

Outlook Archive

1. Open Microsoft Outlook 2016/2019.
2. Click on the File tab (see Figure 1).

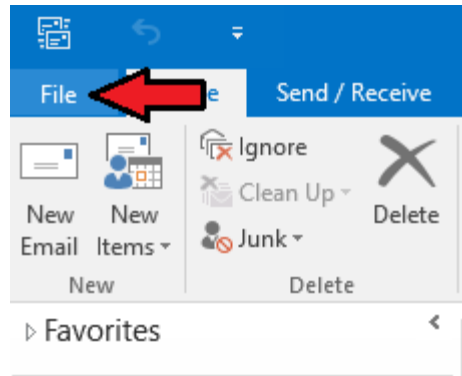


Figure 1: File tab

3. Select Cleanup Tools from the options (see Figure 2).

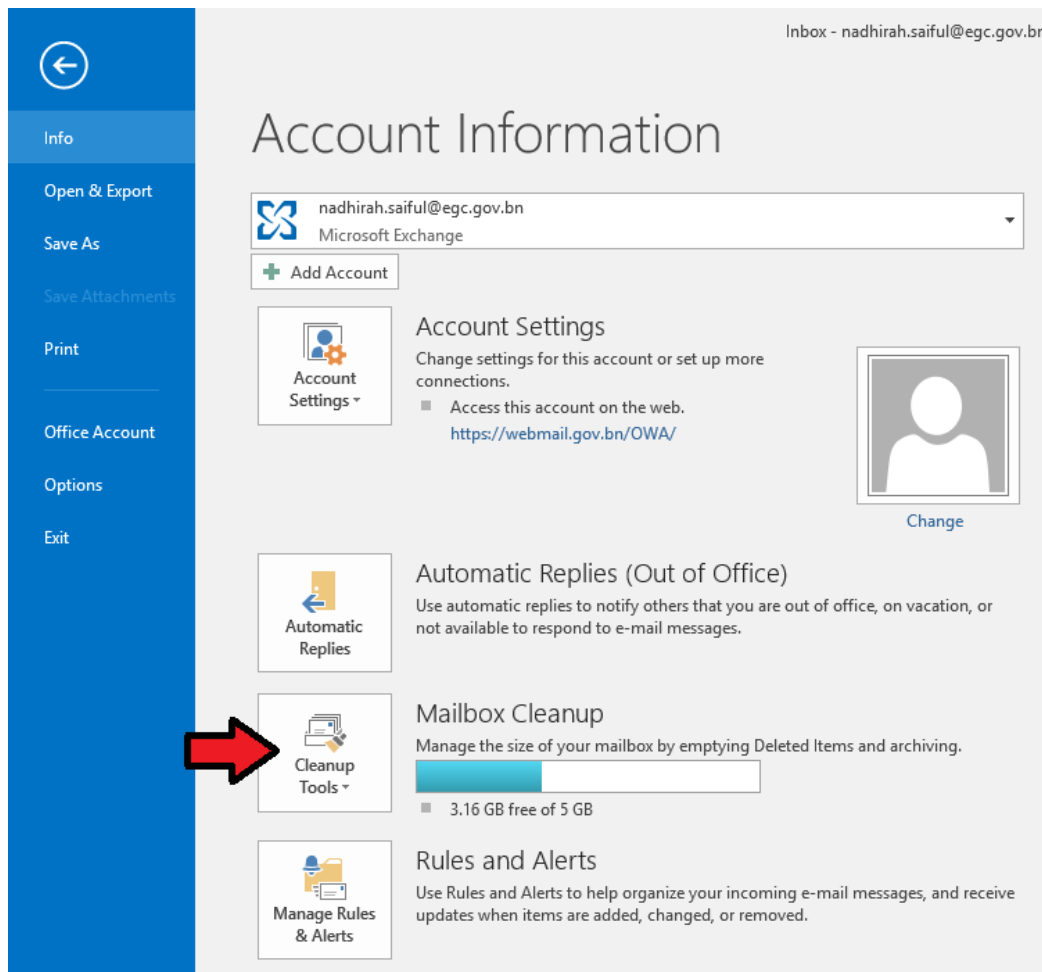


Figure 2: Cleanup Tools

- From the Cleanup Tools option, select Archive (see Figure 3).
- For Microsoft Outlook 2019, select Clean Up Old Items from the Tools option (see Figure 3.1).

