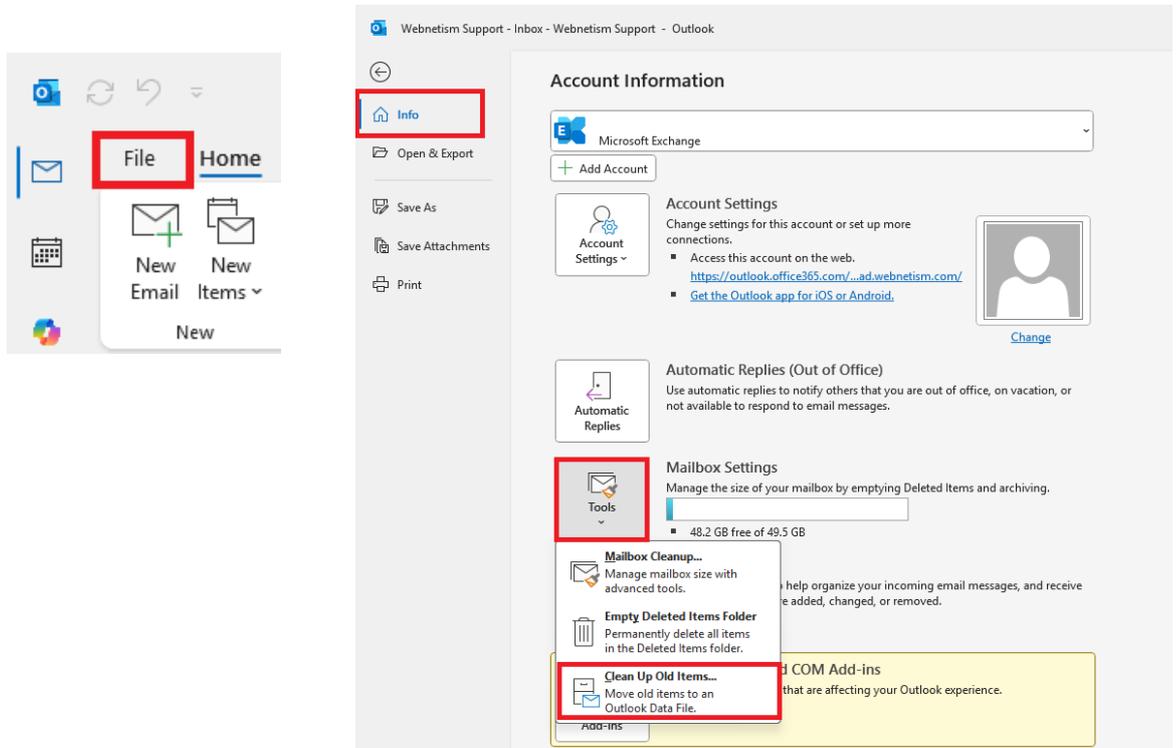


Email Archiving Guide on Outlook

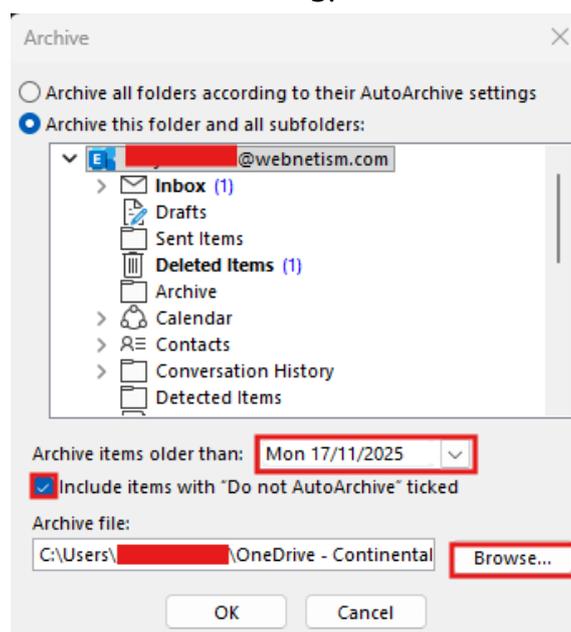
Archiving emails on Microsoft Outlook Classic Manually

