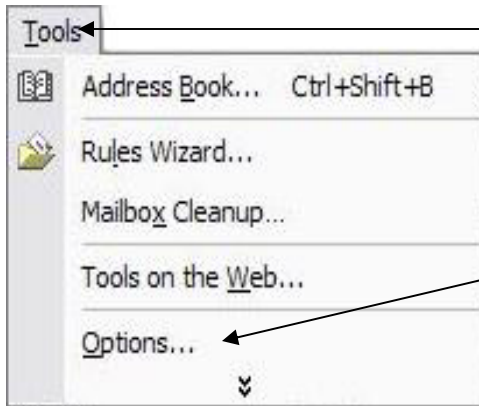


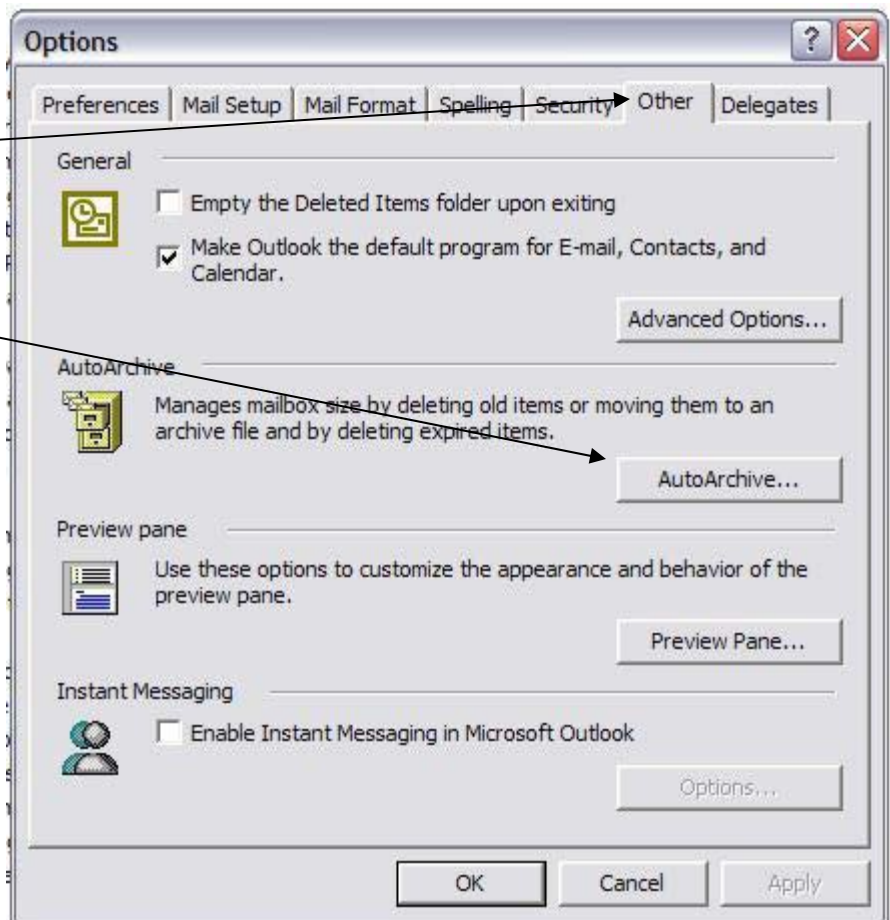
Outlook Email Archiving

As with all email clients, too much email can cause difficulty in organizing your information, as well as hinder your account by taking up storage space. A wonderful tool for organizing, managing and storing your email is the use of the AutoArchive feature. Just follow these simple steps.



1. Click on the “Tools” menu. In the drop down menu, click on “Options”.

2. In the “Options” window, select the “Other” tab. In the “Other” tab, click on the “AutoArchive” button.



3. There are several options to set up your email archiving. You can set how often your client archives here, as well as having the client prompt before processing.

Here, you can choose what should take place during the archiving process.

Here, you can determine the folder location for archived items, or you can choose to delete them. The default file name is "archive.pst". It is advisable to make a backup copy of this file periodically.

4. If you would like to only archive specific folders, right-click on the folder and choose "Properties", then go to the "AutoArchive" tab.

5. When you have finished with your selections, click the "OK" button

