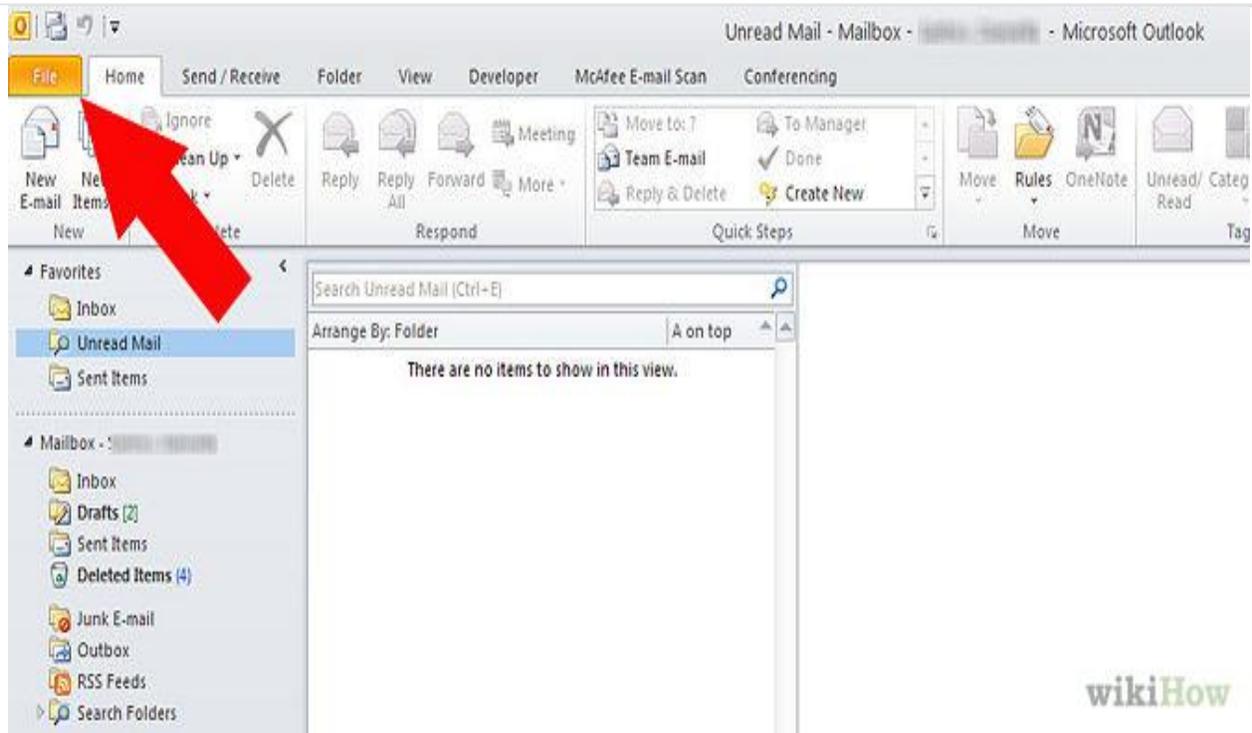


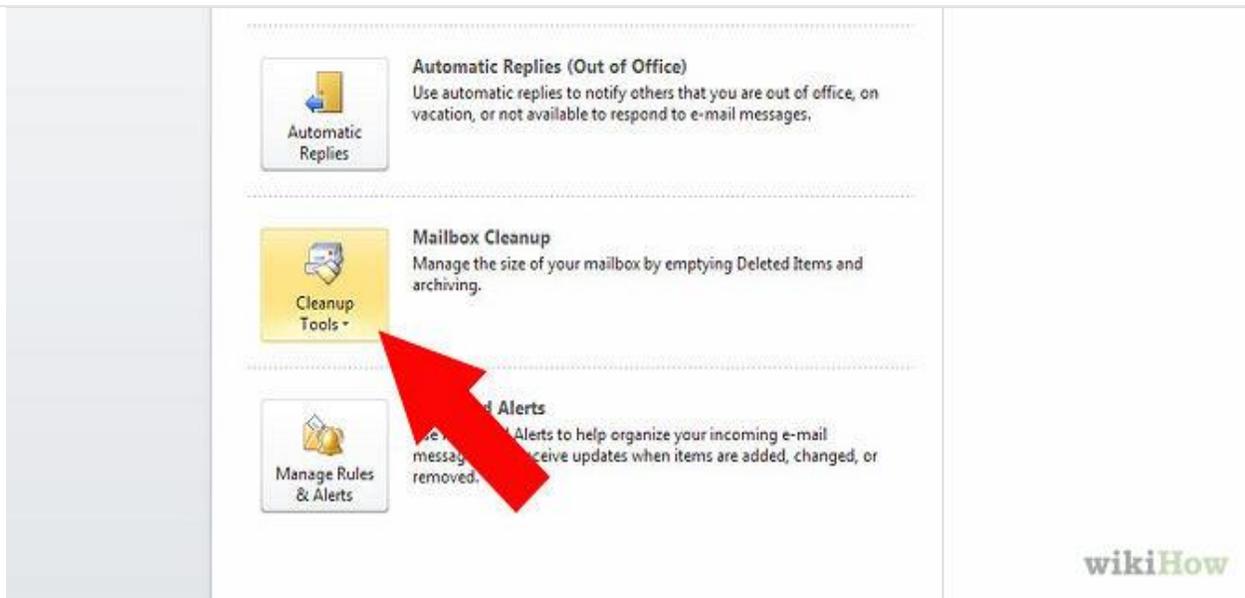
Method 1: Archive Outlook Manually

1 Open Microsoft Outlook 2010/2013.

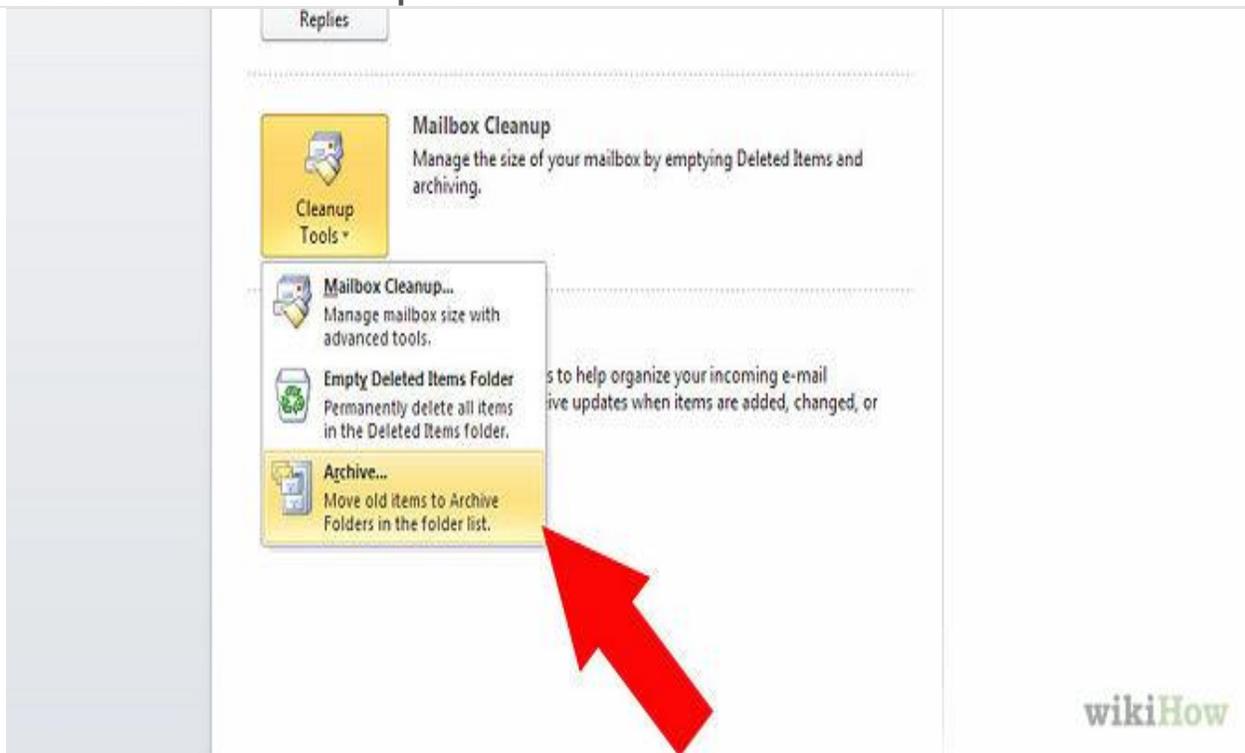
2 Click on the "File" tab on the top horizontal bar.