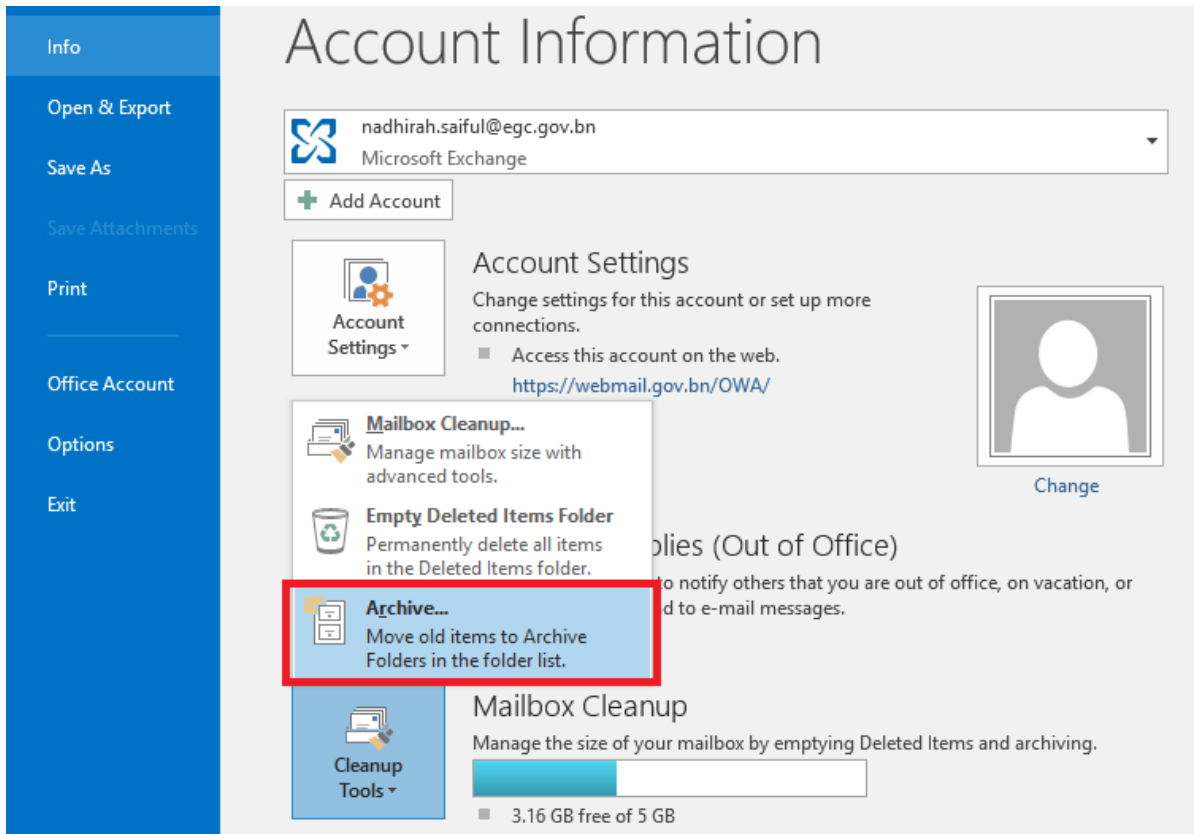


Figure 4: Archive option on Cleanup Tools

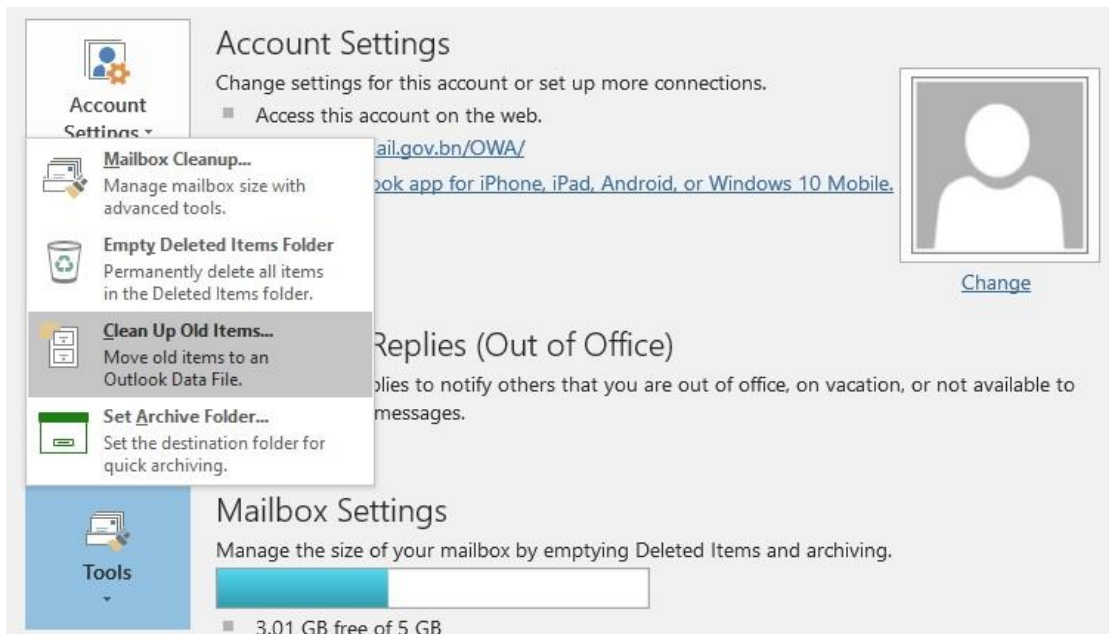


Figure 3.1: Microsoft Outlook 2019

5. In the dialog box (refer to Figure 4), select Archive this folder and all subfolders.

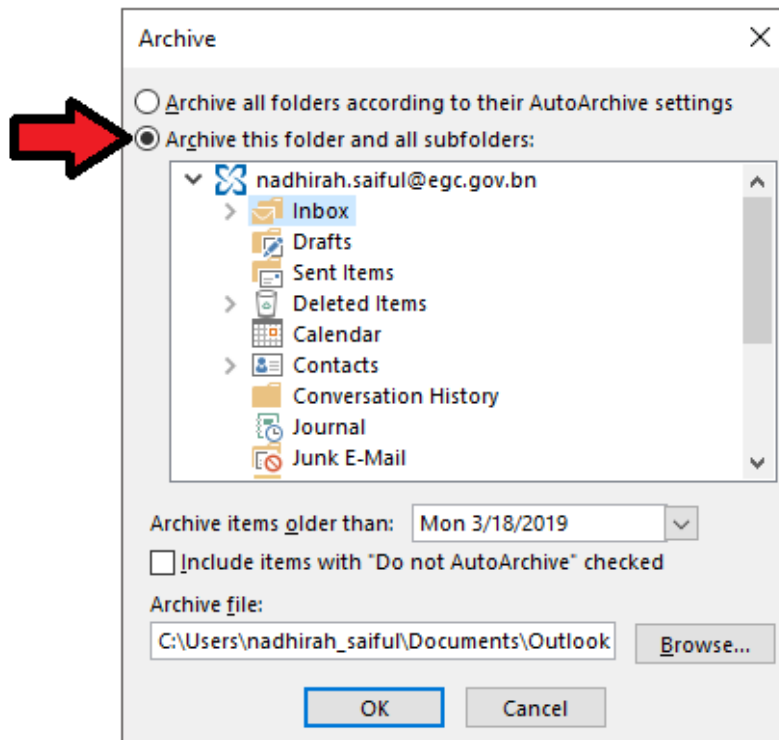


Figure 5: Select Archive this folder and all subfolders

