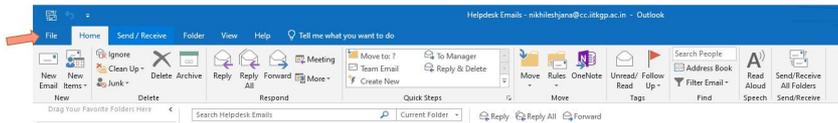


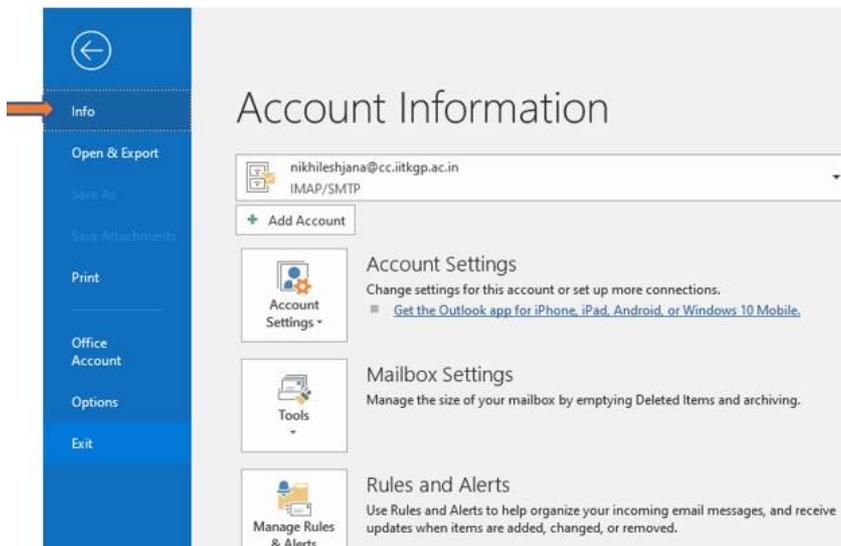
# 1. Manual Archiving

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

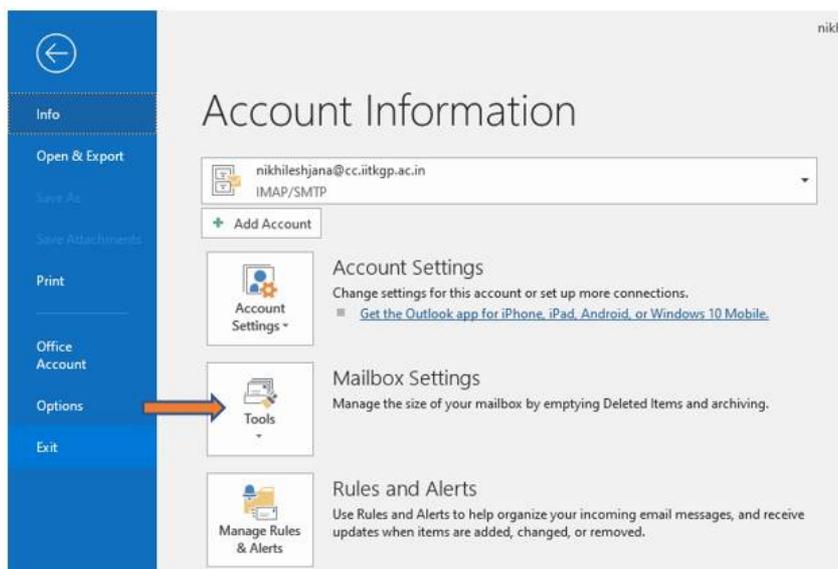
1.1. In Outlook click on **File**.



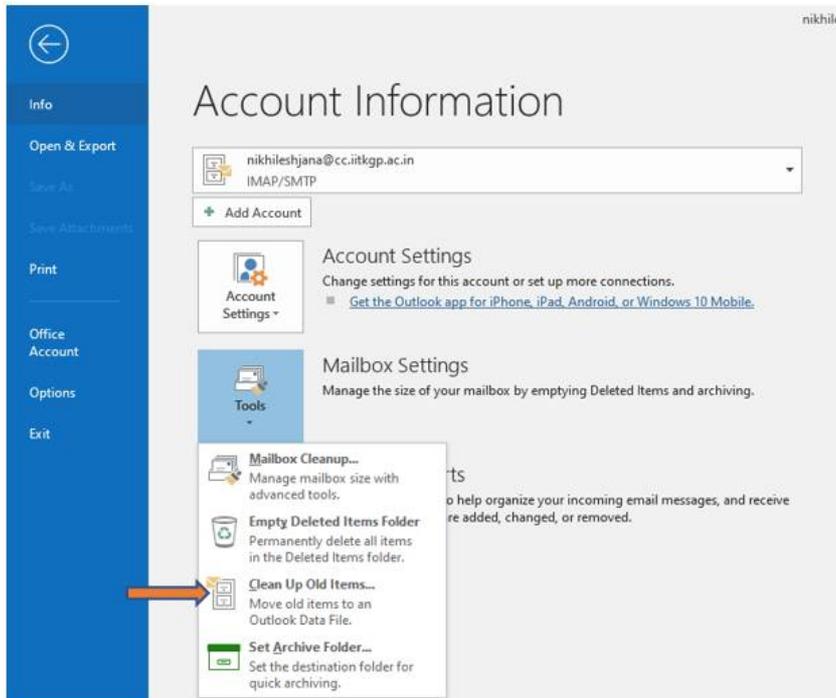
1.2. Click on **Info**.



