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How to manually archive calendar items in outlook 2013

We've always been told that backing up our data is a good idea. Well, that same concept can be extended to email as well. You may want to archive your email every so frequently, such as monthly, quarterly, or even each year. We will show you how to archive email in Outlook 2013 and make it easy available to the program. Your email is stored in a .pst file. For email archiving, we will move the email to an archived .pst file. NOTE: When you archive your email to another .pst file, all the email you selected are archived moved to the archive file and is not available in the main .pst file. To start archiving your email, click the File tab on the ribbon. On the Account Information screen, click Cleanup Tools button next to Cleanup Mailbox. Select Archive... from the drop-down menu. The Archive dialog box displays. Select Archive this folder and all subfolders and select a folder to archive. If you want to archive all your emails, select the nerve and your email address at the top. Click the Archive items older than drop-down list to select the latest date for the items to be archived. A calendar pops up. Select a date in the current month by clicking on the date or scroll to a different month to select a date. All items older than the selected date will be archived. If you want to archive items that are not set to archive automatically by using AutoArchive, select the Include items with AutoArchive check box. NOTE: AutoArchive in Outlook 2013 works similarly in Outlook 2010. Click the Browse button if you want to change the location where the archive file will be saved and the name of the archive file. Click OK when you have made your selection. The .pst file is saved in the selected location. Note that all the email messages you chose are archived are no longer available in the main .pst file. Archiving .pst file should become available automatically in Outlook. However, if it doesn't, click the File tab. In the blue panel on the left side of the Account Information screen, click Open & Export Concrete. On the Open screen, click Open Outlook Data File. Open Outlook Data File dialog box opens. Navigate to the location where you saved the .pst file, select it, and click OK. In the left pane of the main Outlook Mail window, a section called Archive shows and the emails you archive are available. Email archiving can help you keep your emails organized, making it easier to find older emails and keep your inbox and uncluttered files. There has always been a great divide between the biggest studios and the enthusiasm, with the freelance working and even small studios falling somewhere in between, but much closer to the bottom end of the scale. I'm talking about the opportunities and capabilities presented to artists to be able to create the work they want or need. We are at a time of change though with the business model for creating and distributing digital content will continue to evolve for economic reality of the market. As more tools have become easily affordable, exciting new opportunities have been created for media companies across the scale, so at the moment of change, everyone working in the industry's visual effects, at any level, could make and examine the workflows to explore some of the new technologies that could transform the working day, as much as the end product of their work. Polygon countUntil very recently, a freelancer could possess a well-equipped job but are still being controlled by its specifications. The number of threads that could be recorded to render a scene was limited, as was the total number of texture information that could be loaded into RAM. Similarly, the total polygon count has been capped in what the system might handle. Over the last few years some a number of services have popped up allowing for little expansion but this has been limited. You can animate your scenes, work on a few test renderings and then send your files off to a dedicated rendering farm. While this frees up a station or small network, so other projects can work on, it is not a perfect solution. The same applies to the major studios, with multiple stations, servers and their own rendering firm. Some resources can be managed to reduce bottles but the artists and stations still run as humans, slightly isolated nudes. Monster University is the first pixar film to implement Global Illumination, a new lighting technology that allows for ultra-complex lighting set-ups where light bounced in a physically realistic way cloud's way to change this entirely, opens up big resources of even casual artists. For an artist to have access to the latest version of the Mayan Autodesk or Adobe after effect using an older generation laptop used to be incomparable. However, with technologies like ever increasing broadband speed and NVIDIA's GRID technology, it is now a reality. GRID is a scale set of tools that provide high-end graphics virtualization to any client device, from a single machine to large server-based systems, resulting in more intuitive, artist-responsive interactions, whether locally or remotely. With all this in mind we shouldn't lose track of the place a powerful single job there is in the industry. There will always be times and situations where a station sits next to an artist or editor is the best solution, such as when working with several 4K monitors or 30-bit color accuracy, but we need to stay aware of the latest technologies that reinforce the artist to create in ways that suit them better. Putting more visualization capabilities in the hands of the creator is a key economic driver for the VFX industry. Use new tools such as Maya's View 2.0 to give the content creator the ability to visualize the highest-fidelity scene with the best possible live feedback and interactivity than ever before, but it won't be a visible option on modern projects without the hardware power of the running PowerAs projects get in advancement, with large textured resolutions, several lighting and material effects, so make the condition for the hardware to match. NVIDIA's Quadro K6000 GPU, with its 12GB of memory graphics, is the perfect solution to handle the great levels of processing power. When you are able to see the close results of the product finished in a live and interactive environment can reduce both the cost and financial cost involved with organized files, send them to a rendering firm, then waiting for their return, before commenting with any fixed or changes. Similarly it could be an artistic decision that requires re-working a scene or advantage. The NVIDIA K6000 K6000 allows creative leads to see the scene, with light and shade, so less rendering tests are needed. As these technologies become more pervauted with our industry, we can all reap the benefits, no matter where you are based, nor the size of your studios. If you're a solitary freelance artist sitting at your desk, you now have the same opportunities to expand your studios capacity as the world's largest international VFX company. The application might be different but the results are what counts. Creative effort is being democratic and is exactly tools like the Kquadro K6000 and NVIDIA GRID that will cobble the way for new, simpler and more efficient pipes. Delivered in congestion with ZED! This content was produced in collaboration with HP&Amp; Intel as part of ZED – a Pop-Up Studio for the Creative Community held in Soho, London. For more information about ZED and any future events seen here. Open the archive tool in Outlook 2013: Navigate to File > Cleanup Tools > Archive – Browse to, and select/highlight the folder (Inbox) you plan to archive – Select the date for Archiving items older than – Browse to a path, local folder or shared network (Don't forget to include a useful worksheet to identify which archive is joined) Once Outlook completes the archive, you will see a new mail archive called Archive on your left. Now right click this folder > Data Properties > Advanced button in the Change field name from Archive to the name you would Outlook to Display in the sidebar. Click Apply and OK to Close. Copyright © 2020 HowStuffWorks, a division of InfoSpace Holding, LLC, a System1 Company How do I share Calendar in Outlook 2013? View 2674 times since Tue, Aug 25, 2015 By ExtremeTech Staff on July 11, 2001 at 12:00 am this site may earn affiliate commission from the links on this page. Terms of use. 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