6. Select the folder you wish to archive (save) in the dialog box. You can archive one folder at a time, or select your email to archive the entire mailbox (see Figure 5).

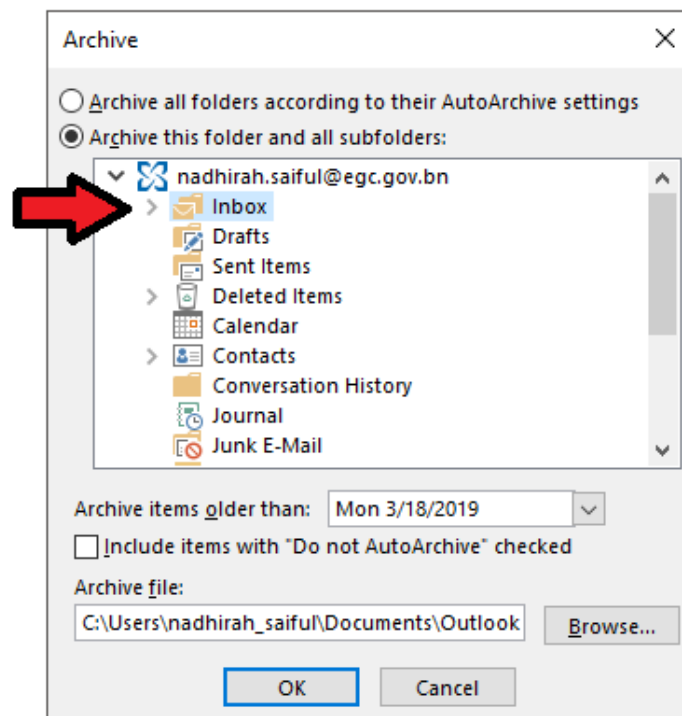


Figure 6: Select folder to archive

7. Select a date in the “Archive items older than:” **All emails, calendar appointments and documents received before this date will be archived.**

