## 1. Manual Archiving

This is a manual process. You will need to manually perform below steps every time your mailbox gets filled up.

1.1. In Outlook click on File.

聞ら・			Helpdesi	k Ema	ils - nikhileshjana@cc.iitkgp	placin - Outlook				
File Ho	me Send / Receive Folder	View Help 🛛 Tell me what								
New New Email Items*	Ignore     ➤       Math Clean Up *     ►       Bulk *     Delete Archive	Reply Reply Forward More -	Move to: ? G To Manager Team Email G Reply & Delete Create New	4 1 N	Move Rules OneNote	Unread/ Follow Read Up *	Search People	A) Read Aloud	Send/Receive	
New	Delete	Respond	Quick Steps	G.	Move	Tags	Find	Speech	Send/Receive	
Drag Your Fa	vorite Folders Here 4	arch Helpdesk Emails	🔎 Current Folder 🔹 🕞 R	eply	🕞 Reply All 🕒 Forward					

1.2. Click on Info.



1.3. Click on Tools.



1.4. Click on Clean Up Old Items...



- 1.5. Select below options and then click on **OK**:
  - A. Select option Archive this folder and all subfolders.
  - B. Select the folder / mailbox that needs to be archived.
  - C. Take a note of the archive file. Outlook will save the archives here. You may want to keep a separate backup this file after archiving is done.
  - D. Select a suitable date. Items older than this date will be archived.

Archive X O Archive all folders according to their AutoArchive settings	Archive	igs -					
Archive this folder and all subfolders:   Archives    Archives     Inibox (2)     Drafts [1]     Sent     G Trash     Junk     Outbox							
	☐ Include items ◆ September 2022 ▶ 1						
	C:\Users\CIC\Dc 28 29 30 31 1 2 3 Brow	/se					
Archive items older than: Thu 6/13/2024	4 5 6 7 8 9 10						
Include items with "Do not AutoArchive" checked	11 12 13 14 15 16 17						
Archive file:	18 19 20 21 22 23 24						
C:\Users\CIC\Documents\Outlook Files\archive Browse	25 26 27 28 29 30 1						
	2 3 4 5 6 7 8						
OK Cancel	Today						

1.6. Depending on the size of your mailbox, Outlook might take some time to archive items. Once complete, you will be able to locate archived emails in Outlook's archive navigation tree.



## 2. Automatic Archiving

This is an automated process. Once setup is done, Outlook will periodically automatically archive emails.

2.1. In Outlook click on File.

E S → Helpdesk Emails - nikhileshjana@cc.iitkgp.ac.in - Outlook										
File Home	Send / Receive Folder	View Help Q Tell me what	you want to do							
New New Email Items *	Ignore Clean Up + Junk +	Reply Reply Forward More -	Move to: ? Team Email Create New	다. To Manager 은 Reply & Delete	4 1 IF	Move Rules OneNote	Unread/ Follow Read Up +	Search People Address Book	A) Read Aloud	Send/Receive
New	Delete	Respond	Qui	ick Steps	5	Move	Tags	Find	Speech	Send/Receive
Drag Your Favorite	Folders Here < Sea	rch Helpdesk Emails	Curr	ent Folder 🔹 🛛 🖓 🕫	Reply				specch	Serie, Receive

2.2. Click on Info.



## 2.3. Click on Options.



2.4. Click on Advanced.

		Outlook Options				
General	Optimize for best appearance					
Mail Calendar	Optimize for compatibility (application restart requests) Show Mini Toolbar on selection (1) Topological Enable Live Preview (1)					
People	ScreenTip style:	Show feature descriptions in ScreenTip				
Tasks	Personalize your co	opy of Microsoft Office				
Language	User name:	CIC				
Ease of Access	Always use the	ese values regardless of sign in to Office.				
Advanced	Office <u>B</u> ackground	d: Straws 👻				
Customize Ribbon	Office Theme:	Colorful 👻				
Quick Access Toolbar	Office intelligent s	ervices				
Add-ins Trust Center	Intelligent services To provide these s	s bring the power of the cloud to the Off ervices, Microsoft needs to be able to co				

2.5. Click on Auto Archive Settings

	Outlook Options	2
General Mail	Options for working with Outlook.	
Calendar	Outlook panes	
People Tasks	Customize Outlook panes.           Naviga           Reading	ation Pane
Language	Outlook start and exit	
Ease of Access Advanced	Start Outlook in this folder: Start Outlook Browse  Empty Deleted Items folders when exiting Outlook	
Customize Ribbon	AutoArchive	
Quick Access Toolbar	Reduce mailbox size by deleting or moving old items to an archive data file	tings
rust Center	Reminders	
5-* 2000-001525135	<ul> <li>✓ Show reminders</li> <li>✓ Play reminder sound: reminder.wav</li> </ul>	
	Export	
	Export Outlook information to a file for use in other programs.	port

2.6. Setup archive settings as per your requirements / usage and click on **OK**. Refer to documentation from <u>Microsoft</u> for explanation about the options available.

AutoArchive	×
Run AutoArchive every 14 🗘 days	
Prompt before AutoArchive runs	
During AutoArchive:	
Delete expired items (email folders only)	
Archive or delete old items	
Show archive folder in folder list	
Default folder settings for archiving	
Clean out items older than 12 🖨 Months 🗸	
Move old items to:	
C:\Users\CIC\Documents\Outlook Fil Browse	
O 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	

Take a note of the archive file (**Move old items to**) location. This is the file which will maintain your email archives. You ma take a periodic backup of this file.

2.7. Depending on the size of your mailbox, Outlook might take some time to archive items. Once complete, you will be able to locate archived emails in Outlook's archive navigation tree.

