

Server Timeouts

Short ————— Long 1 minute

Sending

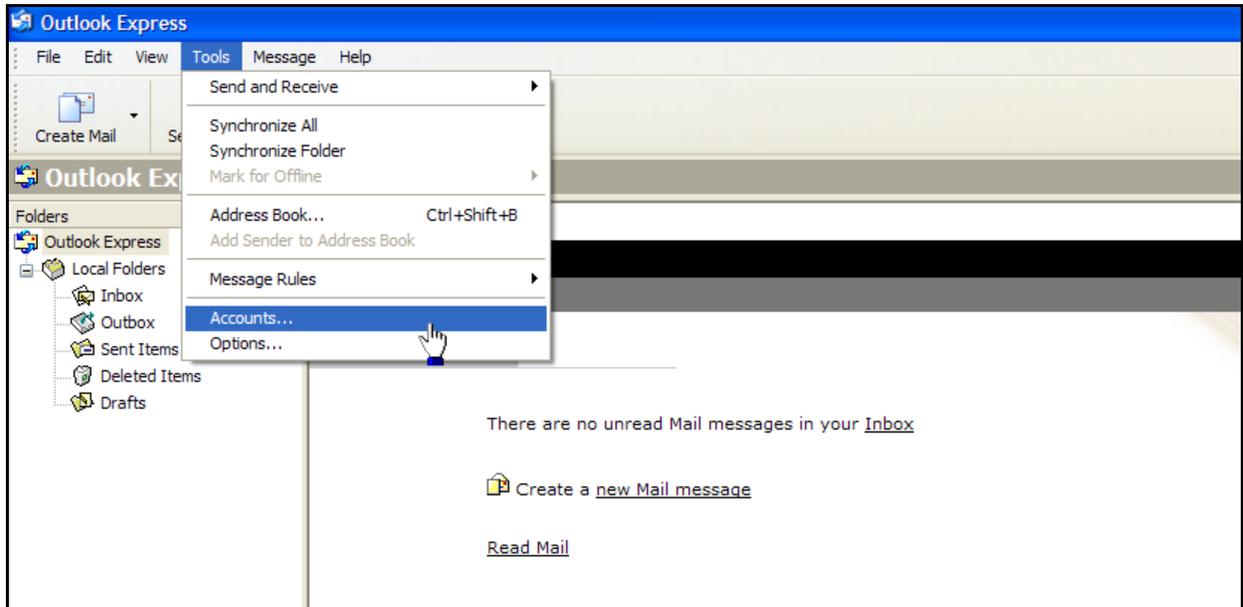
Break apart messages larger than 60 KB

OK Cancel Apply

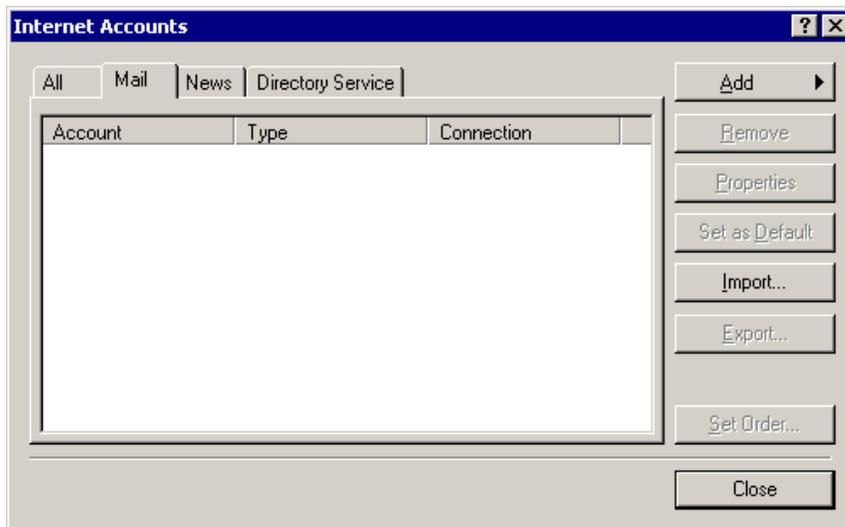
## 2.4 POP CONFIGURATION USING OUTLOOK EXPRESS

To create new POP profile in Exchange using Outlook Express:

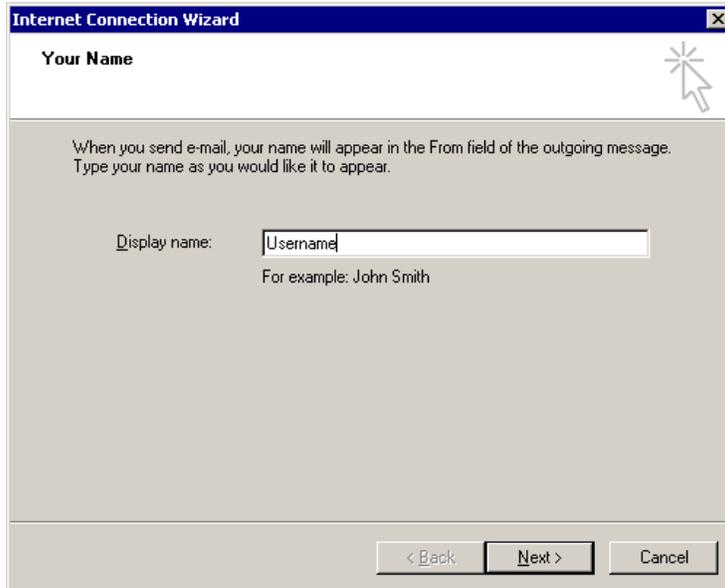
1. Open **Outlook Express** and then select **Tools / Accounts**.