3 Select "Cleanup Tools" from the options.



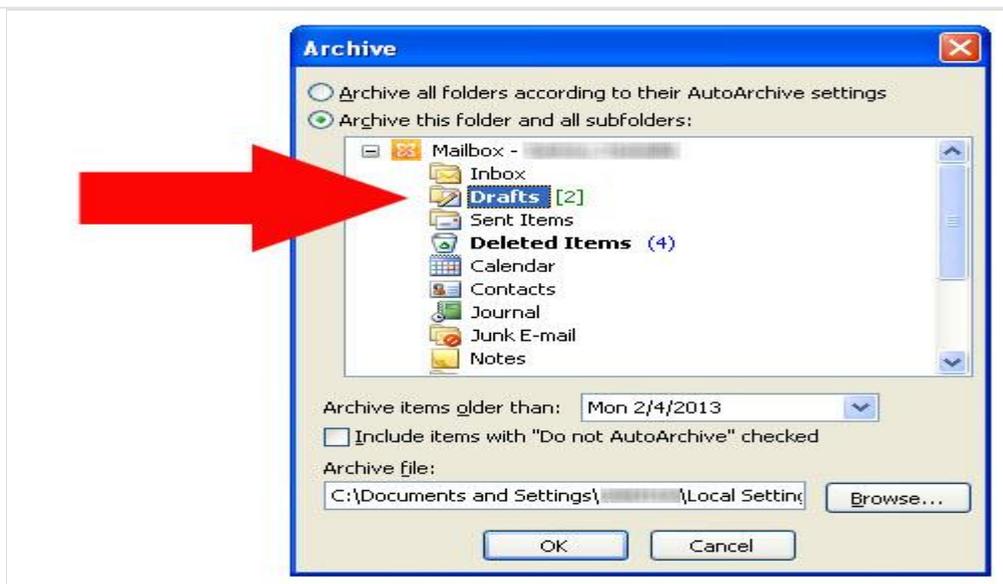
4 Click on the "Archive" option.



5 Select the choice to archive folders, including subfolders, in the dialog box.

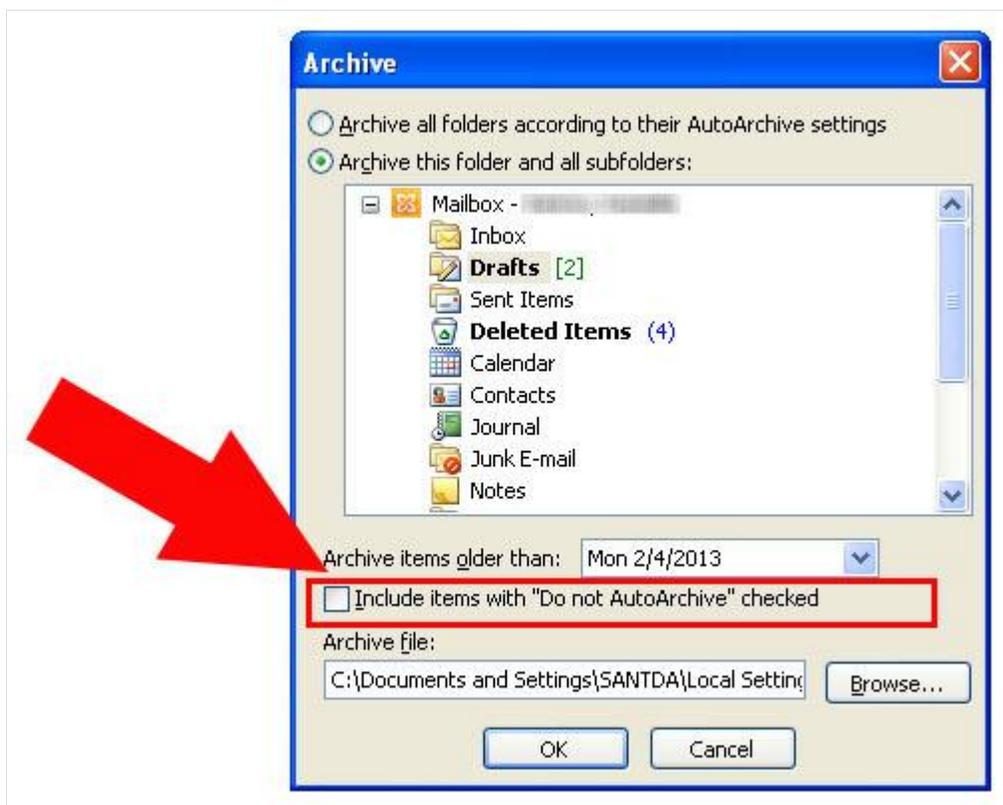
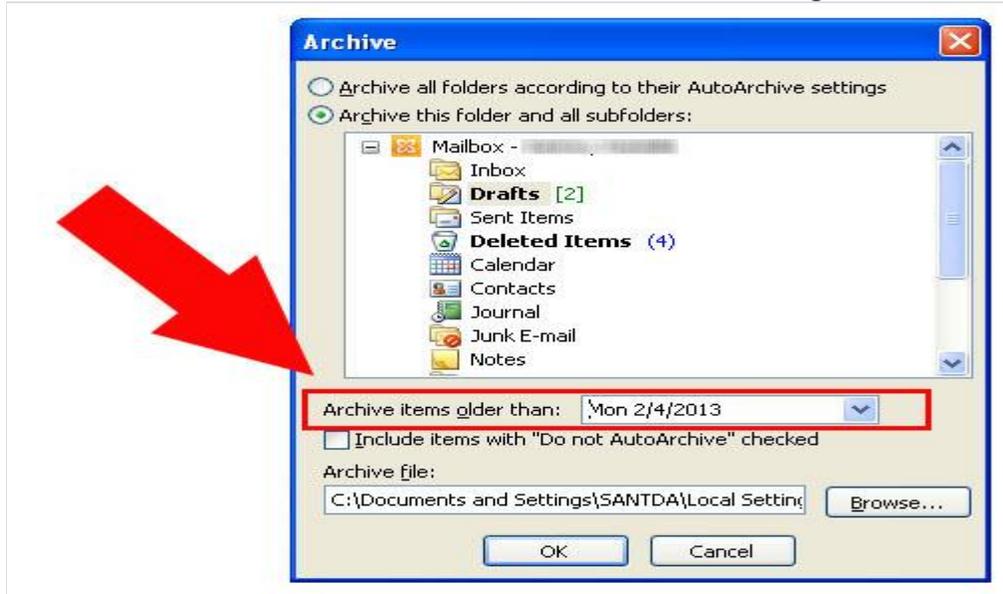


