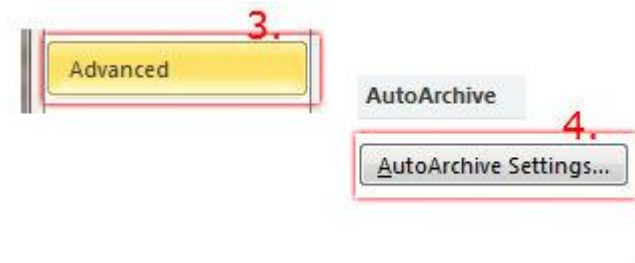


To Configure or Enable AutoArchive settings in Outlook 2010:

1. In the Ribbon menu click **File** then **Options**.



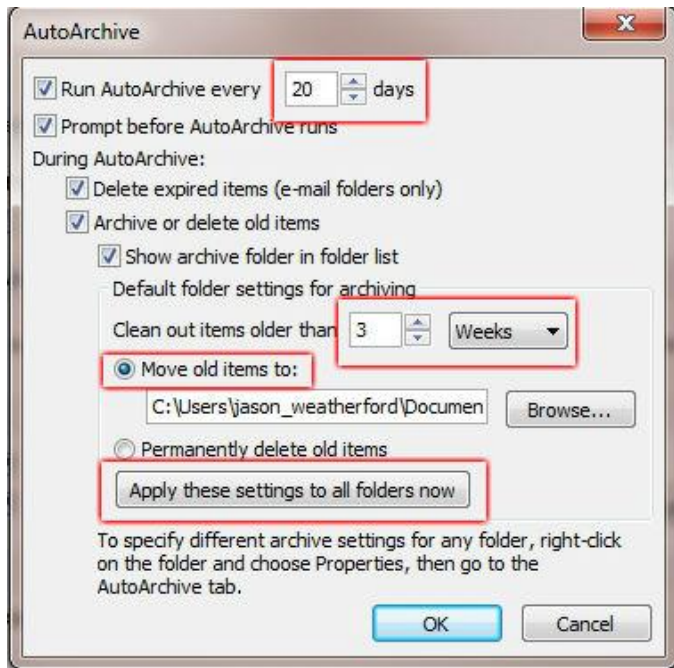
2. Select **Advanced**. Click **AutoArchive Settings** in AutoArchive section.



4. Select and change the options you want for AutoArchive.

HINT: We recommend setting Archiving to run every 7-20 days and cleaning out items older than 3 Weeks. Your settings may vary depending on how many emails you get.

5. Click **Apply these settings to all folders now** to apply the new options to all folders (This overrides any custom archive settings applied to individual folders). Now click **OK**.



WARNING: Make sure that you do **NOT** check the **Permanently delete old items** doing so will DELETE your old emails instead of Archiving them. Choose **“Move old items to”** and **“Browse”** to let Outlook know where to save the Archive file.

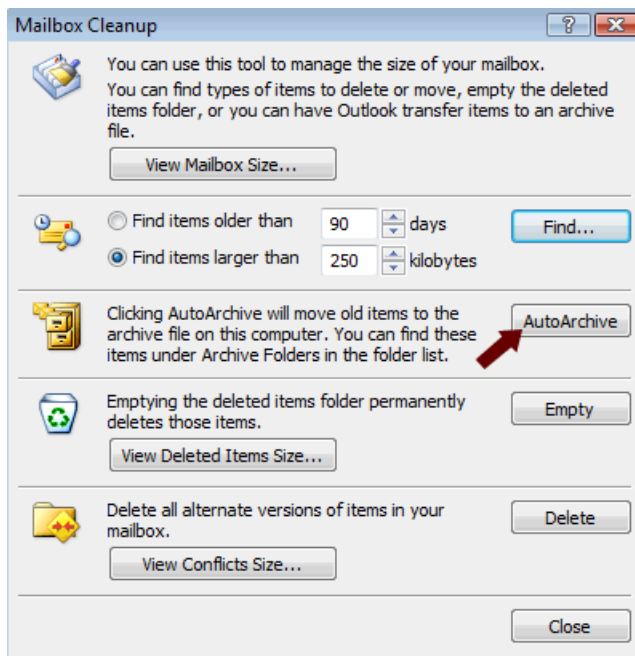
That is it, you are now configured to auto archive. You will now be prompted every 7-20 days (depending on what you set) to Auto Archive your emails. If you have been a while since you archived your email you may want to manually start the Archive process.

Lets **MANUALLY** start Auto Archiving in Outlook 2010:

1. In the Ribbon menu click **File** then click **Cleanup Tools** then the **Mailbox Cleanup** menu option.



2. Click the **AutoArchive** button to archive older items and emails from the server to your computer.



3. After archiving, you will now find archived emails under the **Archive Folders** underneath the Mailbox folder section.