2. Select the **Mail** tab and then click **Add** on the *Internet Account* screen. The *Internet Connection Wizard* will be displayed.

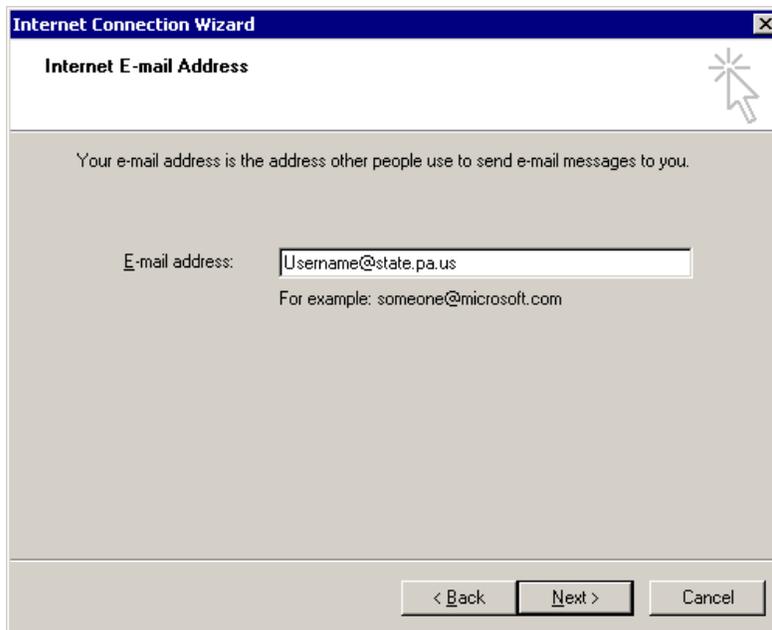


3. Enter a **Display name** and click **Next**, on the *Your Name* screen.



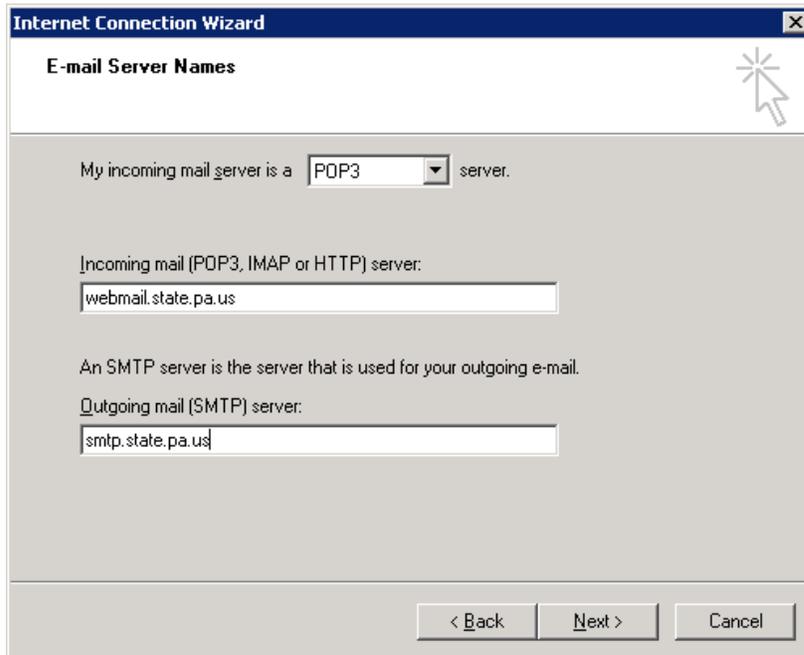
The screenshot shows the 'Your Name' screen of the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a mouse cursor icon. The text reads: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' There is a text input field labeled 'Display name:' containing the text 'Username'. Below the input field, it says 'For example: John Smith'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

4. Enter the **E-mail address** of the **user** (address other people use to send e-mail messages to you) and click **Next**, on the *Internet E-mail Address* screen.



The screenshot shows the 'Internet E-mail Address' screen of the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a mouse cursor icon. The text reads: 'Your e-mail address is the address other people use to send e-mail messages to you.' There is a text input field labeled 'E-mail address:' containing the text 'Username@state.pa.us'. Below the input field, it says 'For example: someone@microsoft.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. Select **POP3** from the drop-down list in the **My incoming mail server** field and enter the settings shown below. When complete click **Next**, on the *E-mail Server Names* screen.
  - a. Incoming mail (POP3,IMAP,or HTTP) server = **webmail.state.pa.us**
  - b. Outgoing mail (SMTP) server = **smtp.state.pa.us**

