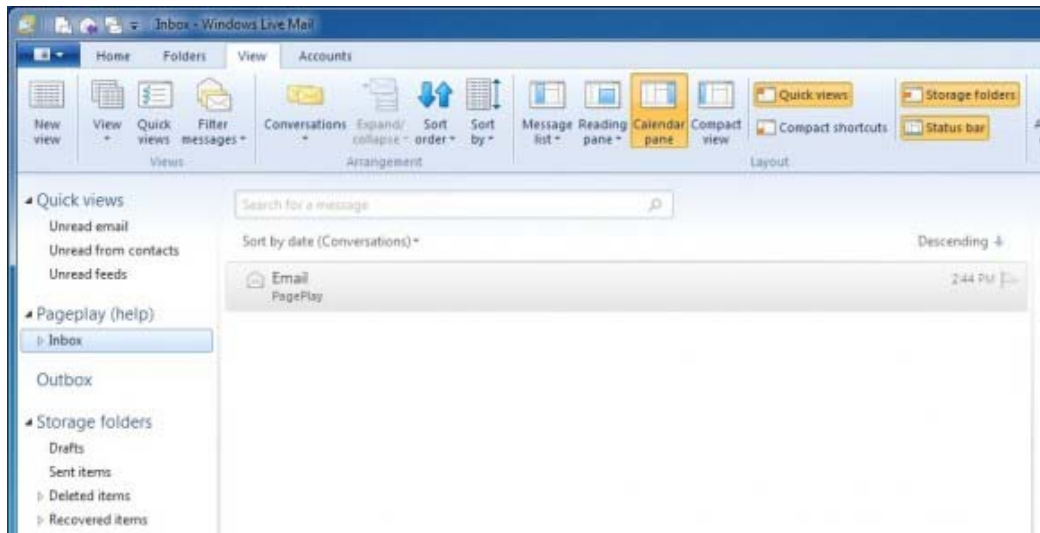


# Steps to Archive Emails or Folders in Windows Live Mail

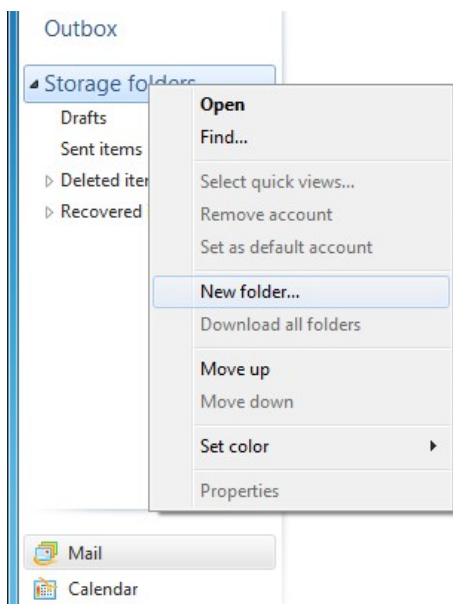
## 1. Open Windows Live Mail 2012

You will need Storage folders to be visible to archive your emails. If you can't see the "Storage folders" heading in the left column, click on the "View" tab at the top of the window and ensure the "Storage folders" button is pressed.



## 2. Create archive folder

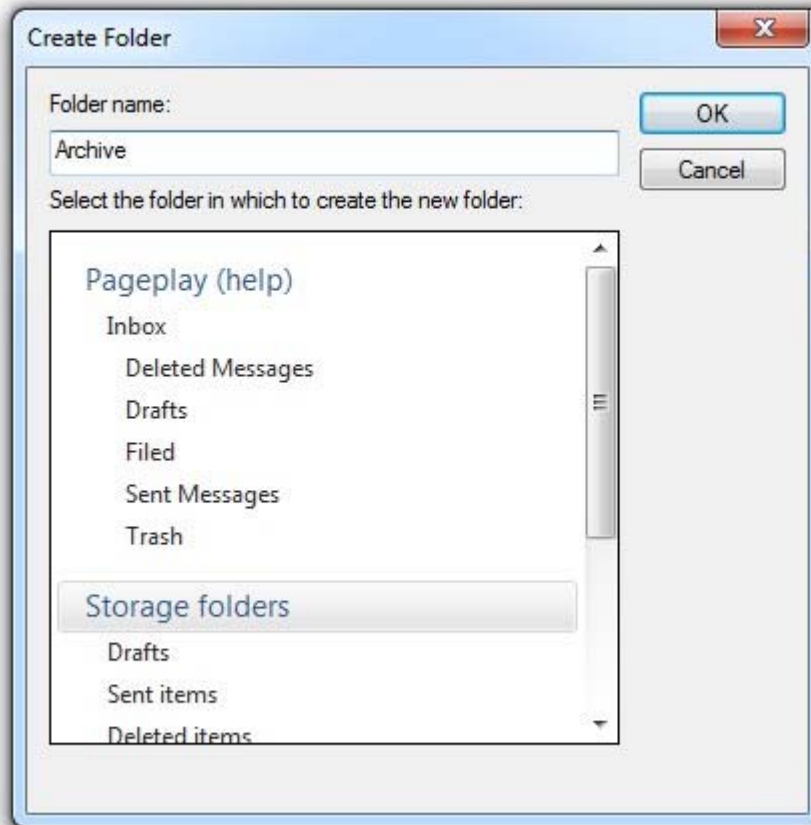
If you haven't archived your emails before, you'll need to create a local folder to archive your emails to. Right click on the "Storage folders" heading in the left column and click on "New folder..."



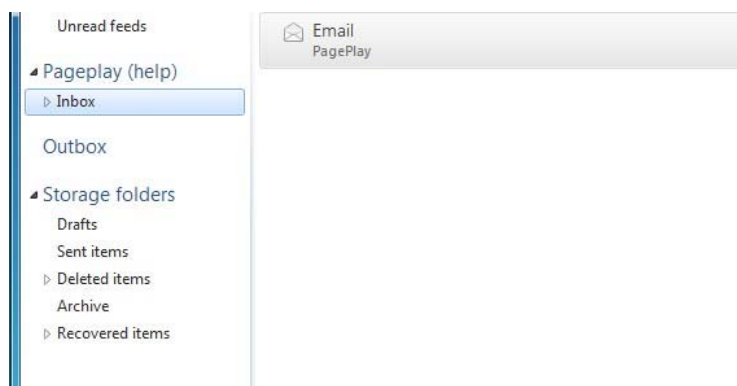
## Steps to Archive Emails or Folders in Windows Live Mail

You then need to give your archive folder a name, in the example below we've given it the name "Archive" for simplicity.

Click on the "Storage folders" heading in the "Select the folder in which..." field and then click the "OK" button



You will then see your archiving folder under the "Storage folders" heading



## Steps to Archive Emails or Folders in Windows Live Mail

### 3. Moving emails

You can now either drag and drop emails from your Inbox to your archiving folder in the left column, or you can right click on emails and choose to move them. See the example screenshot below.

Remember, you can drag and drop or choose to move multiple emails at once.

