

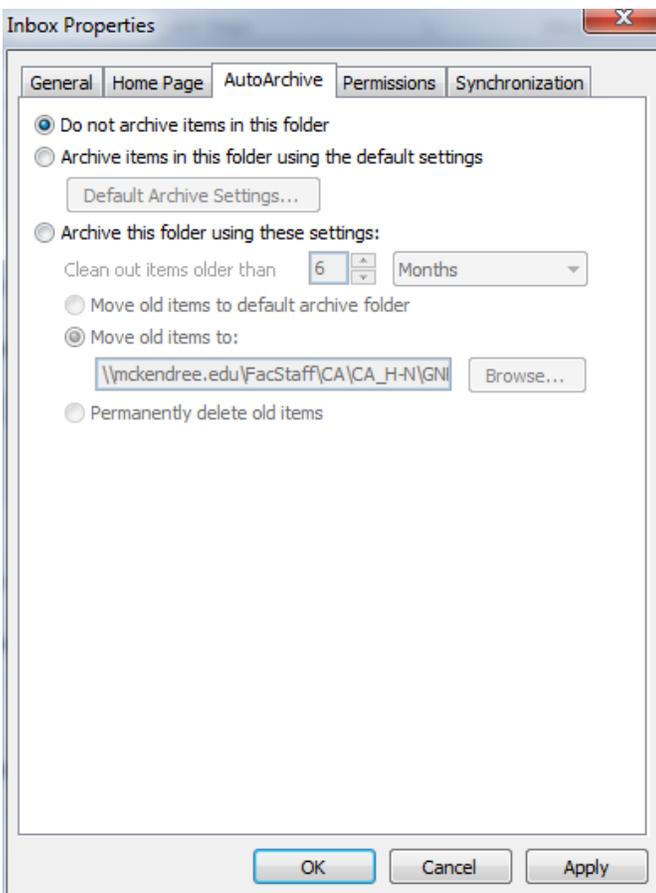
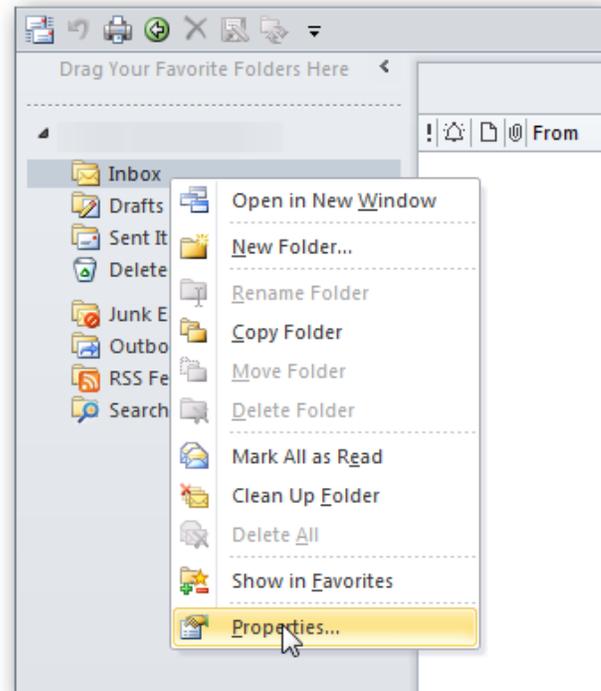
Archiving in Outlook 2010

If you want to keep Outlook 2010 clean and run faster, one method is to set up the AutoArchive feature. Today we show you how to configure and manage the feature in Outlook 2010.

Using AutoArchive allows you to manage space in your mailbox or on the email server by moving older items to another location on your hard drive.

