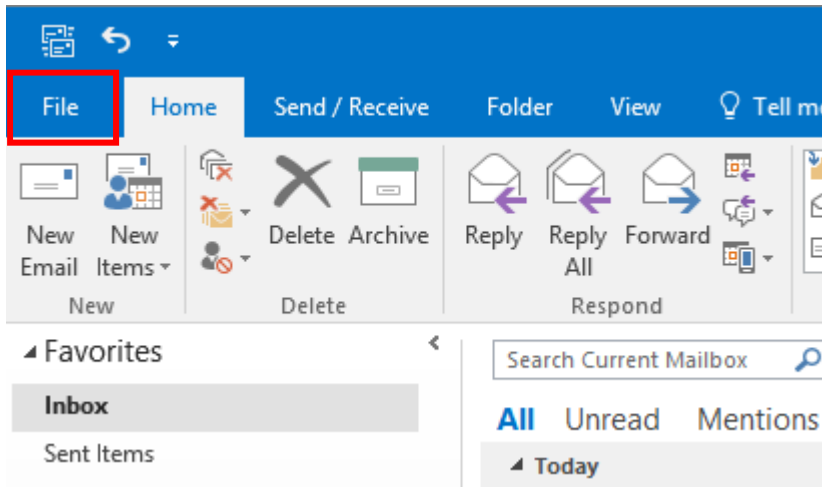
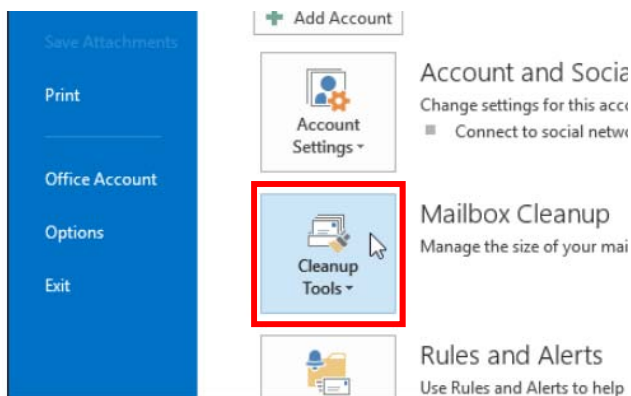


Steps to Archive Emails or Folders in Outlook 2013 & 2016

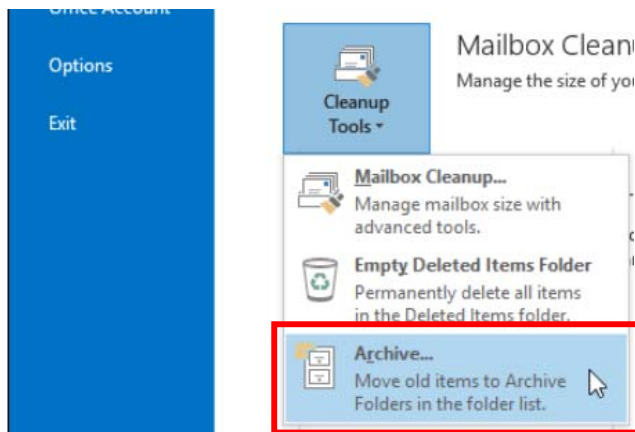
Step 1: Open Microsoft Outlook 2013 or 2016. Click on the **File** tab on the ribbon.



Step 2: On the Account Information screen, click the **Cleanup Tool** button next to **Mailbox Cleanup**



