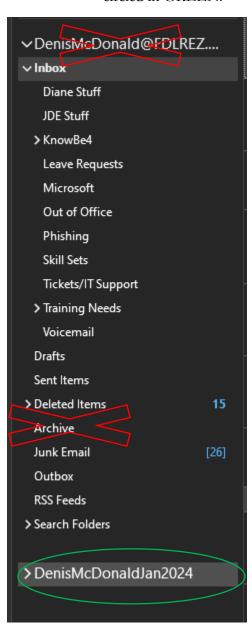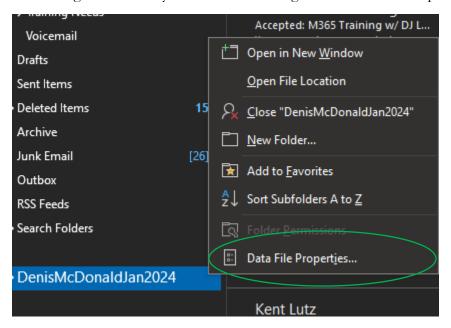# Renaming Archives

If you use the ARCHIVE feature in Outlook, please read on and follow the steps below to rename your archive file. As it is, it defaults to "archive.pst" and if every employee has their archive named "archive.pst" it is going to be a process to get that resolved.

We are asking all staff members who use the archive feature to rename their archives as their email address and month/year; for example, my email address is DenisMcDonald@fdlrez.com so I renamed mine to DenisMcDonaldJan2024.
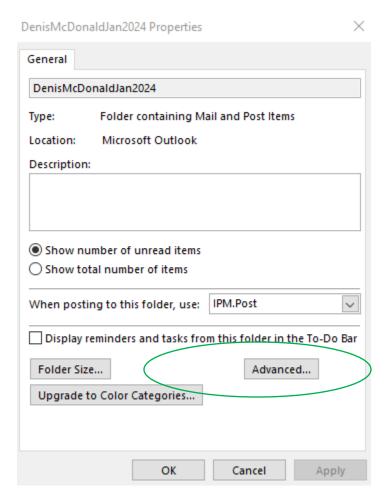
1. Scroll down to where your archive file is located in your Outlook pane.
   a. NOTE: It is NOT either of the things crossed out below in RED; look for what is circled in GREEN.
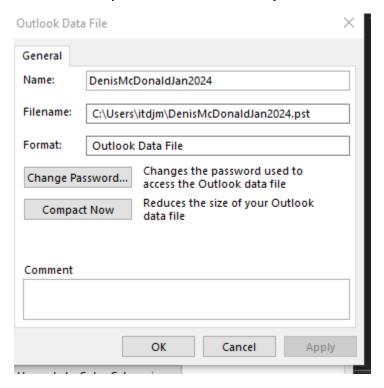
2. Right-click with your mouse and navigate to "Data File Properties". Then click.

3. In the dialog box, click "Advanced".

4. Click "Name" and rename it to your email address (without the @fdlrez.com) and the month/year. So "DenisMcDonaldJan2024" is what I renamed mine.
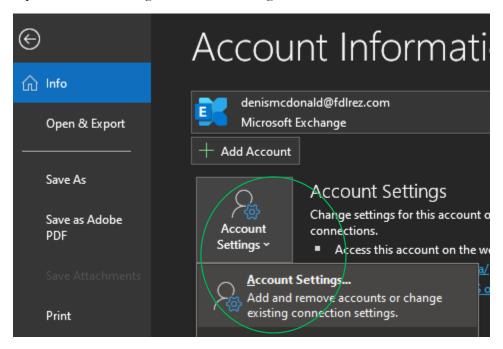

You will need to do this for EACH of your archive folders. If you have more than one, name them with the number on the end. Example: DenisMcDonaldJan20241 DenisMcDonaldJan20242 etc.

How do I find my archive (PST) location on my computer?

Click File in the upper left-hand corner of Outlook
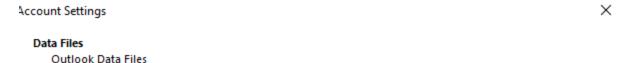
Open Account Settings – Account Settings
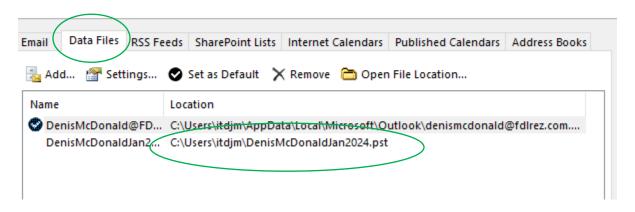

Click Data Files tab

We need the path that is located in the Location column – it will end in .pst

Mine is C:\Users\itdjm\DenisMcDonaldJan2024.pst

You will have two (or more). Look for the one that ends in .pst.

If you have more than two, that's fine; you will be taking a screenshot of the whole thing.

How do I take a screenshot using my desktop/laptop computer?

Hold down the windows key (between the FN and ALT keys) and the SHIFT key, then press the "S" key to take a screenshot on a Windows PC.

Otherwise, you can use the Snipping Tool (might be called Snip & Sketch on your computer) to accomplish the same thing. Just search for it using the search bar in the bottom left-hand corner of your screen or use the Start menu to search for it.

IMPORTANT: Please do NOT send us your screenshots until we ask for them! Save them to your computer.

1) Open a new Word document.
2) Press CTRL + V on your keyboard or use the Paste option. The screenshot should appear.
3) Save the Word document to your computer. Use the same file name as you used for your archive. (Your email address + month).

If you have questions, please send me an email (DenisMcDonald@fdlrez.com) or call (7476).