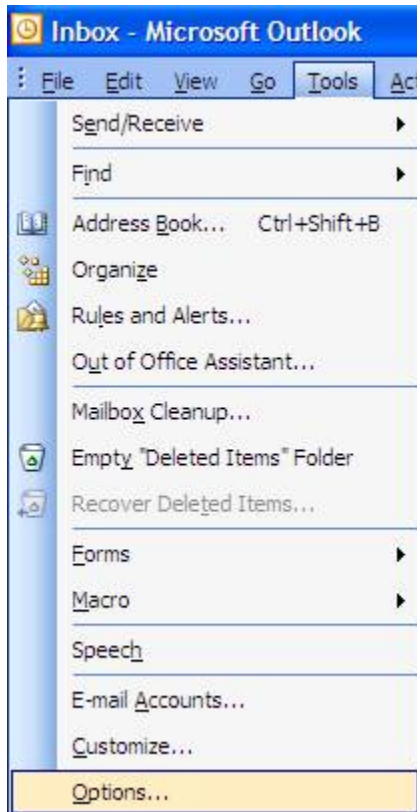
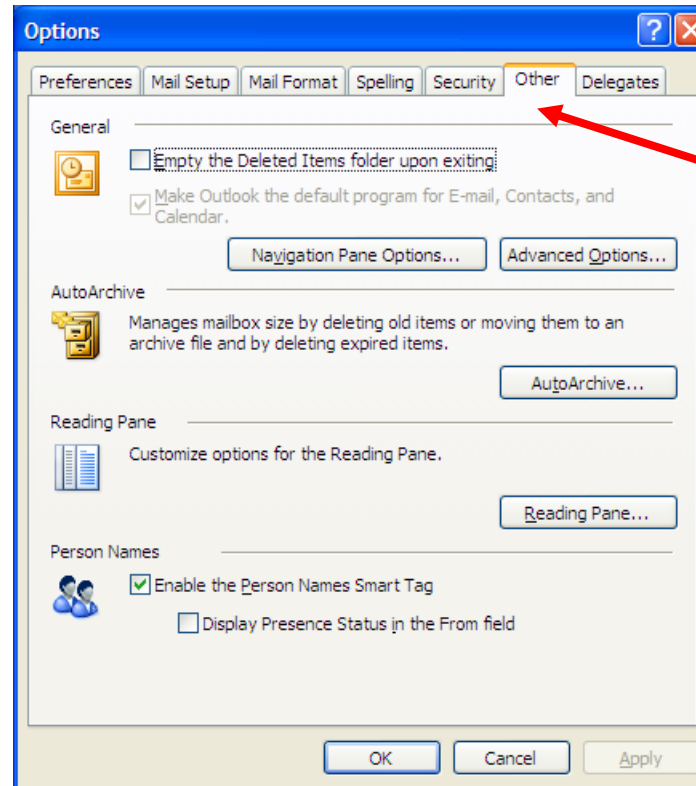


Archiving your Email Messages



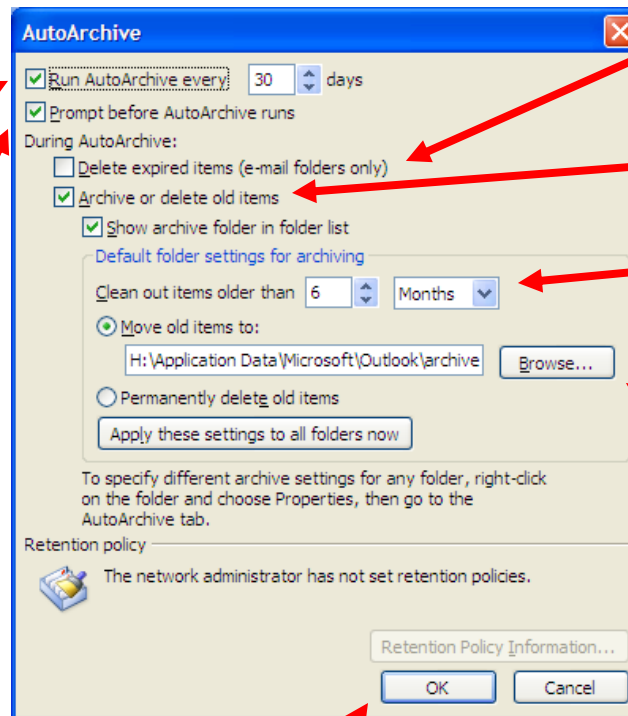
1. Start by clicking Tools and Options.



1. Click the Other tab.

2. Click the AutoArchive button.

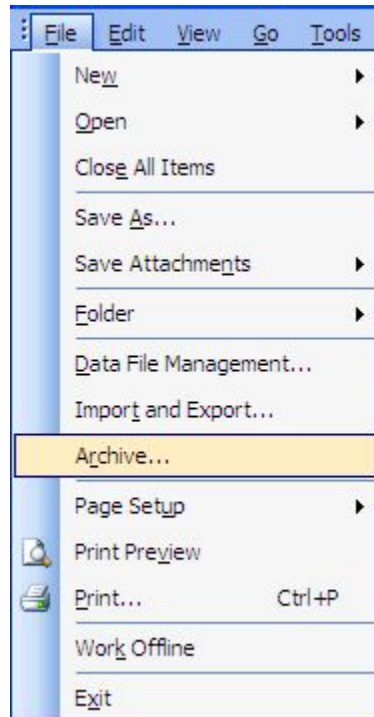
3. Check the *Run* option and set the number of days; I recommend 30 so it runs once a month. If you see the message about your inbox filling up before the month is up, change the number to a lower setting
4. Check the *Prompt* option. There are times when you open Outlook where it will want to run and this process will bog down your computer. You may not want this to run if you want to get on and off the system quickly



5. Clear the *Delete* checkbox.
6. Check the *Archive or Delete* option
7. Set the number of months you want after an item is archived. I chose 6 because I figure I won't use the email after 6 months
8. Use the *Browse* button to save the archive file. I recommend your H: drive so you can have access to the archived emails on any computer you log onto.

Click the OK button.

To manually start the Archive process, click on *File* and then *Archive*.



Check the *Archive all folders according to their AutoArchive settings* option and click the OK button.

