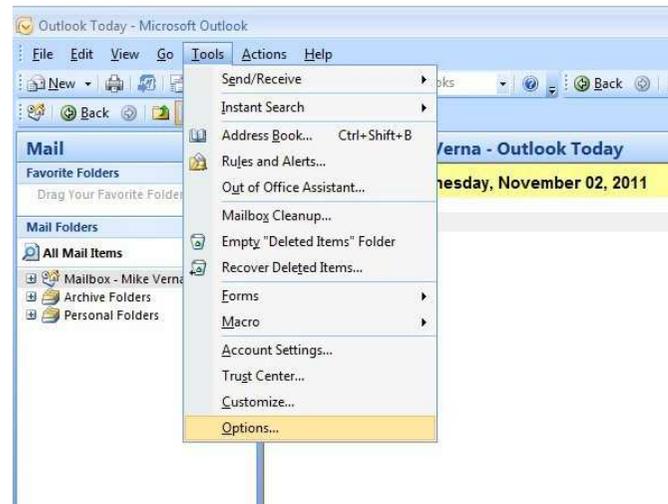


# How to Archive Email Using Outlook

If you receive a warning that your mail box is full, you need to archive your email. Outlook makes this simple, you can set it up so it automatically archives your email to settings you choose.

1. Open Outlook
2. Click on “Tools” then “Options” as shown here:



3. Once "Options" opens click on the tab that says "Other"
4. Now Click on the button that says "Auto Archive" as shown here:



5. This window will now open, this is where you change your settings.



6. This is where you change your settings.
- How frequently you would like auto archive to run.
  - Be prompted before auto archive runs, click the box if you like to be told.
  - Delete expired items. ( Uncheck this )
  - Check Archive or delete old items
  - Check Show archive folder in folder list
  - Pick how far back you want to archive your email.
  - Choose where you want your archive email to go. ( the default setting is here, and is best to keep that setting.
  - Make sure delete old items is not marked
  - Click "Apply these settings to all folders now"
  - Click OK
7. If you would like to archive now, click on "File" → "Archive" → Then choose "archive all folders according to their AutoArchive settings" → Then click OK

8. This is how you mailboxes will now appear within Outlook. You can access the folders within the same way that you access the folders in your Mailbox.

