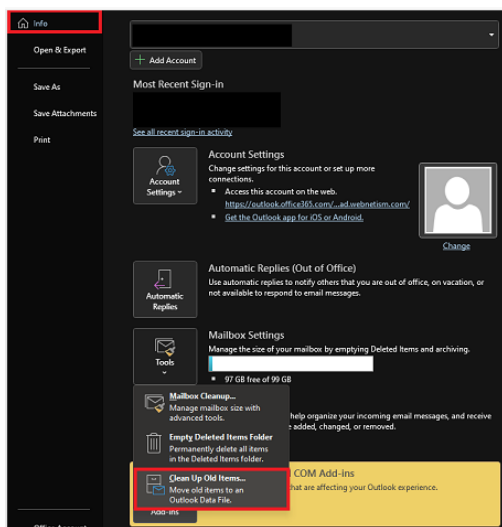
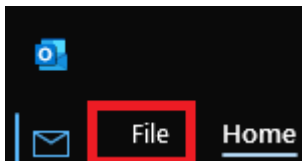


Email Archiving Guide on Outlook

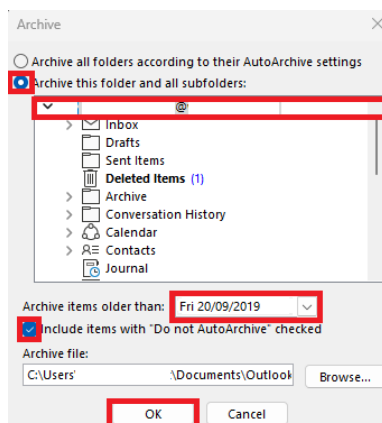
October 2023

Guide to archiving emails on Microsoft Outlook Manually

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

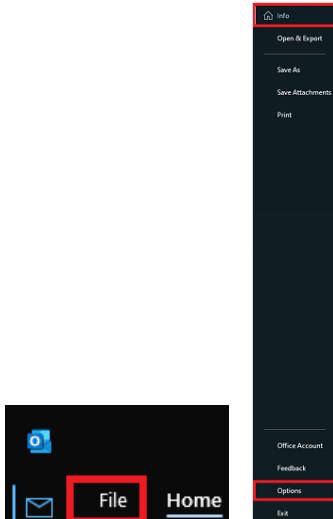


2. Select the radio button for "Archive this folder and all subfolders"> Select your email address> Enter a date in "Archive items older than">Set location for the Archive file> Check the "Include items with "Do not Auto Archive" checked" and click "OK".

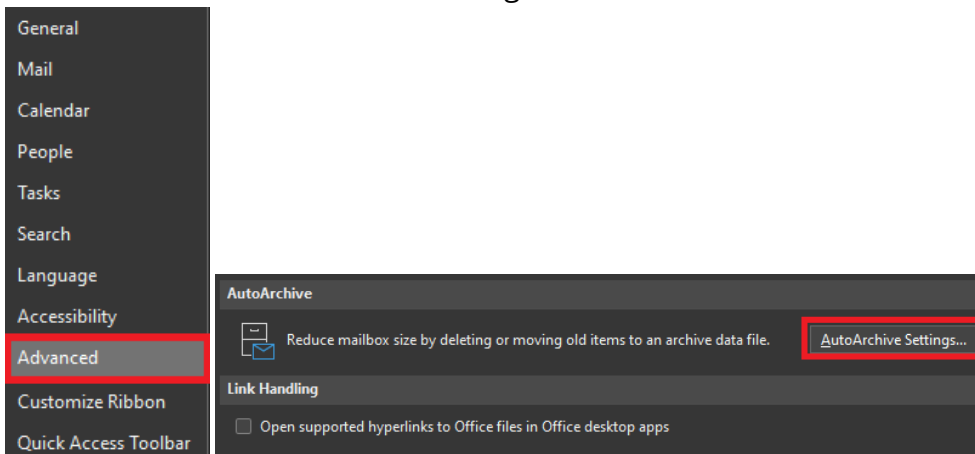


Scheduling automatic archiving of emails on Microsoft Outlook

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



2. Select Advanced>Auto Archive Settings>



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"

