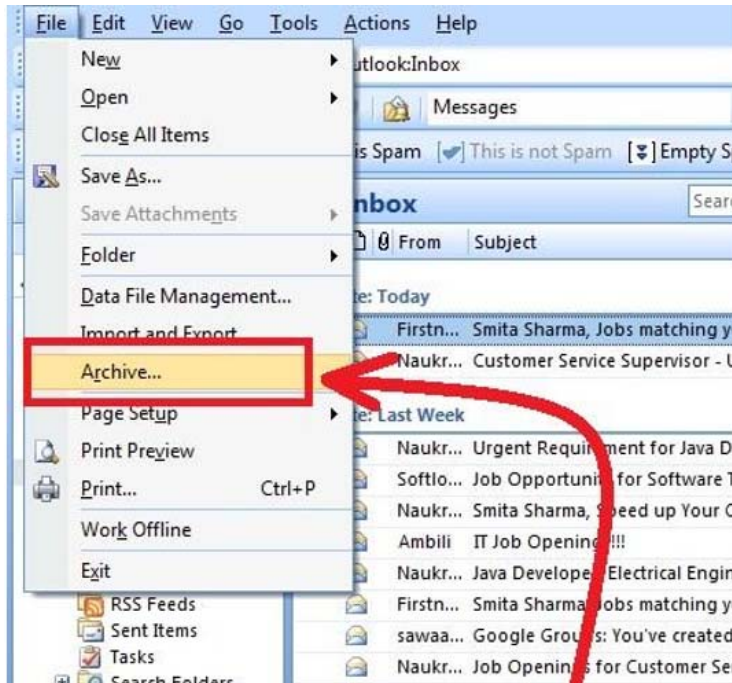


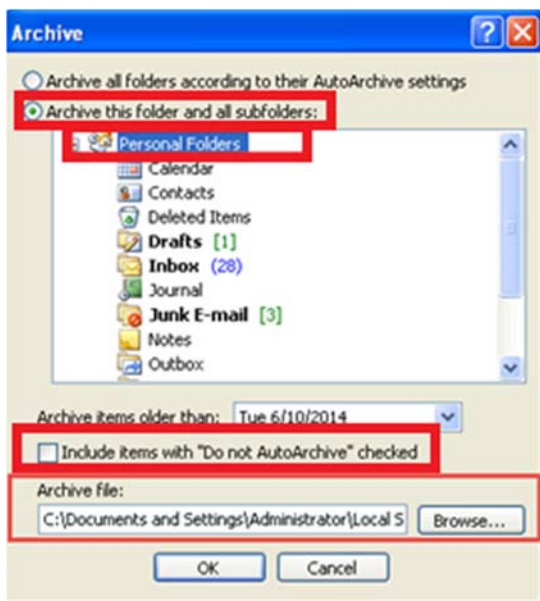
Steps to Archive Emails or Folders in Outlook 2007

Step 1: Open Microsoft Outlook 2007 and select “file” menu at the top and then click on “Archive” option from the drop down list



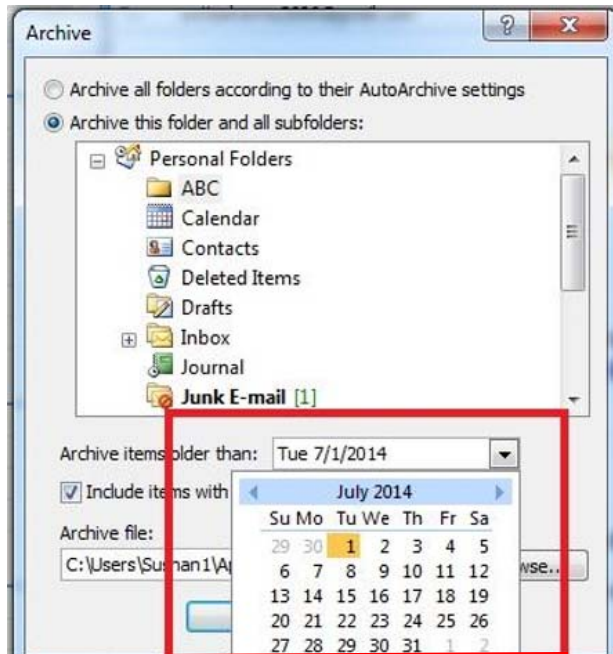
Step 2: The “Archive” window will open, choose “Archive this folder and all the subfolders” by clicking on the radio button. Select the **Top Folder** in the list

Now select the folder which you want to archive.