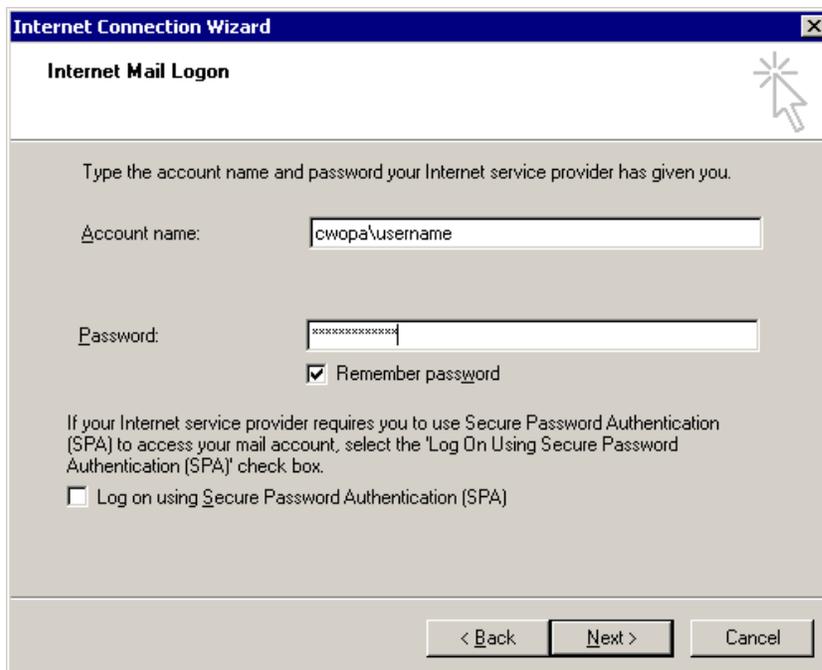


The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' tab selected. The window title bar includes a close button (X). A mouse cursor is pointing at the top right corner. The main content area contains the following text and fields:

- 'My incoming mail server is a **POP3** server.' (The 'POP3' is in a dropdown menu.)
- 'Incoming mail (POP3, IMAP or HTTP) server:' followed by a text box containing 'webmail.state.pa.us'.
- 'An SMTP server is the server that is used for your outgoing e-mail.'
- 'Outgoing mail (SMTP) server:' followed by a text box containing 'smtp.state.pa.us'.

At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

6. Enter the **Account name** (cwopa domain /username) and **Password**, on the *Internet Mail Logon* screen. Click **Next**.



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window title bar includes a close button (X). A mouse cursor is pointing at the top right corner. The main content area contains the following text and fields:

- 'Type the account name and password your Internet service provider has given you.'
- 'Account name:' followed by a text box containing 'cwopa\username'.
- 'Password:' followed by a text box containing 'xxxxxxxxxxxx'.
- A checked checkbox labeled 'Remember password'.
- Text: 'If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the "Log On Using Secure Password Authentication (SPA)" check box.'
- An unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'.

At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

7. You have successfully entered all of the information required to set up your account. To save these settings, click **Finish**.



8. Go to the **Internet Accounts** window, click on the **POP** internet account that was just created, and click **Properties**.
9. Select the **Servers** tab, check "**My server requires authentication**" in the Outgoing Mail Server section, and then click the **Settings** button.



10. Click **OK** to accept the displayed information.



**Outgoing Mail Server** [?] [X]

Logon Information

Use same settings as my incoming mail server

Log on using

Account name:

Password:

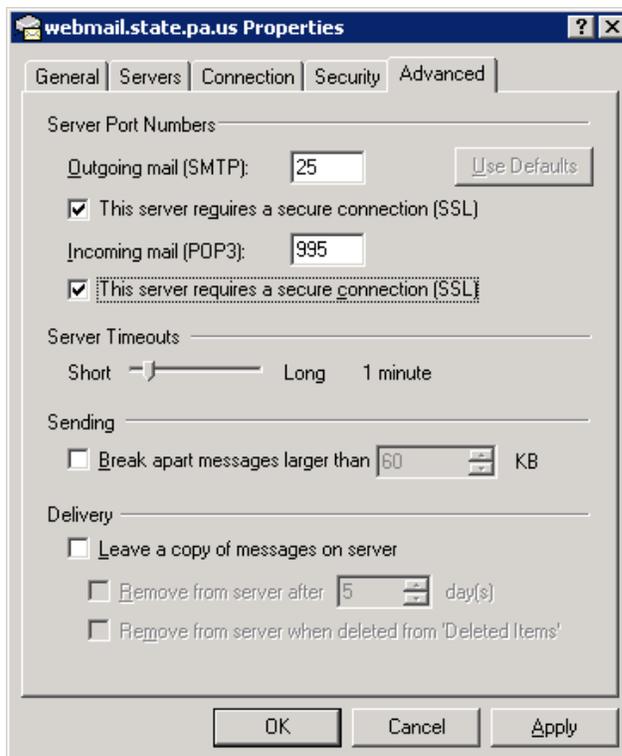
Remember password

Log on using Secure Password Authentication

OK Cancel

11. Click the **Advanced** tab and enter the settings shown below. When complete click **OK**.

- Check "This server requires a secure connection (SSL)".
- Set Outgoing mail (SMTP) = **25**
- Check "This server requires a secure connection (SSL)".
- Set Incoming mail (POP3) = **995**



**webmail.state.pa.us Properties** [?] [X]

General Servers Connection Security **Advanced**

Server Port Numbers

Outgoing mail (SMTP):  Use Defaults

This server requires a secure connection (SSL)

Incoming mail (POP3):

This server requires a secure connection (SSL)