1.3. Click on **Tools**.

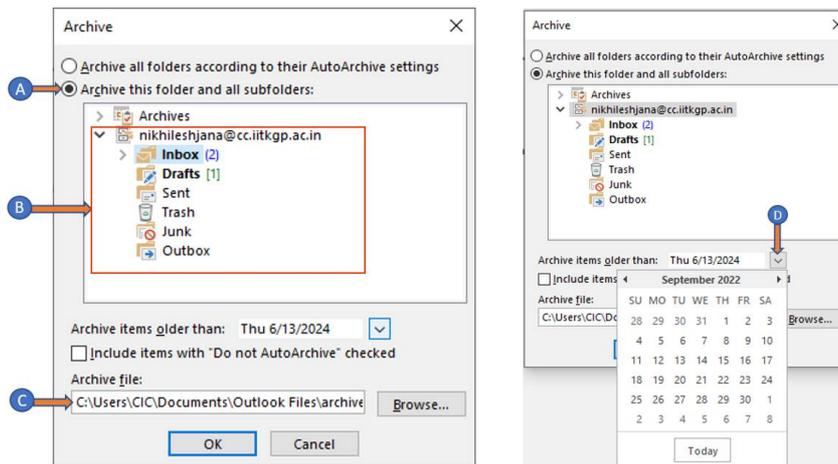


1.4. Click on **Clean Up Old Items...**

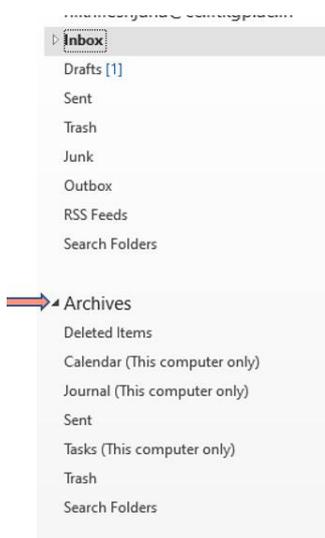


1.5. Select below options and then click on **OK**:

- 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.



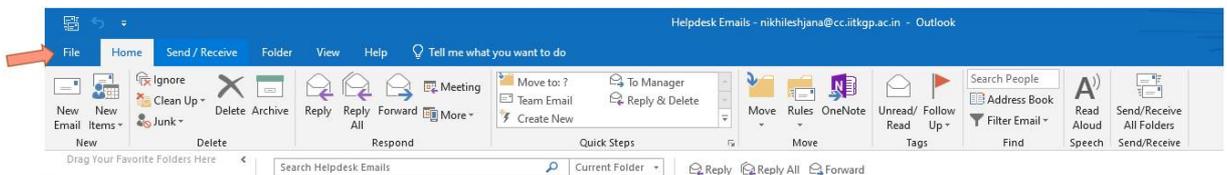
1.6. Depending on the size of your mailbox, Outlook might take some time to archive items. Once complete, you will be able to locate archived emails in Outlook's archive navigation tree.