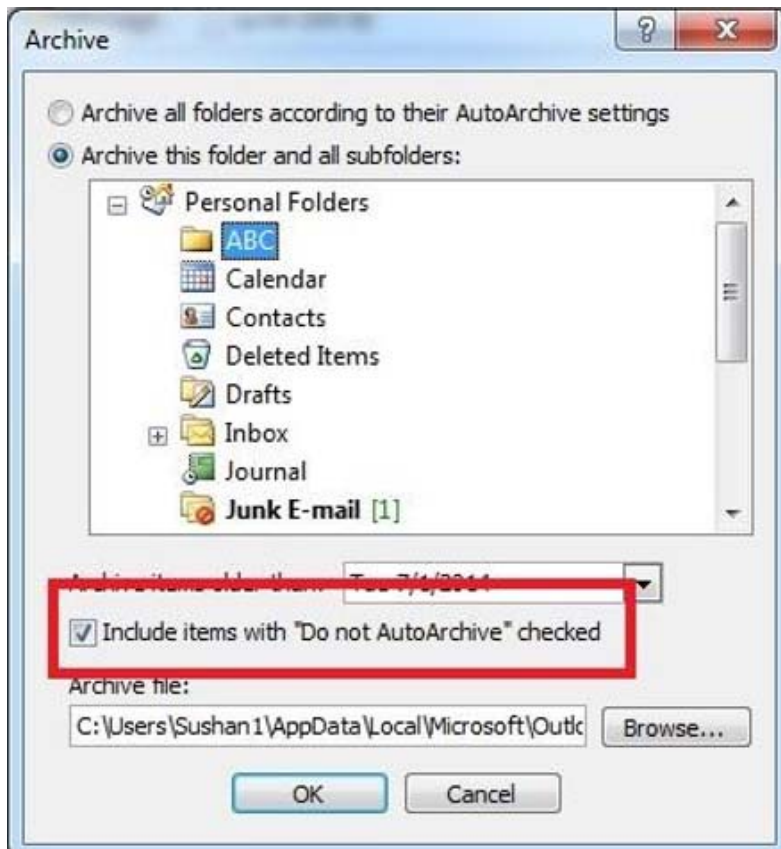


Steps to Archive Emails or Folders in Outlook 2007

Step 3: Choose a date from “Archive items older than” list to archive the folders till that date.

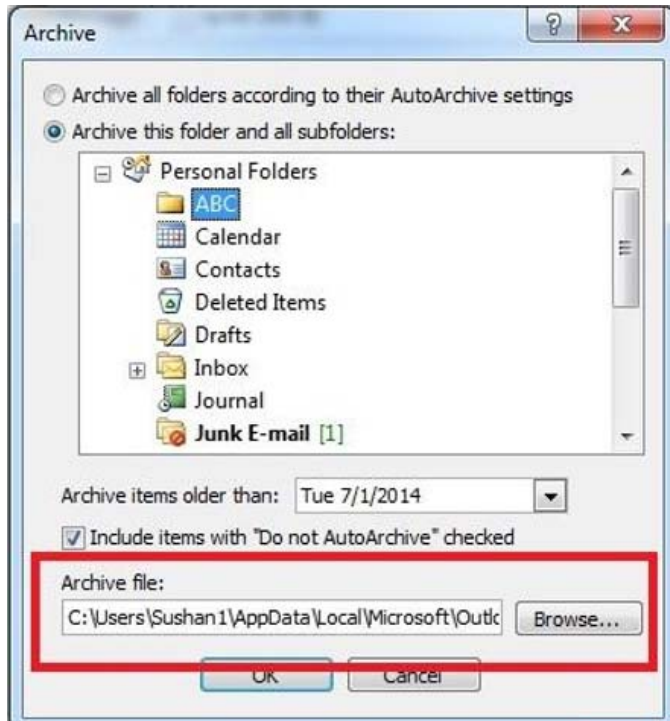


Step 4: Check the ‘Include items with “Do not AutoArchive” checked’ which include items that you previously selected not to be archived.

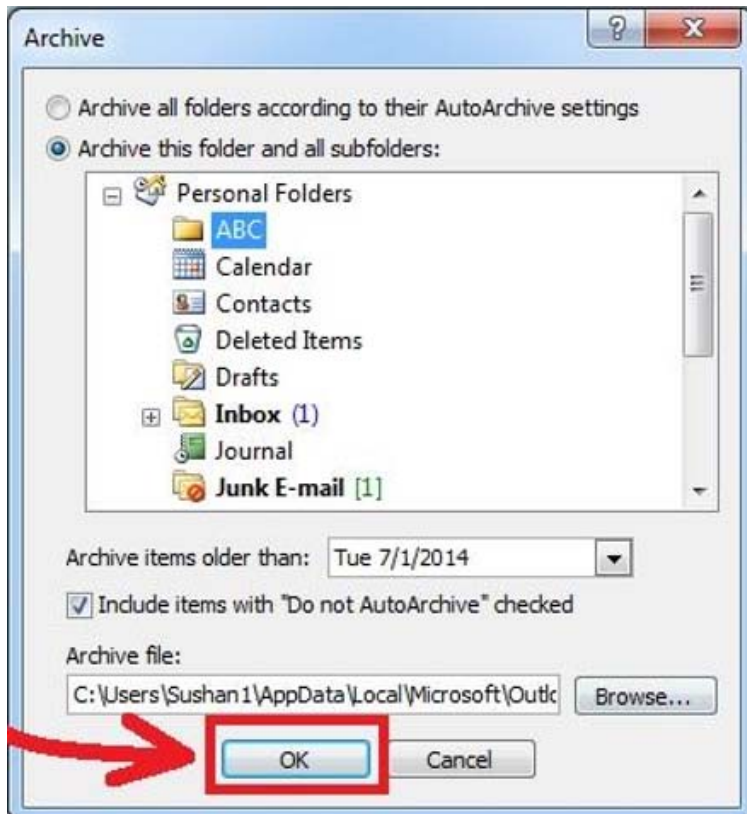


Steps to Archive Emails or Folders in Outlook 2007

Step 5: Browse the file other than “Archive.pst” file to change the default file then specify a different file name, and a location on the text field shown in the image



Step 6: Click on “OK” to archive your folder till the date you have mentioned above.



Steps to Archive Emails or Folders in Outlook 2007

Step 7: Now you have successfully archived your folder in Outlook 2007.