Server Timeouts

Short [Slider] Long 1 minute

Sending

Break apart messages larger than  KB

Delivery

Leave a copy of messages on server

Remove from server after  day(s)

Remove from server when deleted from 'Deleted Items'

OK Cancel Apply

## 3 Mailbox Access

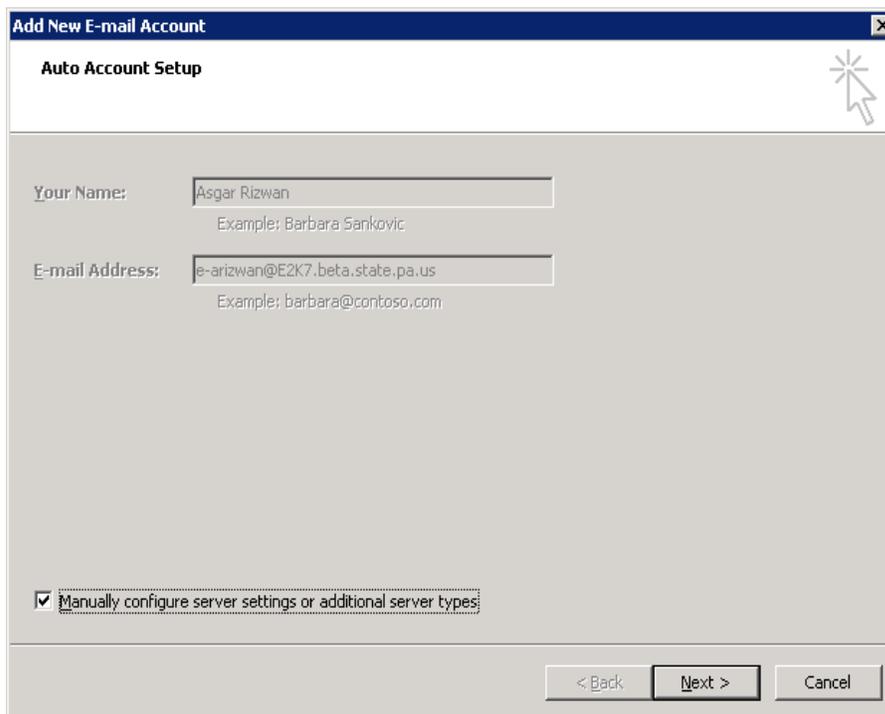
### 3.1 MAILBOX ACCESS USING OUTLOOK ANYWHERE FROM OUTLOOK 2007 CLIENT

You must create a new profile and then assign the appropriate settings:

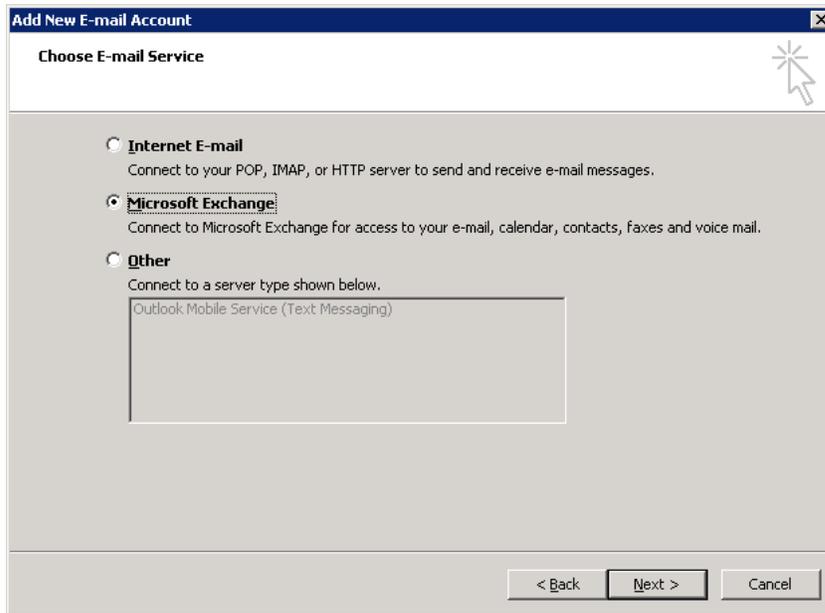
1. Enter a new Profile Name and then click OK.