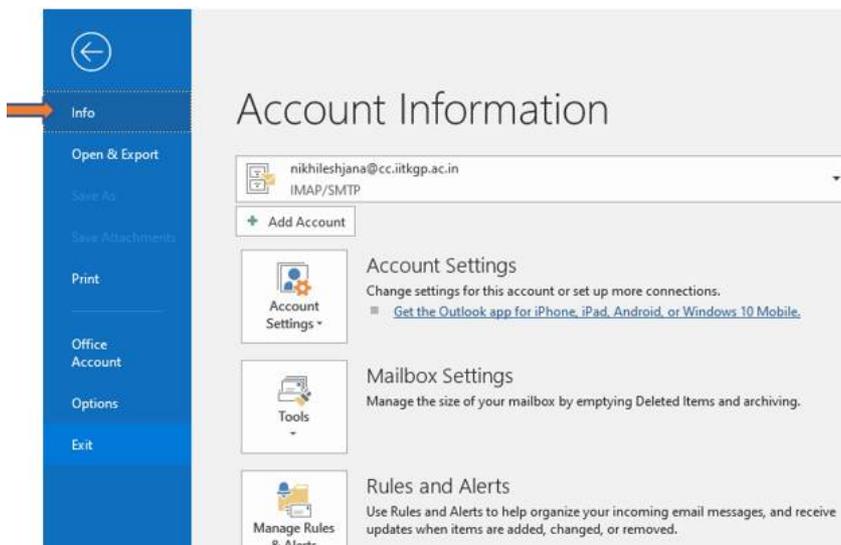
## 2. Automatic Archiving

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

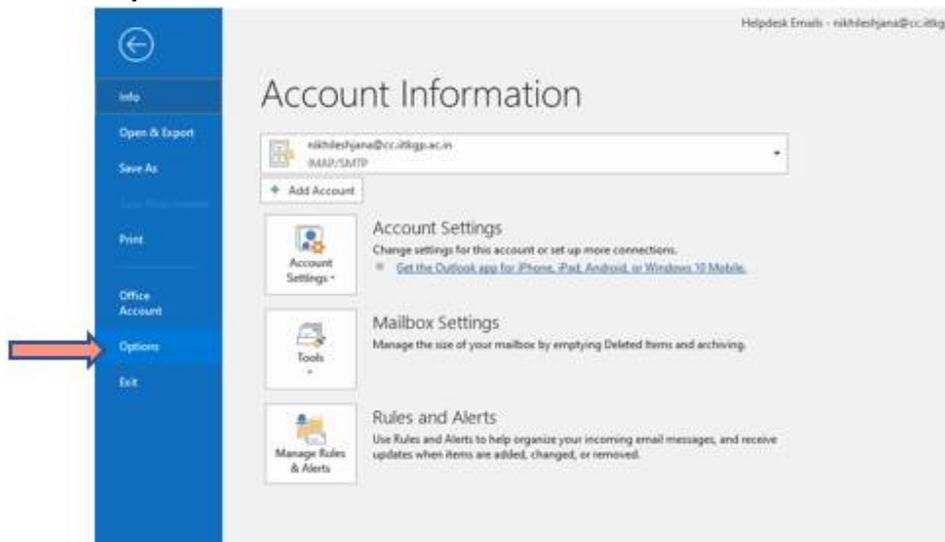
### 2.1. In Outlook click on **File**.



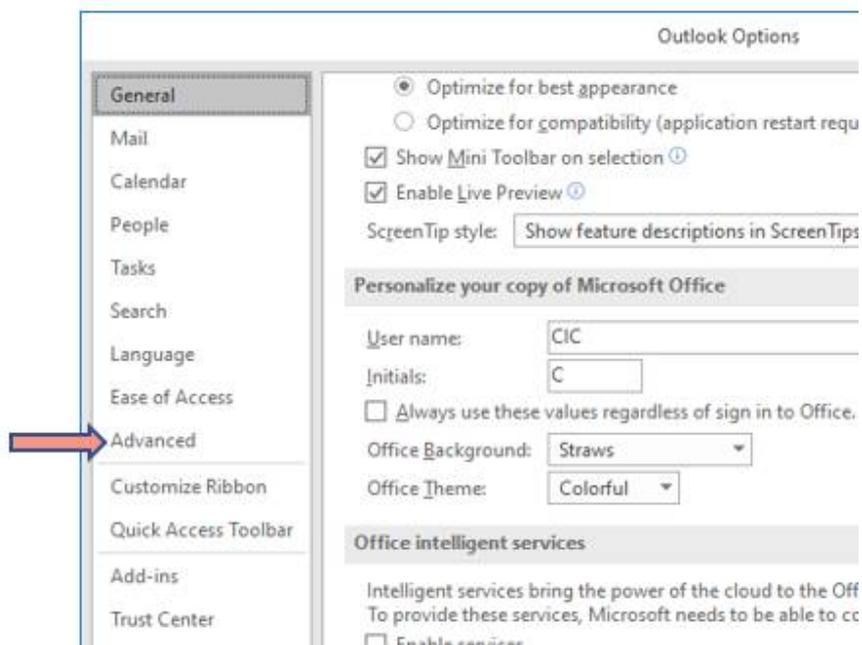
### 2.2. Click on **Info**.