- Tick the *Include items with “Do Not AutoArchive”* checked box to include items marked as *Do Not AutoArchive*. (see Figure 6)

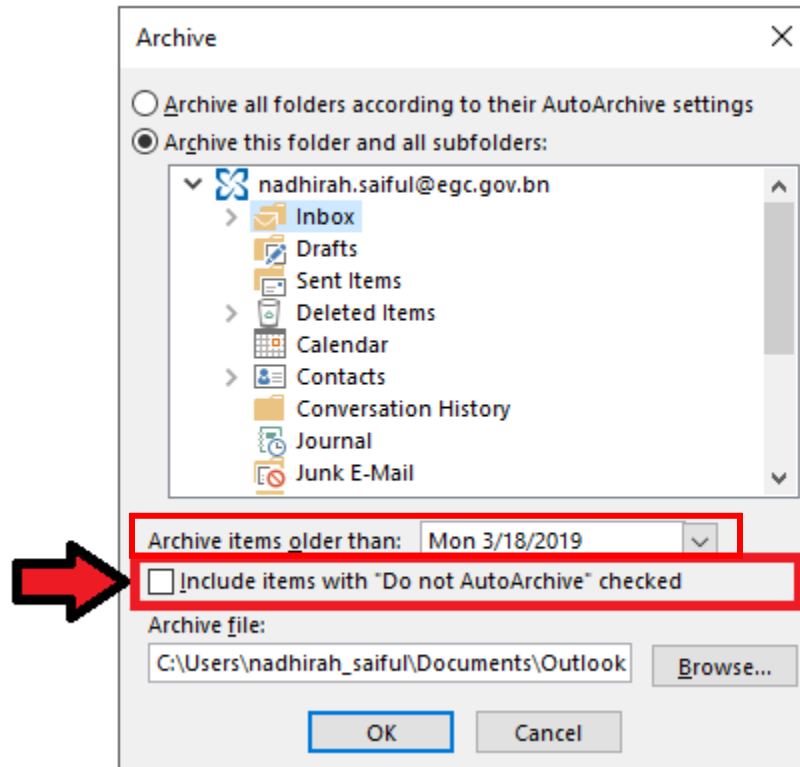


Figure 7:

8. Select the location to save your archive file.
 - Your file will be automatically saved in the **Outlook Files folder**. You may use the **Browse** feature to save the file as per your preference (see Figure 7).

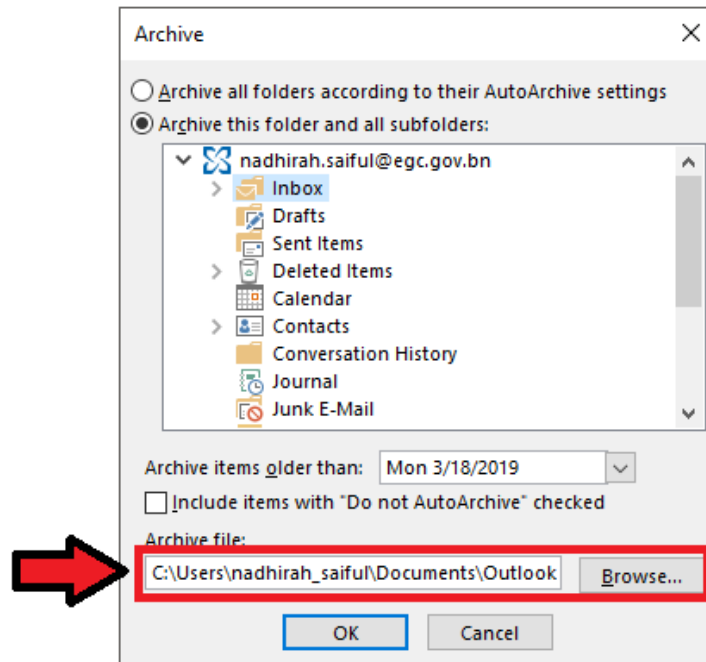


Figure 8: Location of archived file

9. Select OK to begin archiving files.