2. Select **Manually configure server settings or additional server types**, and then click Next.

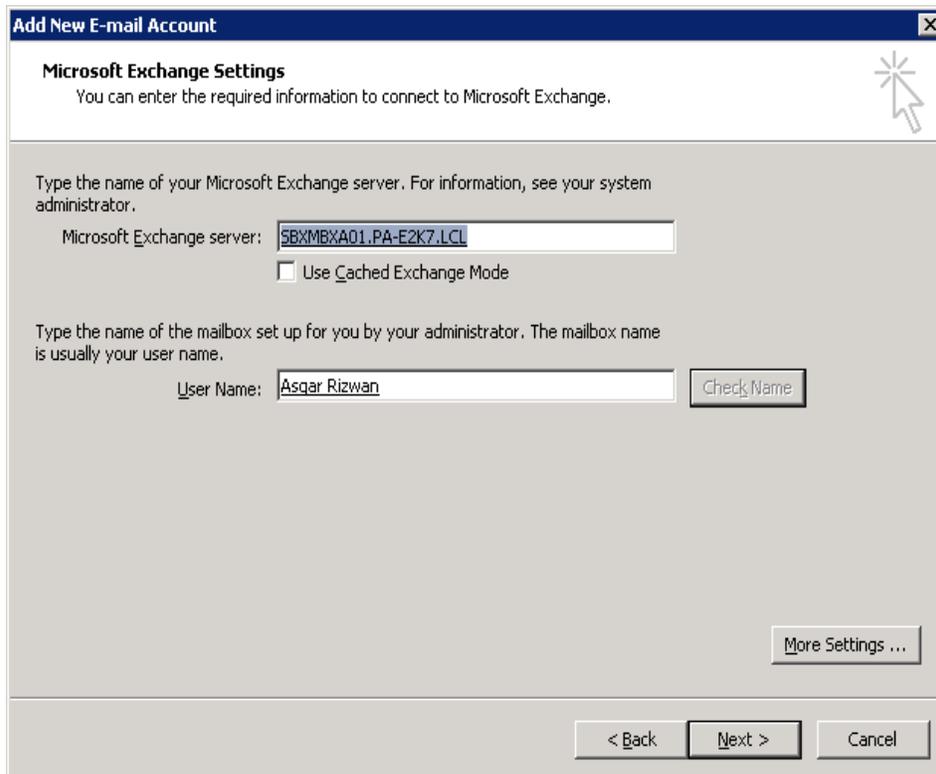


3. Select **Microsoft Exchange**, and then click **Next**.



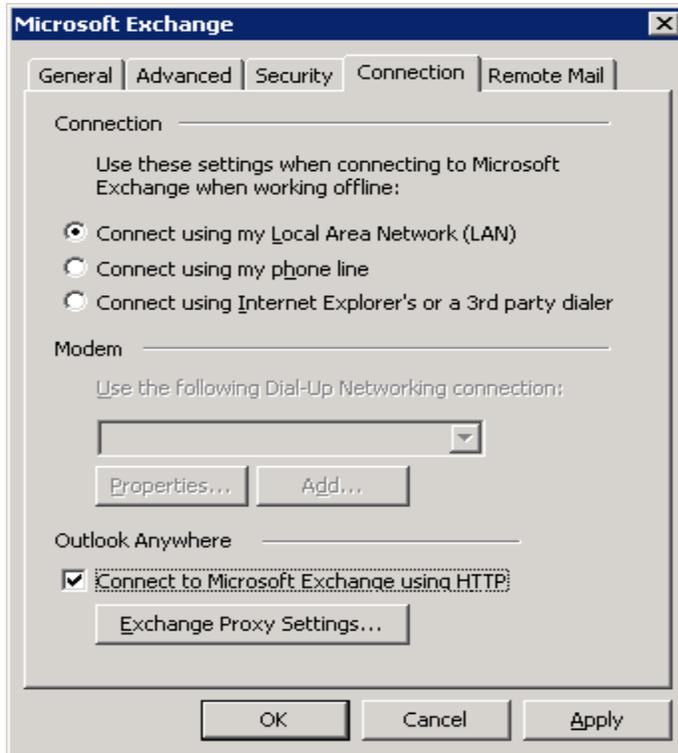
The screenshot shows the 'Add New E-mail Account' dialog box with the title bar 'Add New E-mail Account' and a close button. The main heading is 'Choose E-mail Service'. There are three radio button options: 'Internet E-mail' (with subtext 'Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.'), 'Microsoft Exchange' (with subtext 'Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.'), and 'Other' (with subtext 'Connect to a server type shown below.'). Under the 'Other' option, there is a text box containing 'Outlook Mobile Service (Text Messaging)'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

4. Enter the required information to **connect** to Microsoft Exchange, and then click **Next**.



The screenshot shows the 'Add New E-mail Account' dialog box with the title bar 'Add New E-mail Account' and a close button. The main heading is 'Microsoft Exchange Settings' with the subtext 'You can enter the required information to connect to Microsoft Exchange.'. Below this, there are two sections of instructions. The first section says 'Type the name of your Microsoft Exchange server. For information, see your system administrator.' and has a text box for 'Microsoft Exchange server:' containing 'SBXMBXA01.PA-E2K7.LCL'. Below this is a checkbox for 'Use Cached Exchange Mode' which is unchecked. The second section says 'Type the name of the mailbox set up for you by your administrator. The mailbox name is usually your user name.' and has a text box for 'User Name:' containing 'Asqar Rizwan' and a 'Check Name' button. At the bottom right, there is a 'More Settings ...' button. At the bottom center, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

5. Select **Connect using my LAN** and check **Connect to Microsoft Exchange using HTTP**, and then click **OK**.



6. Select the **protocol** and the identity **verification method** that you want to use, and then click **OK**.



7. Test **E-mail Auto Configuration** and then review the results.

The screenshot shows a dialog box titled "Test E-mail AutoConfiguration". It has a blue header bar with a question mark and close button. Below the header, there are two input fields: "E-mail Address" containing "e-arizwan@E2K7.beta.state.pa.us" and an empty "Password" field. Below these fields are three checked checkboxes: "Use AutoDiscover", "Use Guessmart", and "Secure Guessmart Authentication". To the right of these checkboxes are "Test" and "Cancel" buttons.

