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Sent: Thursday, February 18, 2021 9:00 AM
To: DOPM All Users <DOPMAllUsers@uabmc.edu>
Subject: Computer Tip of the Week -- Saving crucial old email messages

Saving crucial old email messages

Brought to you by
Lisa Schwaiger
- DOPM HelpDesk Triage and Computer Tech, currently working from home

QUESTION:

I have emails from 10 years ago (or older) that I need to hang onto. How do I do that??

BACKGROUND:

You have likely seen emails indicating:

At the end of March, email messages 10 years or older (specifically emails before Jan 2, 2011) will be deleted from the archive and will no longer be available.

The Chief Information Security Officer states:

> There is sometimes a legitimate business need to retain emails and/or attachments longer than ten years. To provide you more time to copy them to a secure location outside the email system, we will not begin to delete ten-year-old items from the archive until the end of March 2021. Approved storage locations include a network-accessible H drive and Citrix ShareFile. This should only be done if absolutely necessary.

ANSWER:

Creating a bulk archives of all your old email messages (aka creating a pst file) is NOT something that is recommended by UAB/HSIS/DOPM for multiple reasons.

Therefore you will just need to locate those crucial emails that you need to retain, and copy them to a secure location** outside the email system.

**This destination location should be in:

- an appropriate location such as a relevant study folder
- (Avoid putting them on the H drive unless they are personal in nature.)

You can do that either of these 2 ways. (Compression is not needed for either)

	HOW
quick and easy	**Do this as a simple "drag-and-drop" of the email** They will be saved as Outlook files, meaning they can then only be opened by Outlook (i.e., no other mail program can open them).
print to PDF	**Save a message as a PDF file** 1. Open the **message** you want to **save**, and on the File tab, click Print. 2. From the Printer drop-down, choose Microsoft Print to **PDF**. 3. Choose Print. 4. In the **Save** Print Output As box, choose a folder for your **PDF** and enter a file name. Then choose **Save**. The above is from: https://support.microsoft.com/en-us/office/save-a-message-as-a-file-4821bcd4-7687-4d6d-a486-b89a291a56e2

We'll be happy to assist if needed. Just let us (dopmHelp@uabmc.edu) know if you need help.

Was this helpful? Do you have suggestions for a future Tip of the Week? Do you have any other comments?
Let us know at dopmHelp@uabmc.edu

To see an archive of past Tips of the Week: http://www.uab.edu/medicine/dopm/help/totw