6 Choose the folder you would like to save and archive in the browser window. You can archive each folder one at a time, or select the top level to archive the entire mailbox.

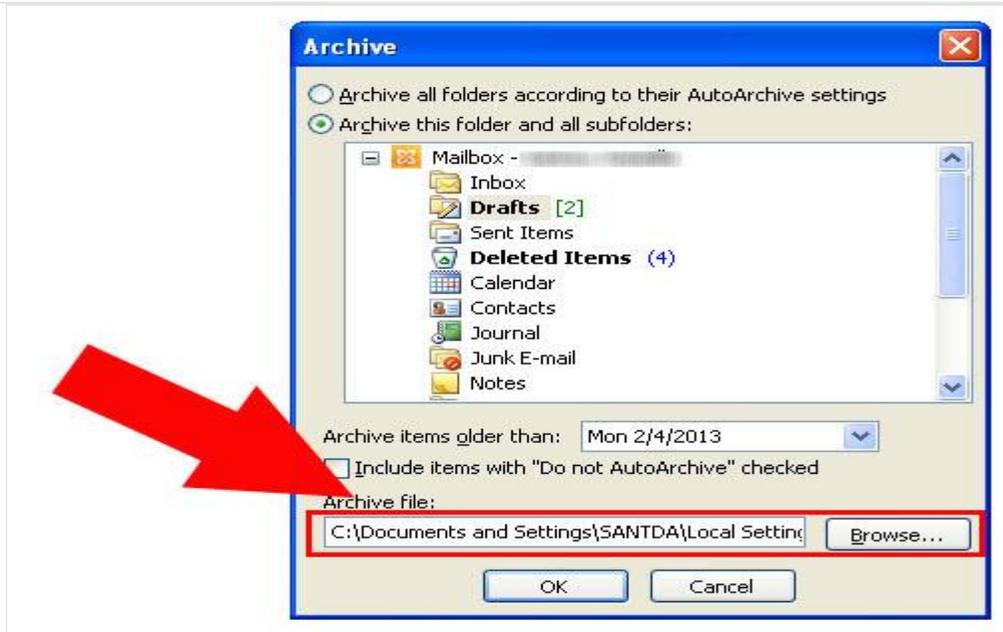


7 Choose a date when Outlook will decide items should be archived. All emails, calendar appointments and documents originating before this date will be archived.

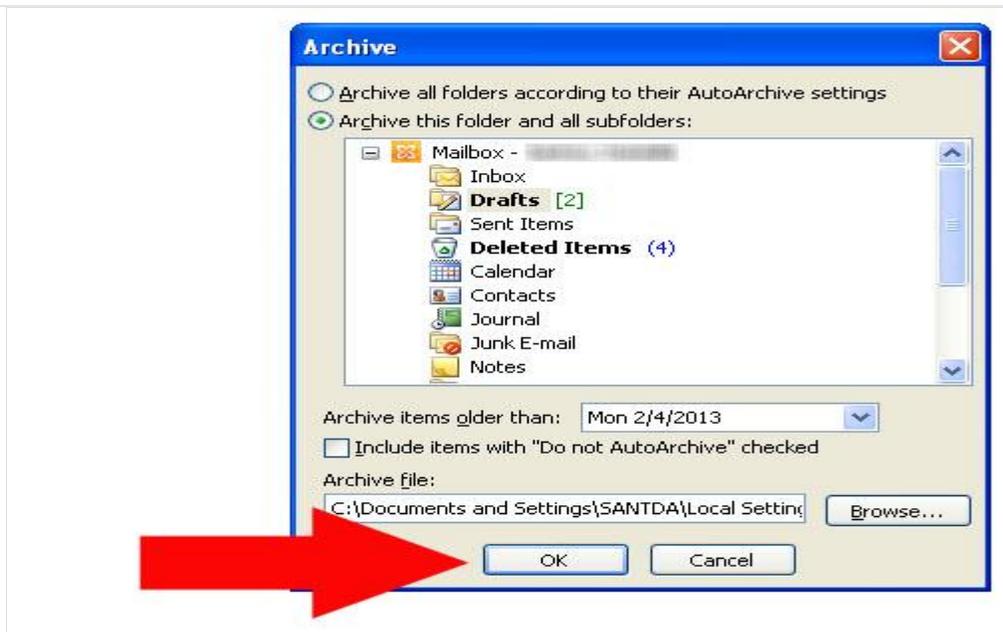
- If you want to override any items that were marked as "Do Not Archive," you can check this box now. This will override that instruction for this single manual archive.



8 Select the location of your archive file. It may be automatically saved in an Archive folder under "Outlook Files"; however, you can use the browser function to choose any location on your computer or a removable disc.