Below the input fields is a horizontal separator line. Underneath is a tabbed interface with three tabs: "Results" (selected), "Log", and "XML". The "Results" tab contains a text area with the following text:

```
Login Name: e-arizwan
Availability Service URL: https://sbxcas01.pa-e2k7.lcl/EWS/Exchange.asmx
OOB URL: https://sbxcas01.pa-e2k7.lcl/EWS/Exchange.asmx
OAB URL: Public Folder
Unified Message Service URL: https://sbxcas01.pa-e2k7.lcl/UnifiedMessaging/Service.asmx
Auth Package: Unspecified

Protocol: Exchange HTTP
Server: sbxoa.e2k7.beta.state.pa.us
Login Name: e-arizwan
SSL: Yes
Mutual Authentication: Yes
Availability Service URL: https://sbxcas01.pa-e2k7.lcl/EWS/Exchange.asmx
OOB URL: https://sbxcas01.pa-e2k7.lcl/EWS/Exchange.asmx
OAB URL: Public Folder
Unified Message Service URL: https://sbxcas01.pa-e2k7.lcl/UnifiedMessaging/Service.asmx
Auth Package: Basic
Certificate Principal Name: msstd:sbxoa.e2k7.beta.state.pa.us
```

## 4 Using and Creating 'PST' Personal Folders

Personal Folders can be created in Microsoft Outlook so that you can store, manage, and archive your e-mail on your local computer's hard drive. By using Personal Folders, you may reduce the amount of space used on the central mail server, and avoid receiving warning messages that you are over quota.

The Commonwealth of PA provides 50 MB of storage space for each Exchange e-mail account. To check how much space you are using, in Microsoft Outlook, right-click Mailbox - Your Full Name, click Properties, and click the Folder Size button. This will show you the total amount of space used by your e-mail account as well as the amount of space being used by each individual folder.

NOTE: It is important to remember that any messages in your Personal Folders are stored on your local computer's hard drive and not on the server. If your computer's hard drive ceases to work or the .pst file is deleted or becomes corrupted, the messages you've placed in this folder will be lost. To protect yourself from data loss, make certain to back up your .pst file regularly to another location such as your personal or departmental network storage.

### Procedure:

1. Creating a Personal Folder in Microsoft Outlook 2003 and Outlook 2007:
  - a. Select the **File** menu, point to **New**, and click **Outlook Data File**.
  - b. In the *New Outlook Data File* window, select **Office Outlook Personal Folders File (.pst)**, and click **OK**.
  - c. In the *Create or Open Outlook Data File* window, in the **File name** box, enter a **name** for the file, and click **OK**.
  - d. In the *Create Microsoft Personal Folders* window, in the **Name** box, enter a **name** to use for this folder if you would like it named other than Personal Folder, and click **OK**.
  - e. The folder will now be listed in the **All Mail Folders** section of the Navigation Pane.
2. Creating a Personal Folder in Microsoft Outlook 2002
  - a. Select the File menu, point to **New**, and click **Outlook Data** file.
  - b. In the *New Outlook Data File* window, select **Personal Folder File (.pst)**, and click **OK**.
  - c. In the *Create or Open Outlook Data File* window, in the **File name** box, enter a **name** for the file, and click **OK**.
  - d. In the *Create Microsoft Personal Folders* window, in the **Name** box, enter a **name** to use for this folder if you would like it named other than Personal Folder, and click **OK**.
  - e. The folder will now be listed in the **Folder List**. NOTE: If your view is not set to the Folder List, select the View menu, and click Folder List.
3. Creating a Personal Folder in Microsoft Outlook 2000
  - a. Select the File menu, point to **New**, and click **Personal Folders File (.pst)**.
  - b. In the *Create Personal Folders* window, in the **File name** box, enter a **name** for the file, and click **OK**.
  - c. In the *Create Microsoft Personal Folders* window, in the **Name** box, enter a **name** to use for this folder if you would like it named other than Personal Folder, and click **OK**.
  - d. The folder will now be listed in the **Folder List**. NOTE: If your view is not set to the Folder List, select the View menu, and click Folder List.

## 5 Outlook Archive Options

You can archive your Outlook email in two different ways. Either option will work properly, but the choice of one over the other is dependent on how much control you wish to have over the Archive process.

### Option 1: Manual Archive

The manual Archive option requires you to create an Archive.pst file and manually move the messages and/or folders that you no longer need in your main .pst file. This option gives you more control over the Archive process, allowing you to select folders and messages to archive, regardless of date.

### Option 2: AutoArchive

Outlook's AutoArchive wizard archives mail by modified date. Specify a date and the AutoArchive folder will archive all email modified before that date. The modified date differs from the received date in that if you receive a message on 8/1/2007 and forward it on 9/1/2007, it is then modified and will not be archived if you select all mail before 9/1/2007. Copying, replying to, and importing items will also change the modified date.

This option is faster and easier than the manual archive procedure and preserves your current Outlook email folder structure. However, it does not provide the same level of control and flexibility as a manual archive.

Due to the manner in which Outlook imports mail and address items, you will not be able to run the AutoArchive wizard on any email messages or contacts that were imported from email programs other than Outlook. If you are attempting to archive items that were imported from Eudora or Outlook Express, use the manual archive procedure.