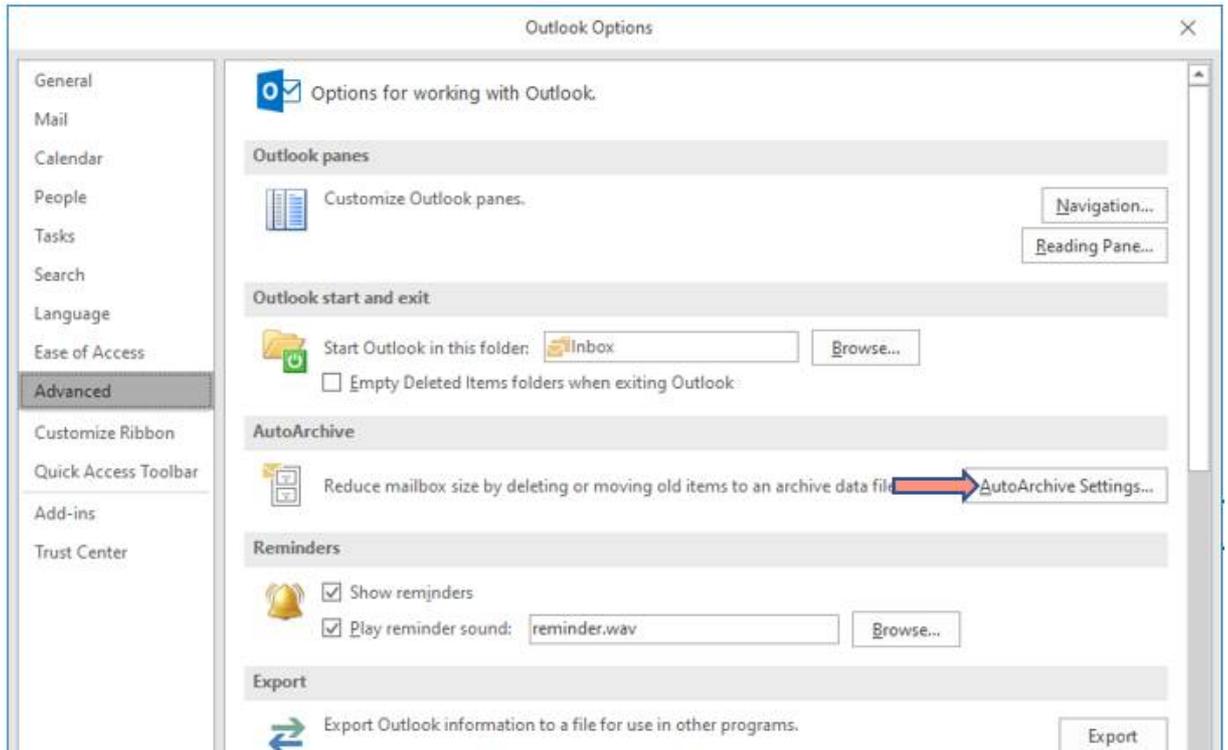
2.3. Click on **Options**.



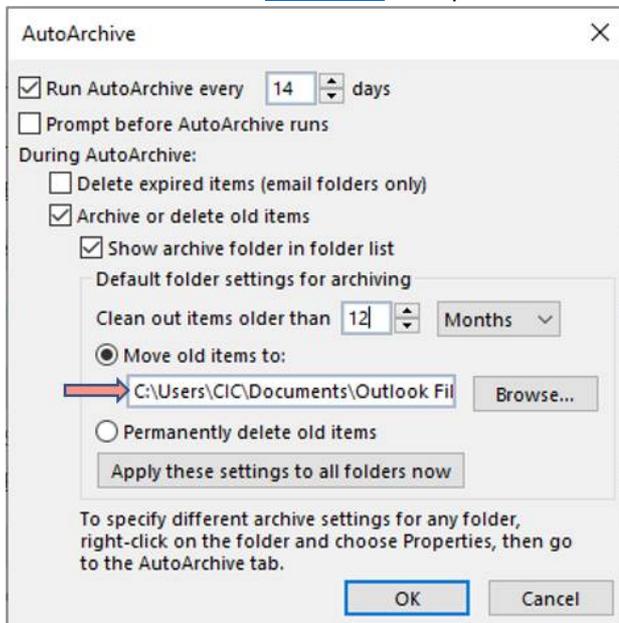
2.4. Click on **Advanced**.



2.5. Click on **Auto Archive Settings**



2.6. Setup archive settings as per your requirements / usage and click on **OK**. Refer to documentation from [Microsoft](https://support.microsoft.com/en-us/topic/enable-auto-archiving-in-outlook-2016-31121911) for explanation about the options available.



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