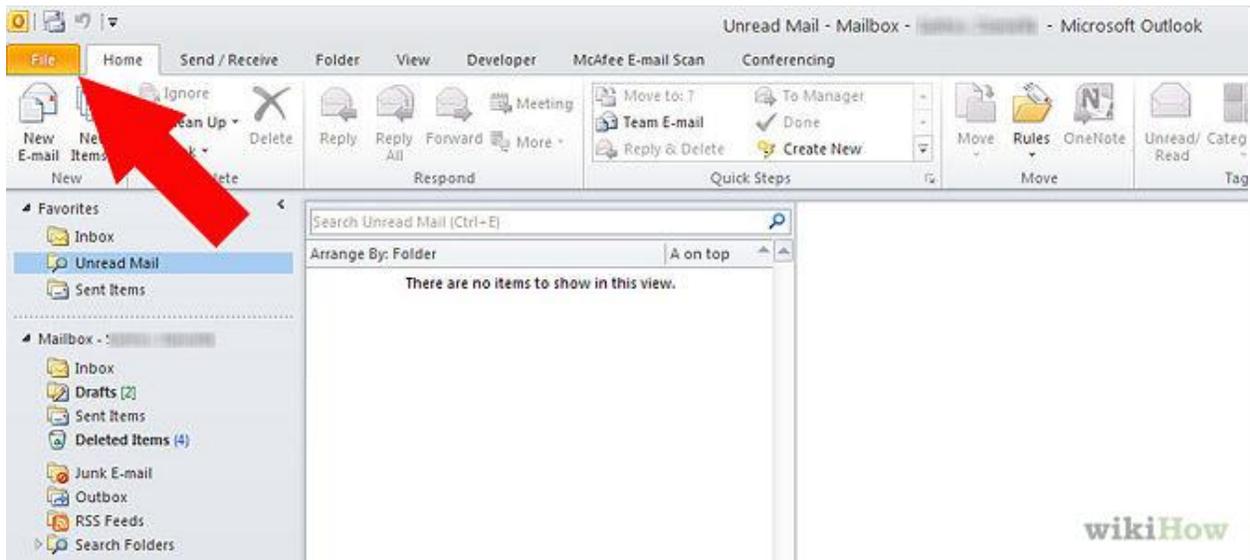


9 Press the "OK" button to archive your items.

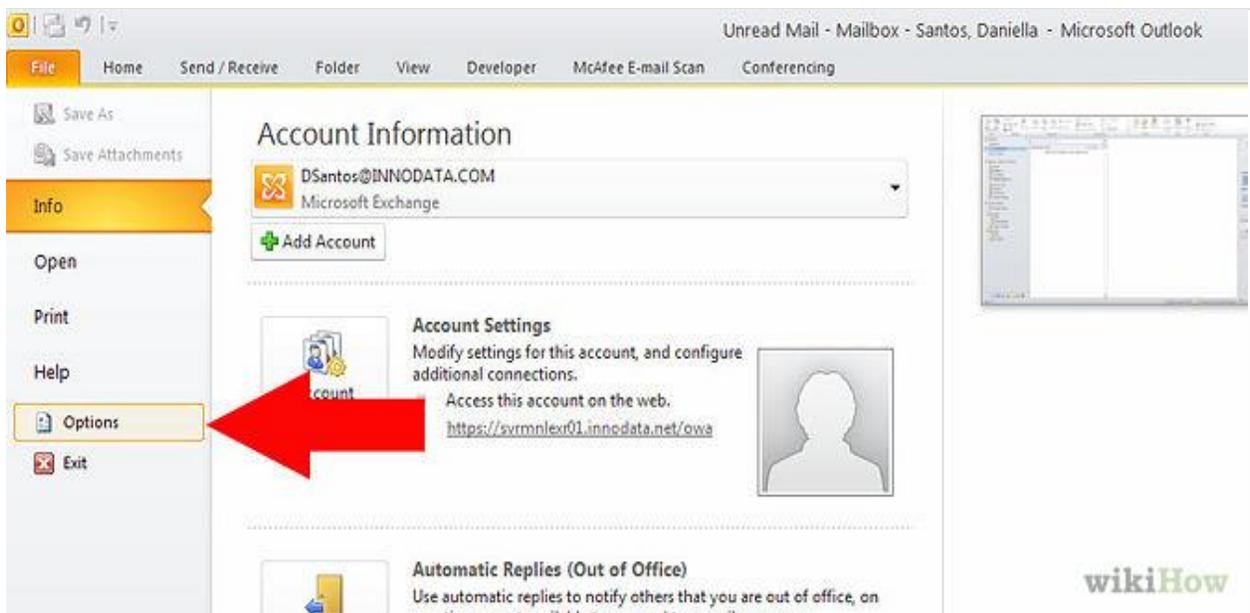


Method 2: AutoArchive Outlook Items

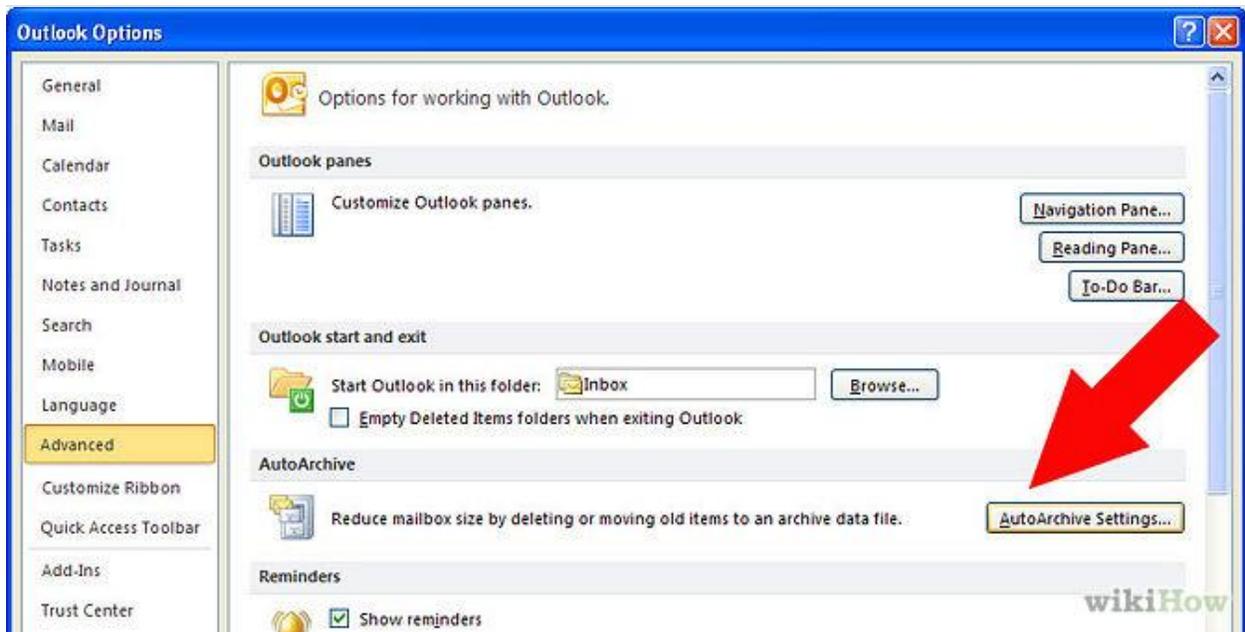
1 Click the "File" tab in the top horizontal toolbar.



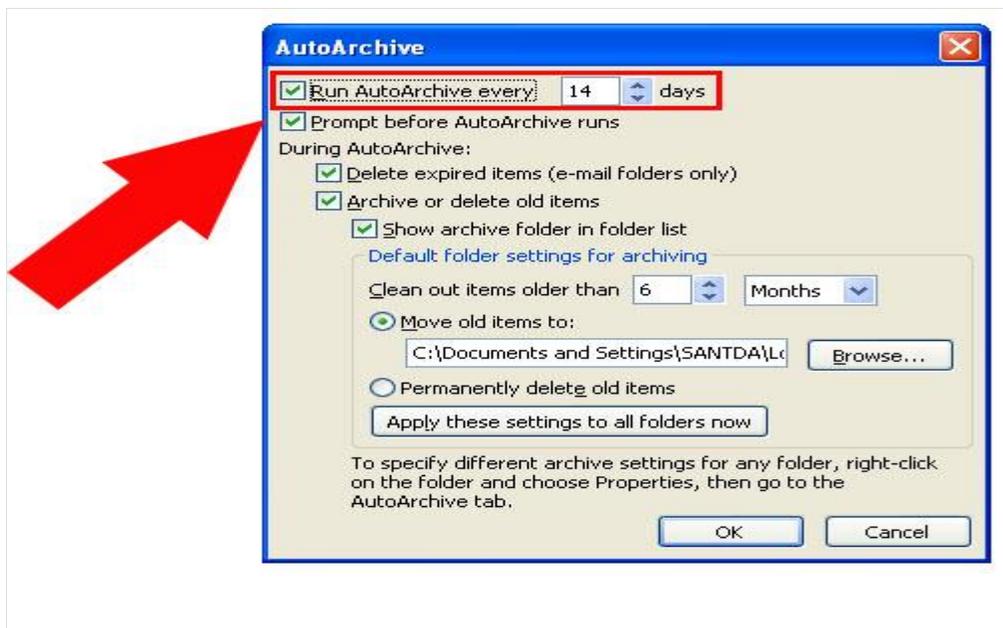
2 Choose the "Options" section.



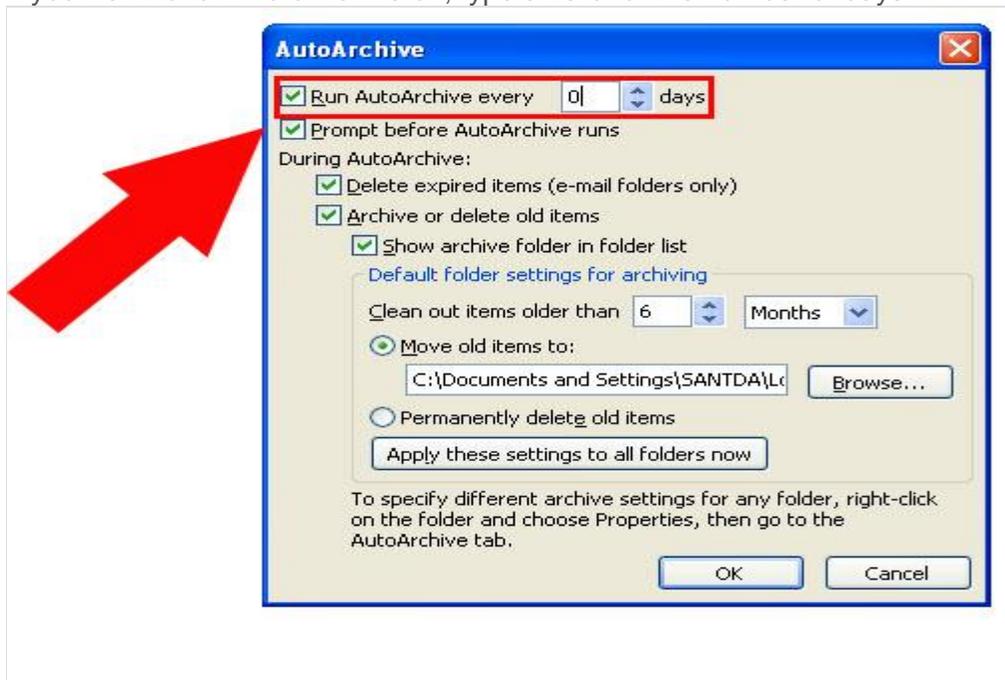
3 Click "Advanced" and go to "AutoArchive Settings."



4 Choose the frequency with which you want to run AutoArchive. Type a number in the section that says "Run AutoArchive every _ days."



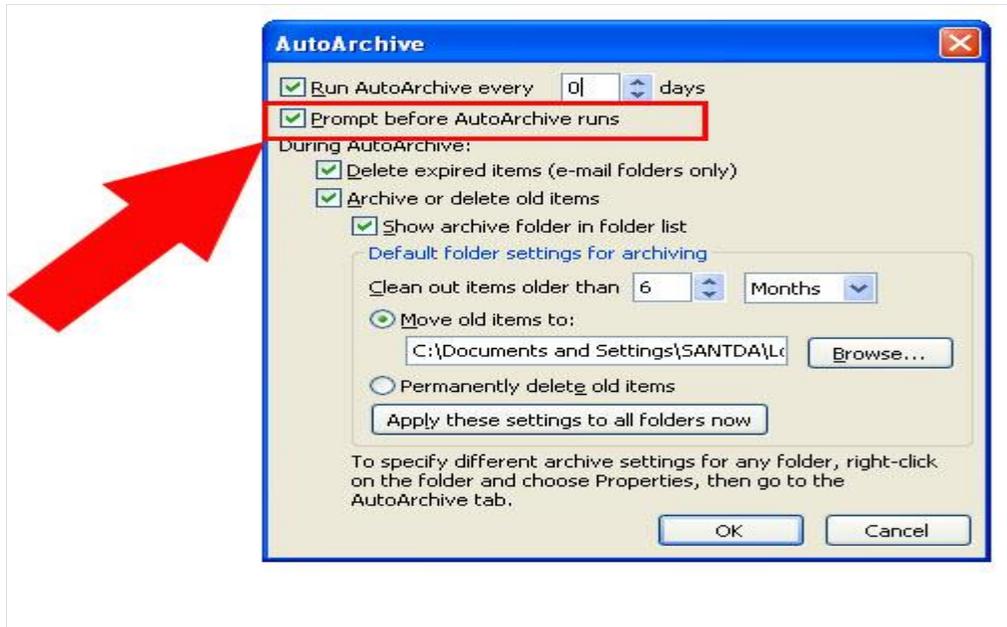
- If you want to turn AutoArchive off, type a zero for the number of days.



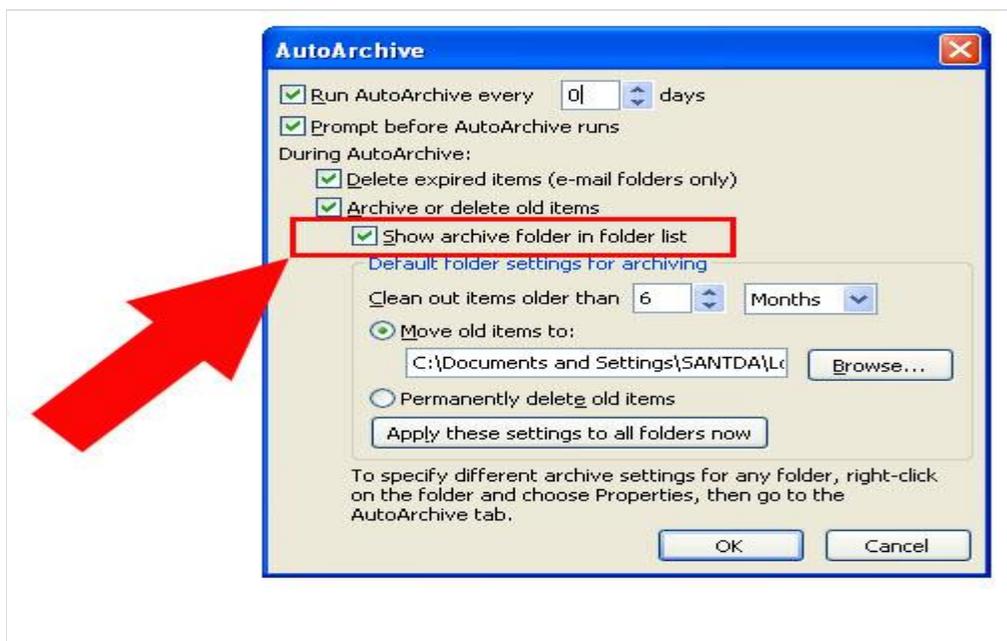
5 Choose additional options. For example, you can choose to delete the archived messages automatically.



- You can also choose to have AutoArchive prompt you when it is time to run. You may choose to do this if you do not want the AutoArchive to run without your knowledge.



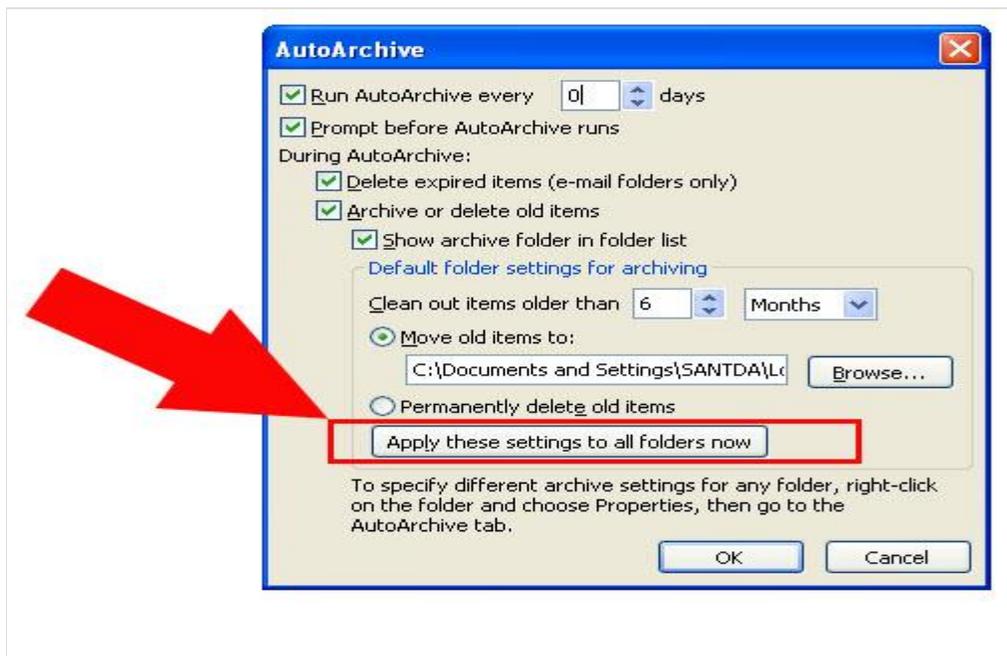
- Click the box to start an archive folder in your folder list. This will allow you to access archived items more quickly.



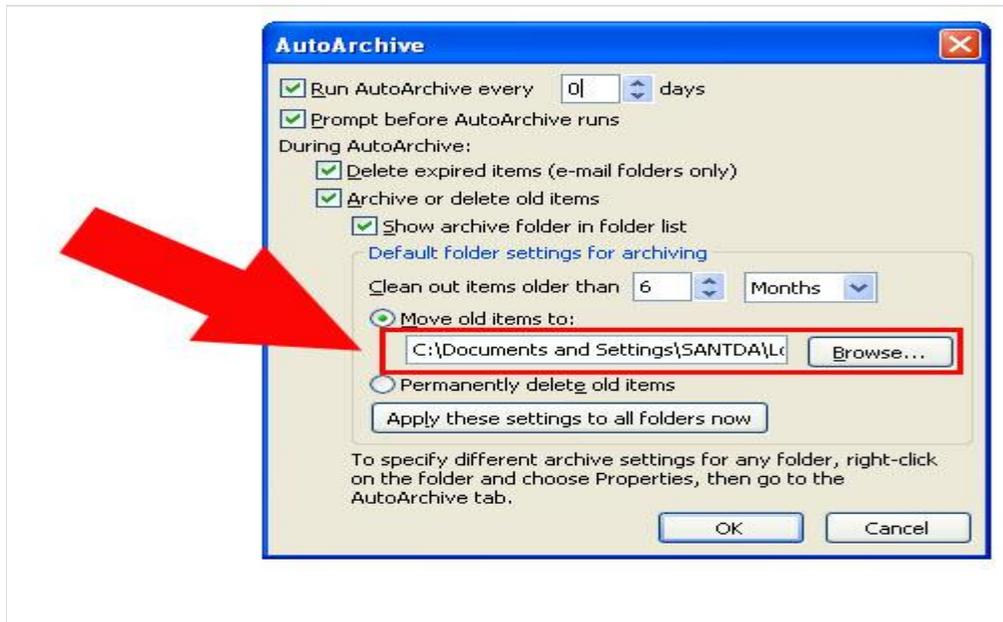
- Decide how old the items have to be in order to be archived. You can choose this under "Clean up items older than ___ months."



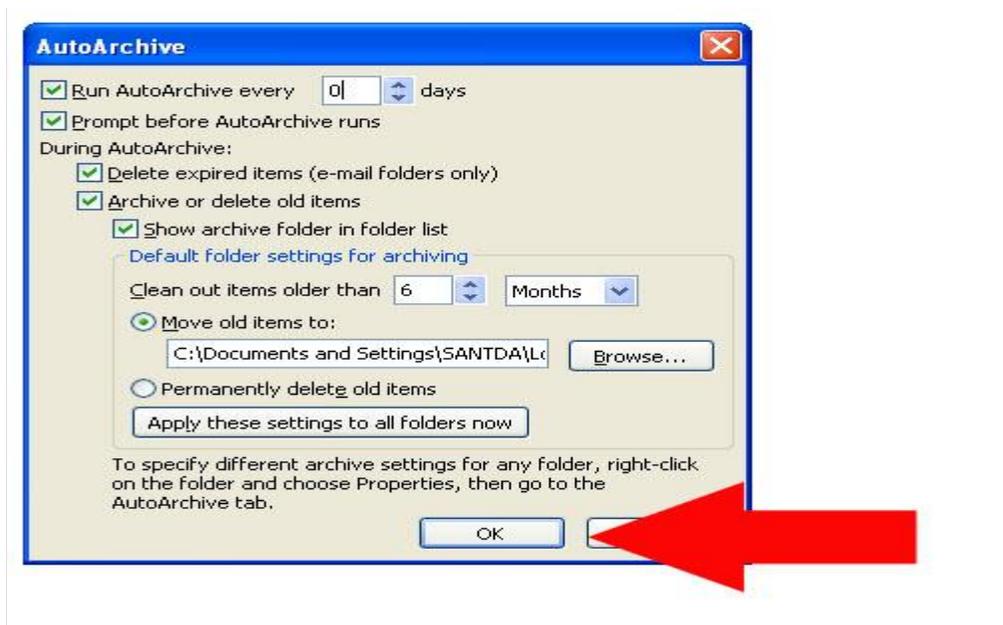
- Decide whether you want to apply these settings to all folders. Check the box, if so.



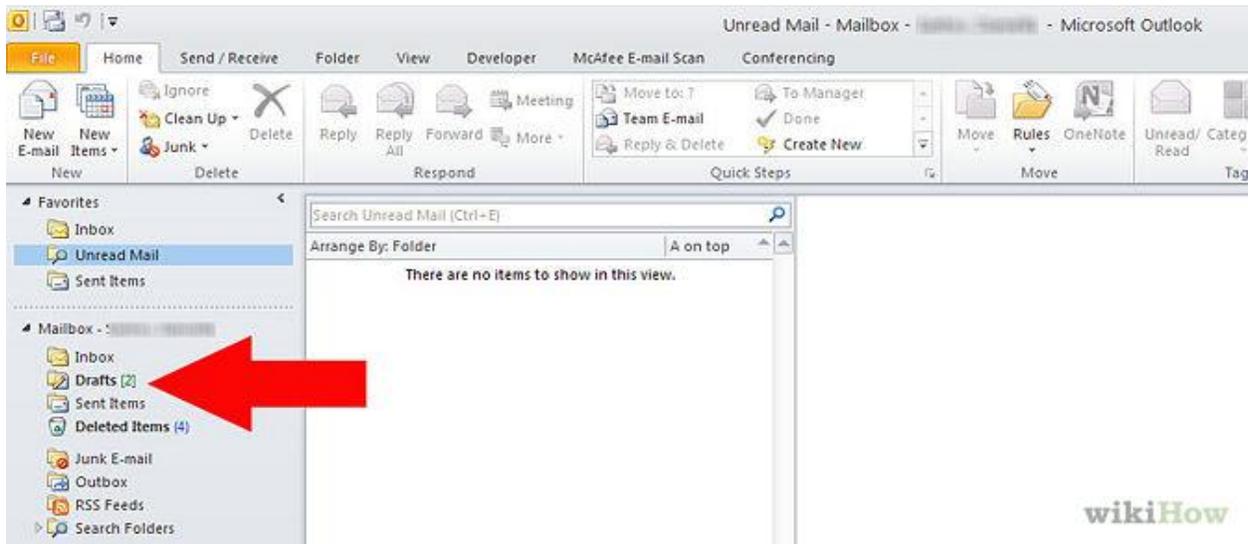
6 Select the file where you want the archived items to be stored. Use the browser to change from the default file.



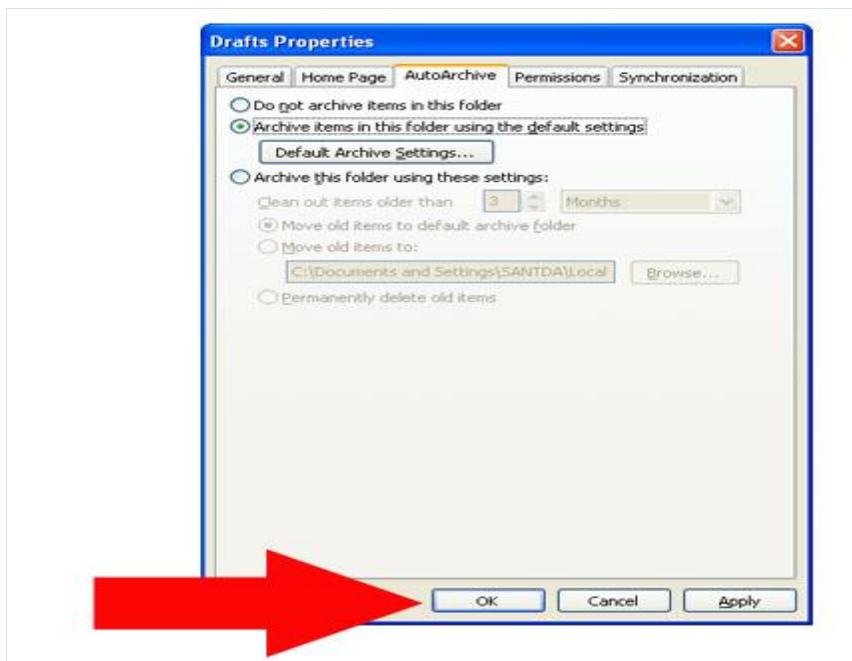
7 Click "OK" to begin your AutoArchive program. It will automatically run according to the number of days you specified.



8 Change your folders' AutoArchive settings manually. Go to your list of Outlook folders on the main view of Outlook. Select and right click on that folder.

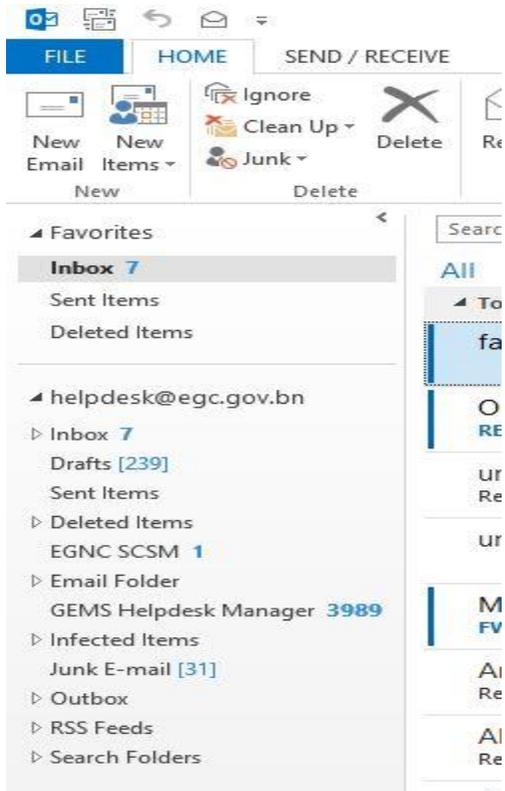


- Click the "Properties" option in the box that appears. Select the "AutoArchive" tab. Select the new settings for this folder. Select "Ok" when you are finished.



(Change the Outlook Cache for "Mail to keep offline" to all items instead of the default 12 months.)

9 Click on File.



10 Click on Account Settings.

Inbox - helpdesk@egc.gov.bn - Outlook

Account Information

helpdesk@egc.gov.bn
Microsoft Exchange

+ Add Account

Account Settings

Change settings for this account or set up more connections.

- Access this account on the web.

/OWA/

 Change

Account Settings...

Add and remove accounts or change existing connection settings.

Delegate Access

Give others permission to receive items and respond on your behalf.

Download Address Book...

Download a copy of the Global Address Book.

Manage Mobile Notifications

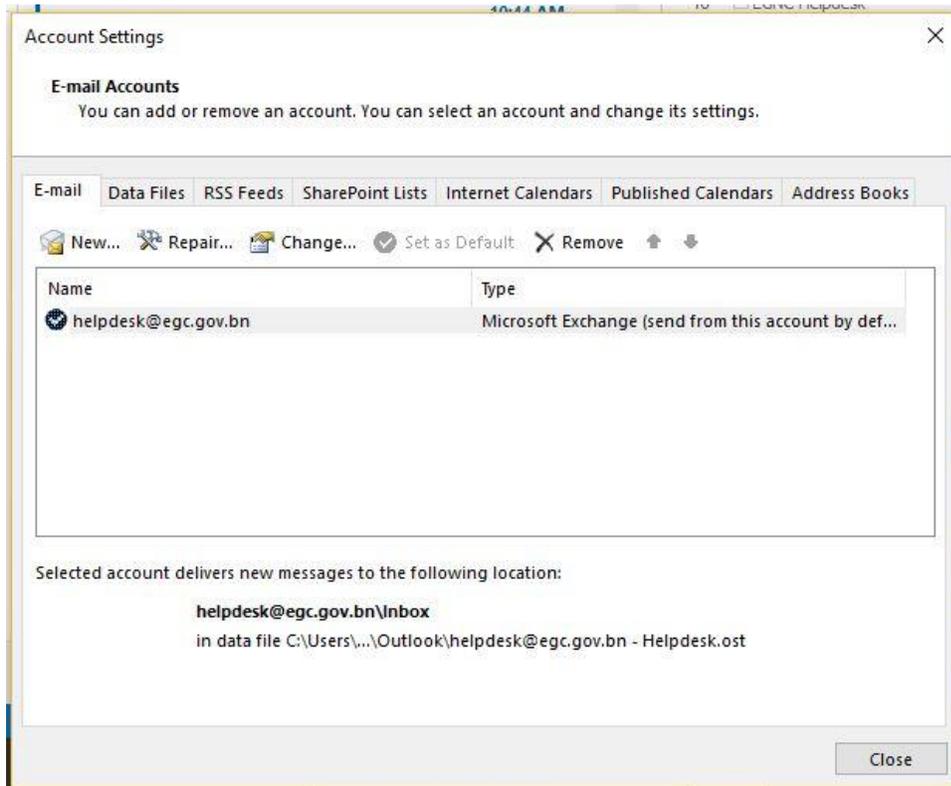
Set up SMS and Mobile Notifications.

(Out of Office)

fy others that you are out of office, on vacation, or -mail messages.

Inbox by emptying Deleted Items and archiving.

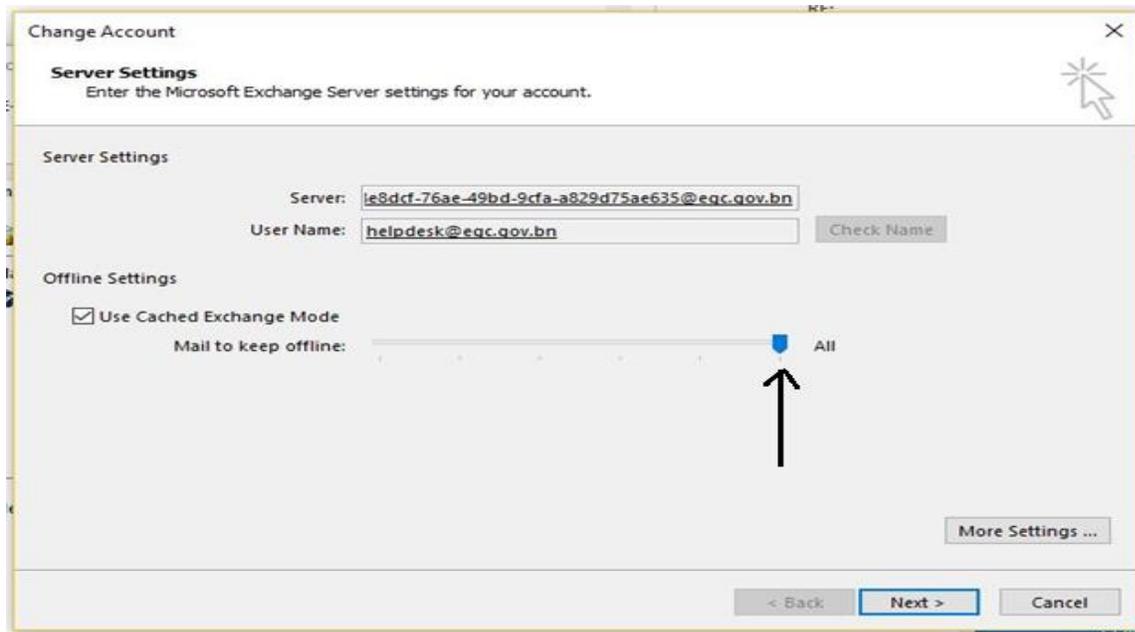
11 Double Click on the Name of the email account. For example helpdesk@egc.gov.bn.



12 Drag the bar all the way to the rightmost position.

The screenshot shows the 'Change Account' dialog box with the 'Server Settings' tab selected. The 'Server' field contains 'ie8dcf-76ae-49bd-9cfa-a829d75ae635@egc.gov.bn' and the 'User Name' field contains 'helpdesk@egc.gov.bn'. A 'Check Name' button is located to the right of the 'User Name' field. Under 'Offline Settings', the 'Use Cached Exchange Mode' checkbox is checked. The 'Mail to keep offline:' slider is currently positioned at the 12-month mark, and a black arrow points to the right, indicating the instruction to drag the bar to the rightmost position. A 'More Settings ...' button is located at the bottom right of the dialog box. At the very bottom, there are '< Back', 'Next >', and 'Cancel' buttons.

13 Click Next to finish.



The screenshot shows a 'Change Account' dialog box with the following elements:

- Server Settings:** A section titled 'Server Settings' with the instruction 'Enter the Microsoft Exchange Server settings for your account.' It contains two text input fields: 'Server:' with the value 'ie8dcf-76ae-49bd-9cfa-a829d75ae635@egc.gov.bn' and 'User Name:' with the value 'helpdesk@egc.gov.bn'. A 'Check Name' button is located to the right of the User Name field.
- Offline Settings:** A section titled 'Offline Settings' with a checked checkbox for 'Use Cached Exchange Mode'. Below it is a slider for 'Mail to keep offline:' with a blue marker at the 'All' position. A black arrow points to this marker.
- Buttons:** At the bottom right, there is a 'More Settings ...' button. At the bottom center, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a blue border.