

Email Archiving Guide on Outlook

October 2023

Guide to archiving emails on Microsoft Outlook Manually

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





2. Select the radio button for "Archive this folder and all subfolders"> Select your email address> Enter a date in "Archive items older than">Set location for the Archive file> Check the "Include items with "Do not Auto Archive" checked" and click "OK".

Archive	<
Archive all folders according to their AutoArchive settings	
Archive this folder and all subfolders:	
✓ @	
 Inbox Drafts Sent items Deleted items (1) Archive Conversation History Calendar R Contacts Journal 	
Archive items older than: Fri 20/09/2019	
nclude items with "Do not AutoArchive" checked	
Archive file:	
C:\Users' \Documents\Outlook Browse	
OK Cancel	

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Scheduling automatic archiving of emails on Microsoft Outlook

1. Go to File>Options>Advanced>Auto Archive Settings



2. Select Advanced>Auto Archive Settings>

	0
General	
Mail	
Calendar	
People	
Tasks	
Search	
Language	AutoArchiva
Accessibility	
Advanced	Reduce mailbox size by deleting or moving old items to an archive data file.
Customize Ribbon	Link Handling
Quick Access Toolbar	Open supported hyperlinks to Office files in Office desktop apps

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3. Tick the box for "Run Auto Archive every _ days" and select when Auto archive needs to be run> set item age to archive on "Clean out items older than">set archive location under "Move old items to"> Click "OK">Click "OK"