### 5.1 MANUAL ARCHIVE—OPTION 1

To start the archive process, you will need to create an Archive.pst file:

1. Open Outlook.
2. Click the File menu, click New, and then choose Outlook Data File.
3. Select Office Outlook Personal Folders File (.pst) and click OK.
4. Type archive.pst in the File name field and click OK.
5. Type Personal Folders Archive in the Name field and click OK.

You should now see a Personal Folders Archive in the list of "All Mail Folders" on the left side of the Outlook window. If Outlook is not configured to show the list of mail folders, click the View menu then click Navigation Pane.

You can now move email messages out of your main .pst file into the Archive folder. If you want to move mail folders, left-click on the folder and drag it into the Archive folder. If you want to move only certain messages to the Archive folder, first make a folder within Archive to hold the messages, and then drag the messages out of the main Personal Folder into the Archive folder.

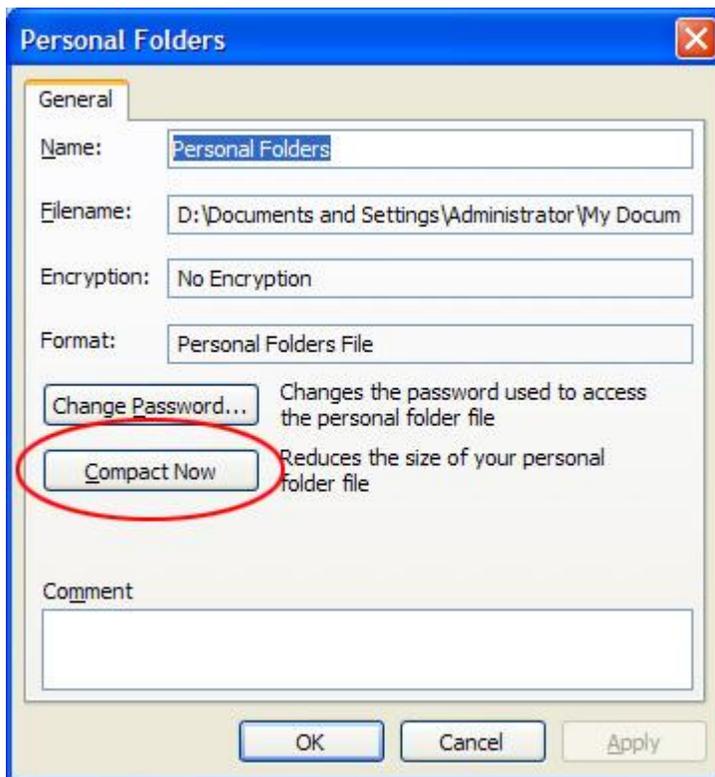
### 5.1.1 Compacting the Personal Folders File

Once you have moved all of the email folders and messages that you wish to archive, you need to "Compact" your main .pst file.

This step is important, as Outlook does not automatically shrink the .pst file when you archive data. For example, if you archived out 100 MB of email from a 500 MB Outlook.pst file, the Outlook.pst file will not shrink to 400 MB until you compact the .pst file. This process may take between 5 and 30 minutes to complete, depending on the size of your Outlook.pst file.

To compact your .pst file:

1. Click on the File menu, and then click **Data File Management**.
2. Select the **Personal Folders** (not Personal Folder Archive) and then click the **Settings** button.
3. Click the **Compact Now** button to compact the mailbox.

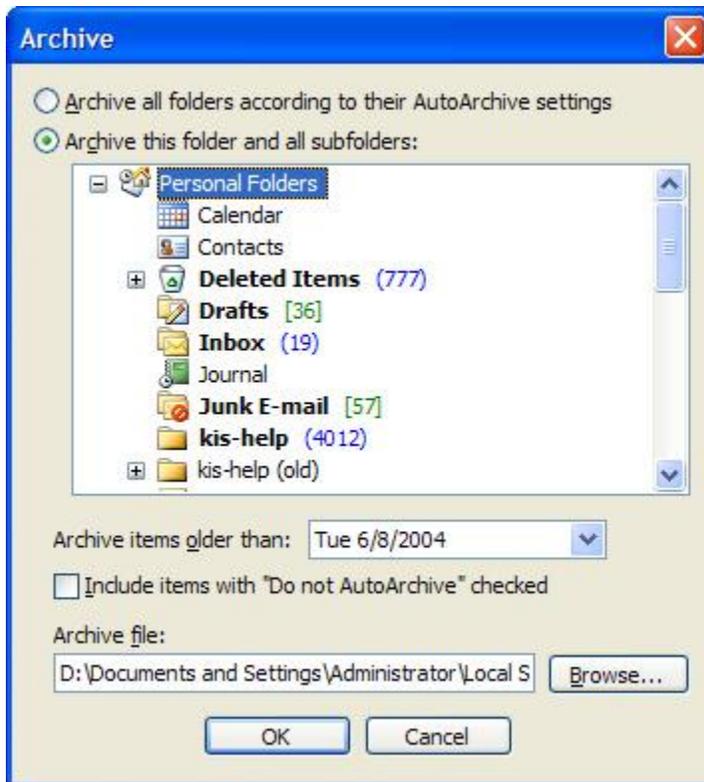


4. Once Outlook finishes compacting, you're done!

## 5.2 AUTOARCHIVE – OPTION 2

To start the AutoArchive wizard:

1. Click the File menu and select “**Archive...**”
2. Select the **folders** you wish to archive, and then select a **date** for which old items should be archived. All email older than this date will be archived.
3. If you wish to have the **AutoArchive** wizard archive **all** folders in the **Personal Folder File**, click **Personal Folders** and make sure the option to **Archive this folder and all subfolders** is selected.
4. Click **OK** to archive your selected folders and subfolders.



