

## Windows 10/Office 2016 Archive and auto archive instructions

If you do not currently have an archive file set up then follow these instructions first:

Open Outlook

Click File/Cleanup Tools/Archive

Select Archive this folder and all subfolders then make sure your email address at the stop is selected.

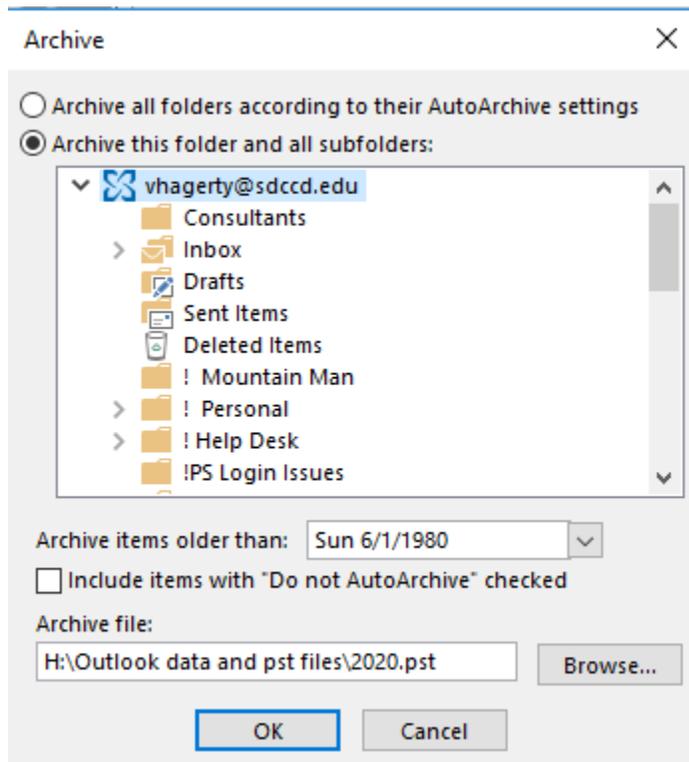
Select the Archive items older than date that fits your need.

Click the button that says Browse

Navigate to your H drive

In the file name box type in the name you want for the archive then click OK

Click OK again and it should start archiving.



To set up auto archive follow the below:

Open Outlook

Click File/Options/Advanced

Click the button on the right that says Auto Archive Settings and select your options. Below are what I use.

When done, click OK and back out.

AutoArchive

Run AutoArchive every 7 days

Prompt before AutoArchive runs

During AutoArchive:

Delete expired items (e-mail folders only)

Archive or delete old items

Show archive folder in folder list

Default folder settings for archiving

Clean out items older than 4 Weeks

Move old items to:  
H:\Outlook data and pst files\2020.p Browse...

Permanently delete old items

Apply these settings to all folders now

To specify different archive settings for any folder, right-click on the folder and choose Properties, then go to the AutoArchive tab.

OK Cancel