Manually Configure Individual Folders

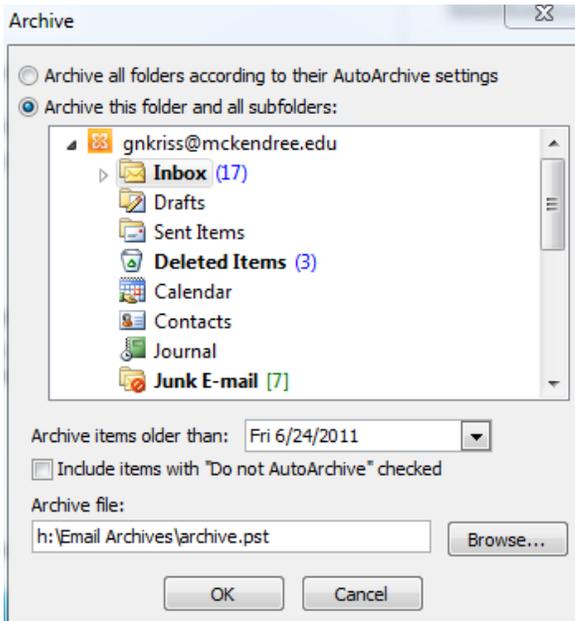
For more control over individual folders that are archived, right-click on the folder and click on **Properties**.



Click on the **AutoArchive** tab and choose the settings you want to change for that folder. For instance, you might not want to archive a certain folder, but move archived data to a specific folder etc.

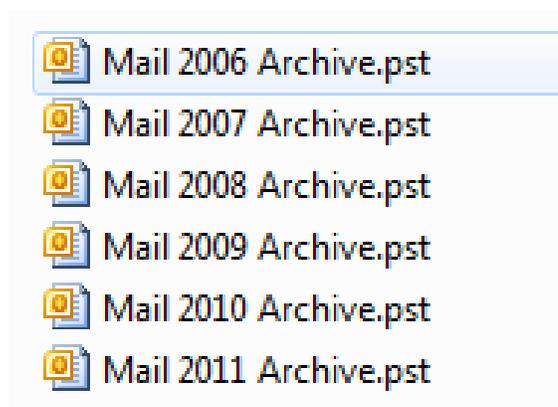
Manually archive your entire inbox

If you want to manually archive and backup an item, click on the **File** tab, **Cleanup Tools**, then **Archive**.



Click the radio button next to **Archive this folder and all subfolders**. Select the folder you want to archive. In this example we want to archive this folder.

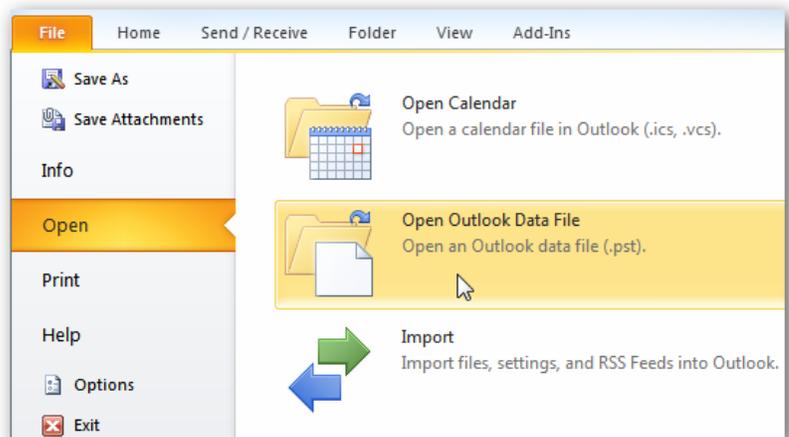
The .pst files are saved in your H: drive and if you need to access them at a later time you can.



After you've setup AutoArchive you can find items in the archived files. In the left hand Navigation Pane expand the Archives folder in the list. You can then view and access your messages.

You can also add previously made archive folders by clicking the **File** tab \ **Open** then **Open Outlook Data File**.

Then you can browse to the archived file you want to open.



Archiving old emails is a good way to help keep a nice clean mailbox, help speed up your Outlook experience, and save space on the email server. The other nice thing is you can configure your email archives and specific folders to meet your email needs.