Online Archive

What is an Online Archive?
The Online Archive provides a secondary mailbox with additional email storage.

Who will be receiving an Online Archive?
The Online Archive will be rolled out to employees in the coming months.

How do I find my Online Archive?
Depending on your version of Outlook, you will see your Online Archive inside your mailbox labeled as "Online Archive" or "archive-YourEmail@millersville.edu".

What is moved to my Online Archive?
Any items older than two years will be automatically moved to your Online Archive. This process may take a long time depending on the size of your mailbox. The Online Archive will have a folder structure that matches the folder structure of your account, making it easy to locate archived items.

How do I search my Online Archive?
The Online Archive is not included by default when searching in Outlook. To search within the Online Archive, use the instructions relevant to the Outlook client you are using:

- **PC Outlook**
  - Type your search terms into the search box at the top of Outlook
  - To the left of the search box at the top of the screen, expand the drop-down box and select "All Mailboxes"

  **Tip**
  You can set this to be your default by going to Tools → Options → Search → Results and choosing "All mailboxes"

- **Mac Outlook**
  - Type your search terms into the search box at the top of Outlook
  - To the left of the search box, expand the drop-down box and select "Online Archive"

- **Outlook Web**
  - Click on your archive folder to expand it
  - Click on a folder inside the archive. The search box at the top of the screen should now say "Search archive"
  - Type your search terms into the search bar
  - To the left of the search box, expand the drop-down box and select "All folders in archive"

Additional resources:
Use your online archive with the new Outlook for Mac