1. Click **"File>Info> Tools>Archive>Clean Up Old Items"**.



2. Put settings as below and click **"OK"**.

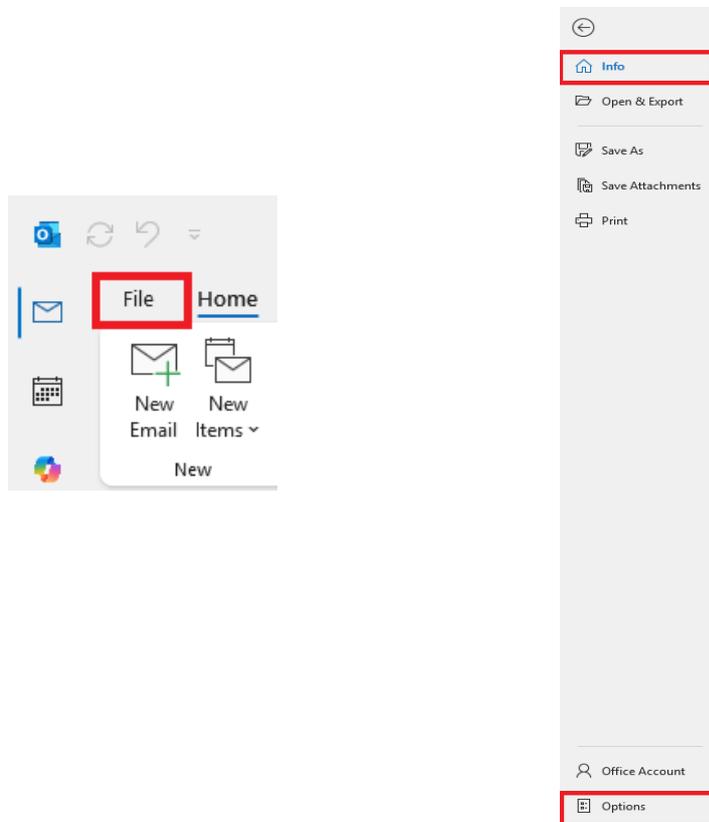
3.



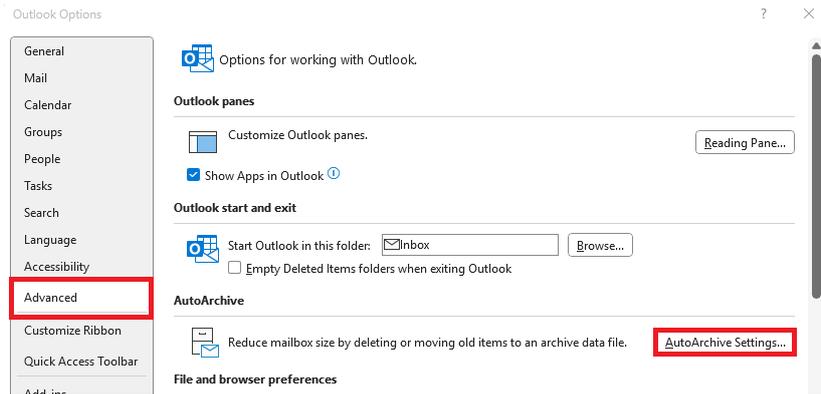
1. Highlight your email address that way it will archive all your folders including Sent Items and Deleted Items
2. Select the date you would like to archive mails older than
3. Tick the box include “Items with Do not AutoArchive ticked
4. Browse to a folder location you would like your Archive saved or just leave as default.
5. Click ok, the archiving process will take some time and run in the background

Scheduling automatic archiving of emails on Microsoft Outlook

1. Go to **“File>Options”**



2. Select “Advanced” and then “Auto Archive Settings”.



4. Set as below and click “OK” and “OK” again:

