Outlook Archive

1. Open Microsoft Outlook 2016/2019.
2. Click on the File tab (see Figure 1).
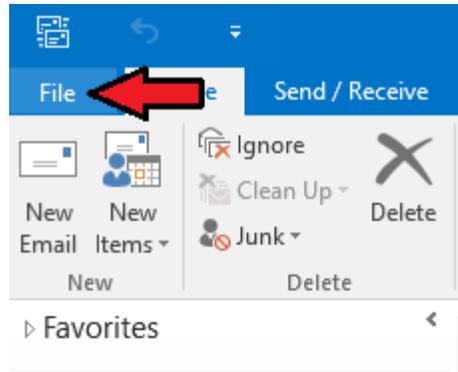

Figure 1: File tab

3. Select Cleanup Tools from the options (see Figure 2).
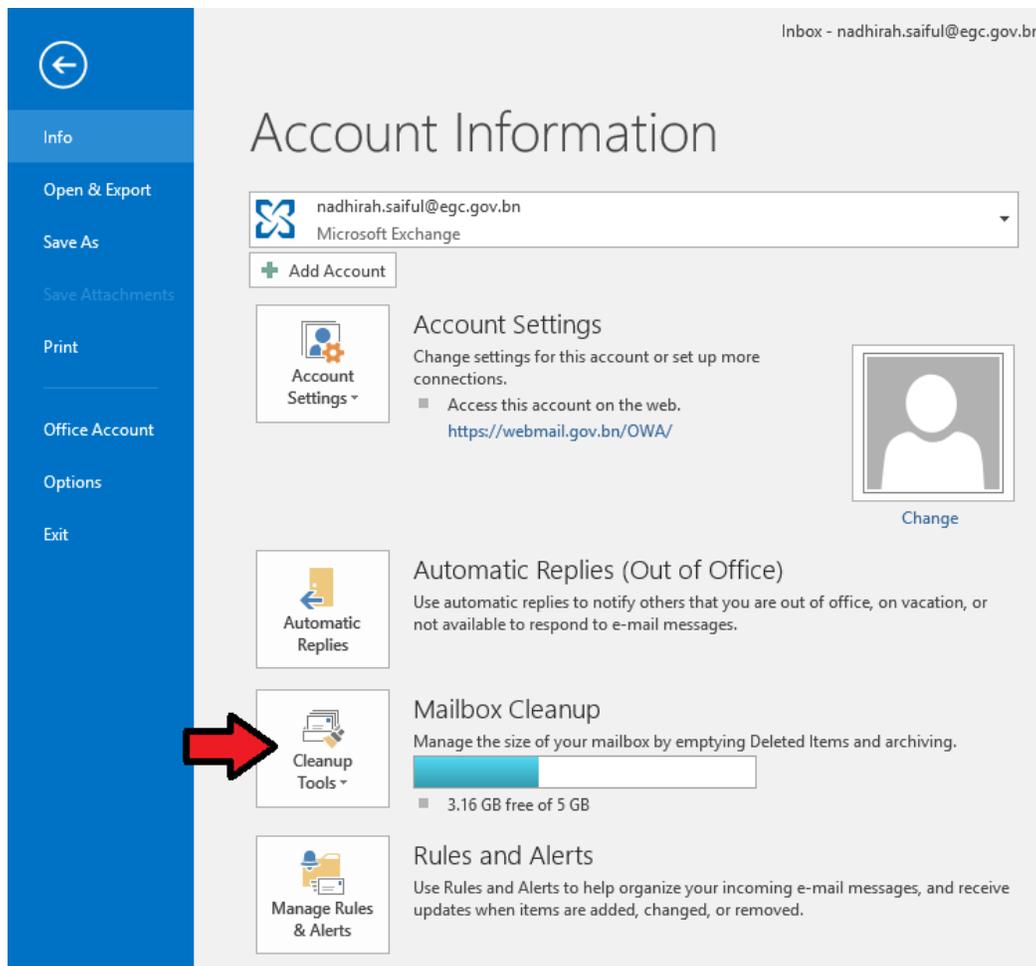

Figure 2: Cleanup Tools

4. From the Cleanup Tools option, select Archive (see Figure 3).
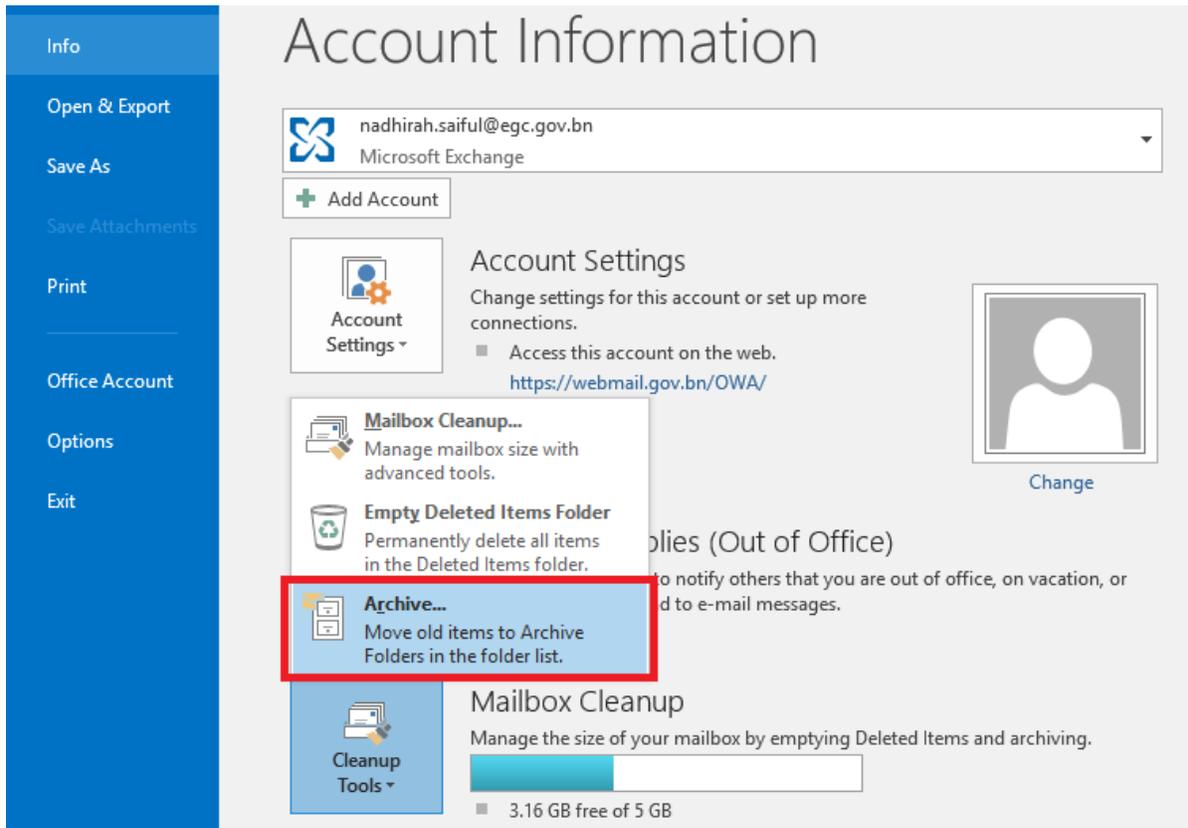   For Microsoft Outlook 2019, select Clean Up Old Items from the Tools option (see Figure 3.1).
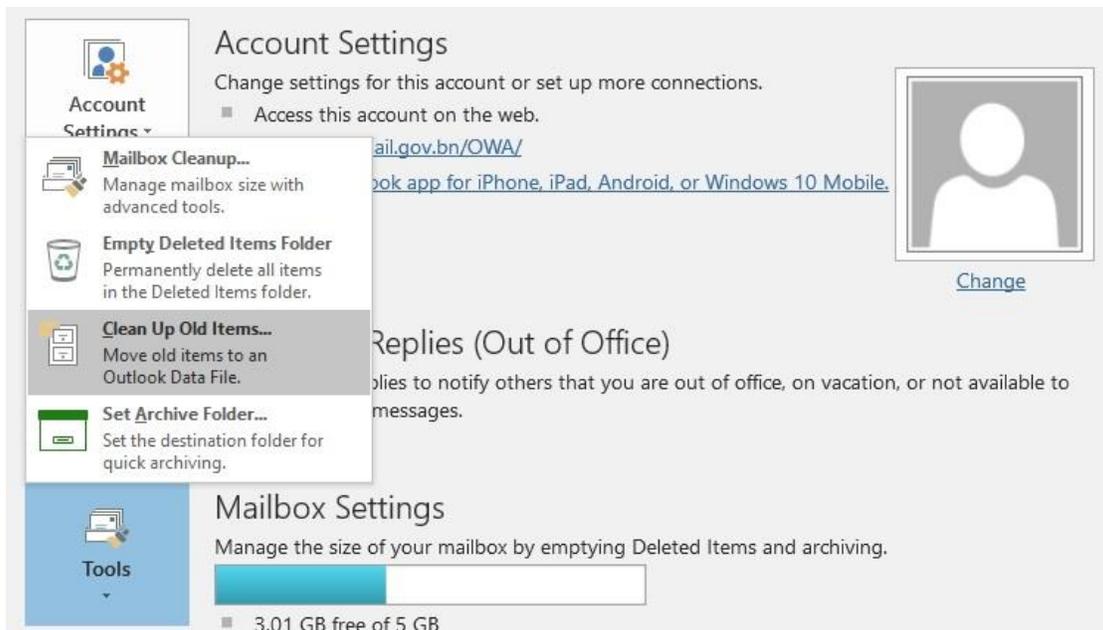

Figure 3: Archive option on Cleanup Tools

Figure 3.1: Microsoft Outlook 2019

5. In the dialog box (refer to Figure 4), select Archive this folder and all subfolders.
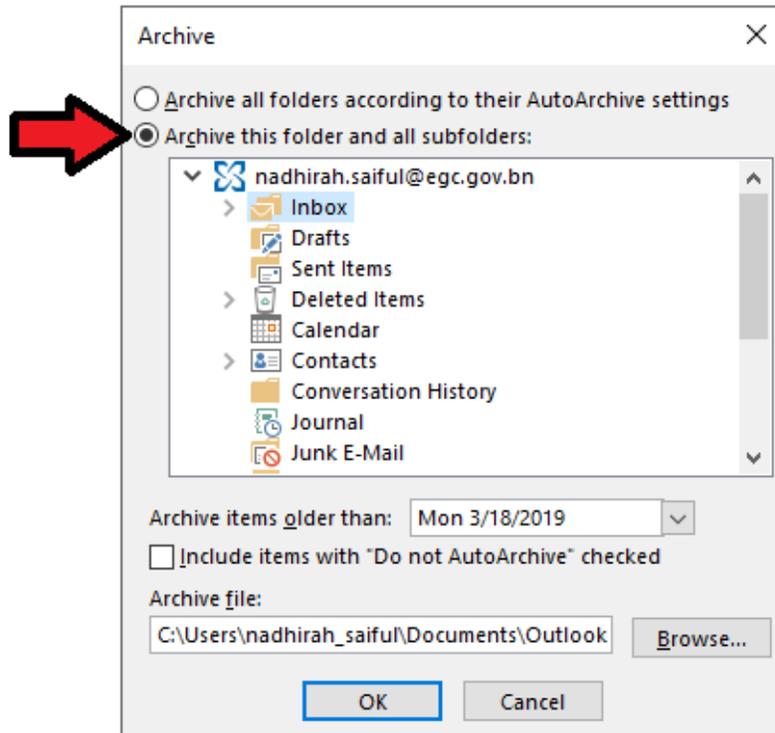

Figure 4: Select Archive this folder and all subfolders

6. Select the folder you wish to archive (save) in the dialog box. You can archive one folder at a time, or select your email to archive the entire mailbox (see Figure 5).
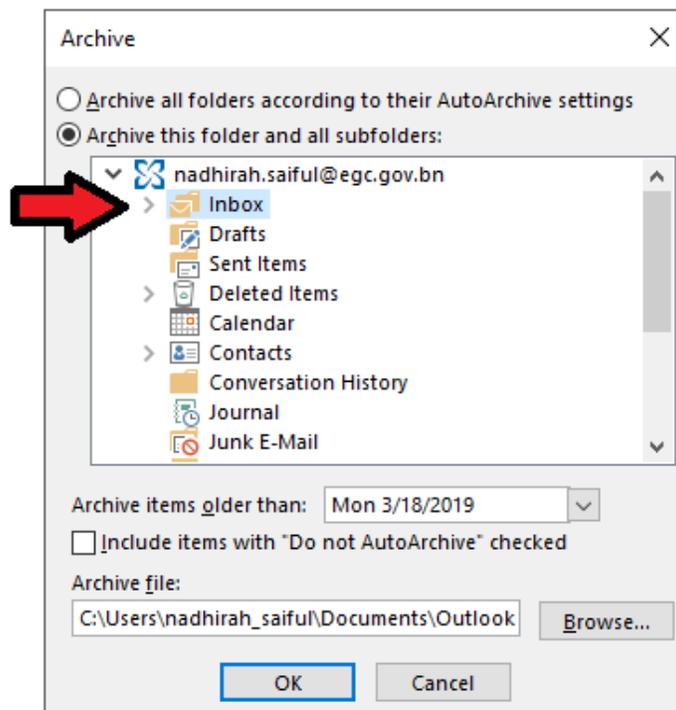

Figure 5: Select folder to archive

7. Select a date in the "Archive items older than:" **All emails, calendar appointments and documents received before this date will be archived.**

- *Tick the Include items with "Do Not AutoArchive" checked box to include items marked as Do Not AutoArchive.* (see Figure 6)
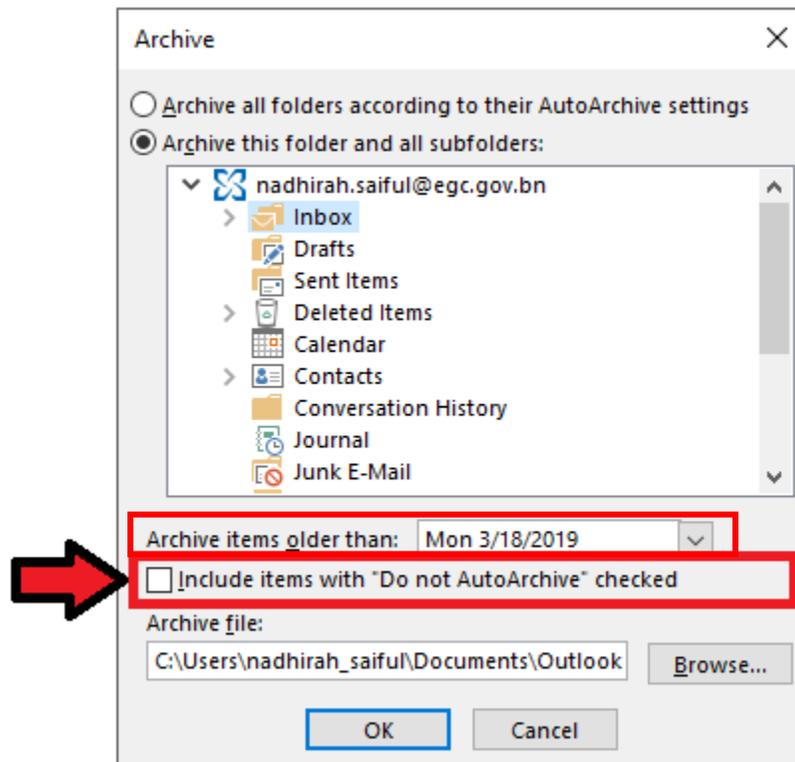

Figure 6: Select date

8. Select the location to save your archive file.
   - *Your file will be automatically saved in the **Outlook Files folder**. You may use the Browse feature to save the file as per your preference (see Figure 7).*
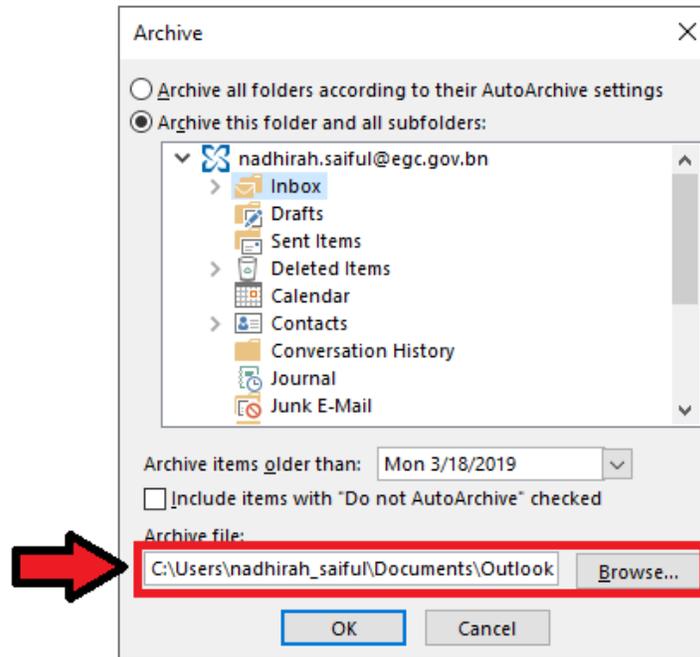

Figure 7: Location of archived file

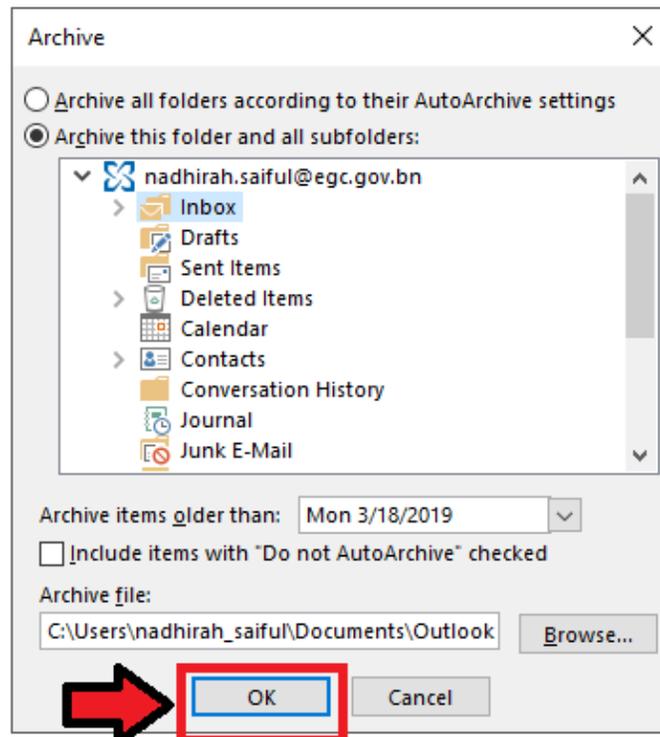9. Select OK to begin archiving files.

Figure 8: Select OK