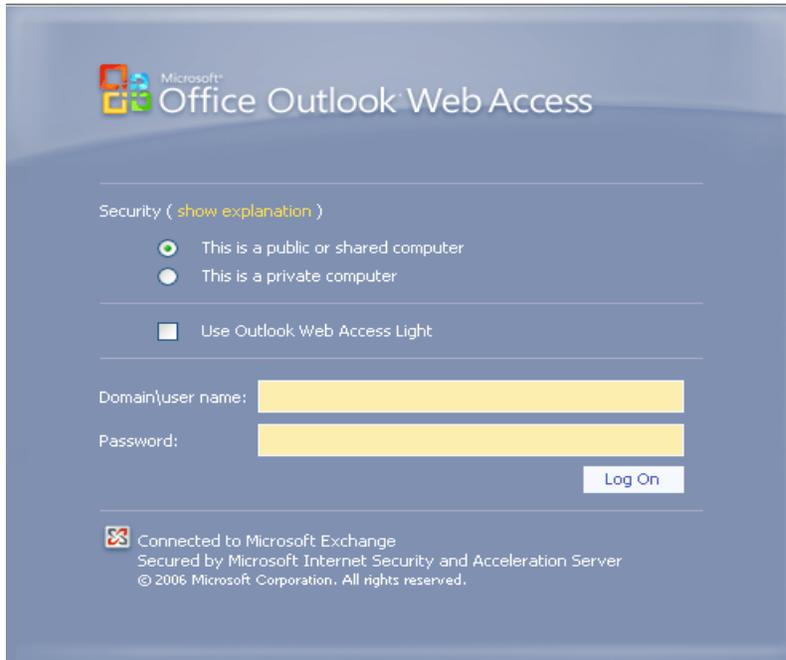
### NOTES:

The archive process may take as long as 30 minutes. Please refrain from using Outlook while Archiving is in progress. You can monitor the archive status in the lower right corner of the screen (i.e., "Archiving Deleted Items to D:\Documents and Settings...").

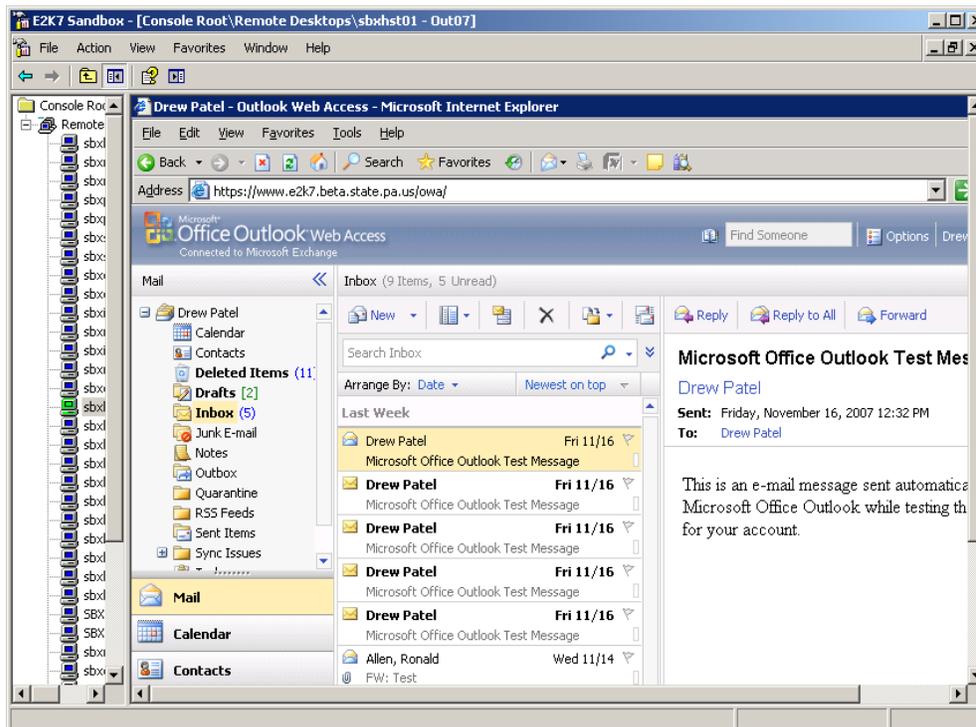
Using Outlook Web Access (OWA) is a solution for remote access to CWOPA email. OWA allows you to use your favorite web browser to access email from anywhere at anytime. Just log on from our OWA web page and you can check and send messages, find names from the Global Address List (GAL), and add appointments to your calendar.

## 6 Email Access using Exchange 2007 OWA

1. Type the following link in your web browser. <https://webmail.state.pa.us/>.
2. Enter your log in credentials and click Log On.



3. Your OWA interface is displayed



## **7 Appendix A – Resources & References**

Provide supplementary material, if available. If there are multiple appendices, add section additions (i.e., Section 5, Section 6, etc.) as required.