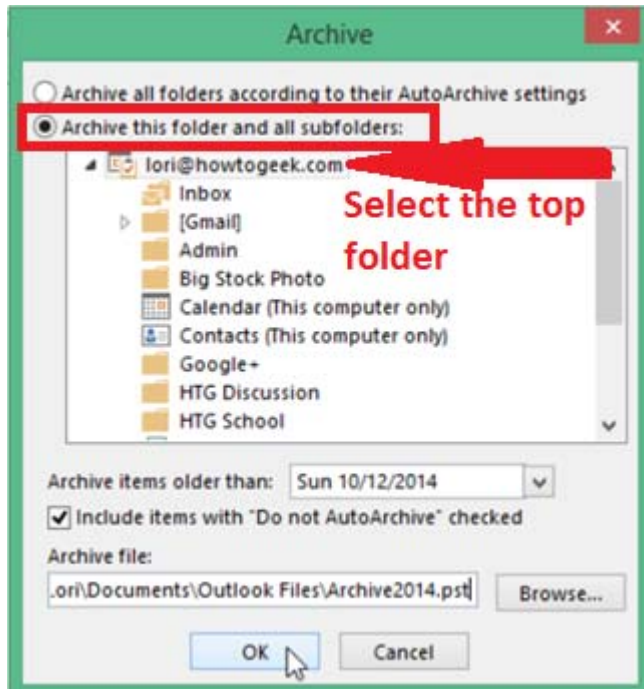
Step 3: Select **Archive...** from the drop-down menu



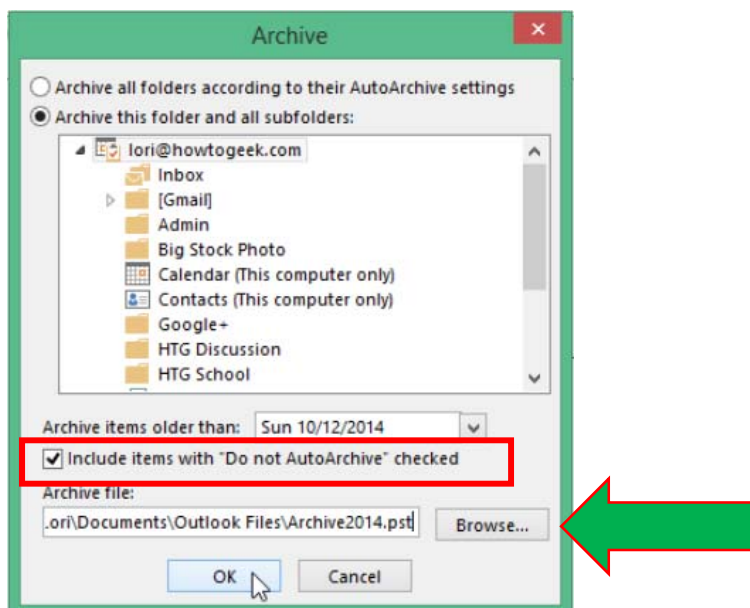
Steps to Archive Emails or Folders in Outlook 2013 & 2016

Step 4: From the *Archive* window that pops up, select **Archive this folder and all subfolders**. Select which folder you want to archive from the list provided.

Note: You can archive each folder individually or you can archive the entire mailbox.



Step 5: Place a check mark in the box **Include items with "Do no AutoArchive" checked** (red box). Select the **Browse** button to select the name and location to save your archive file (green arrow).

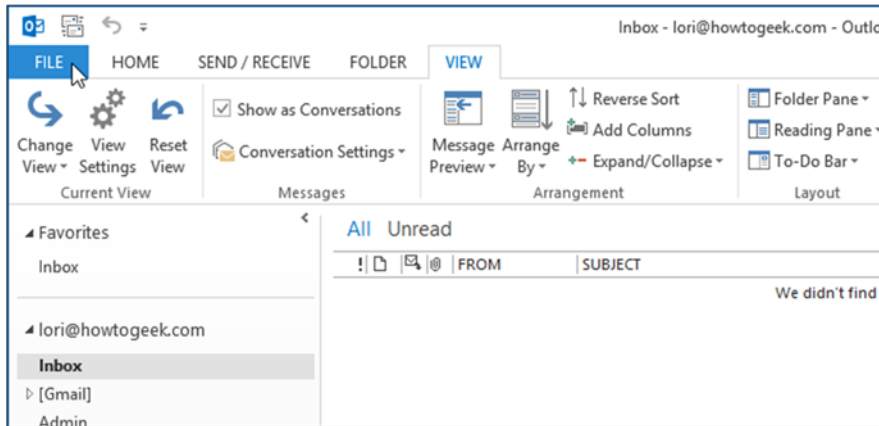


Notice that all the email messages you chose to archive are not available anymore in the main .pst file. The archived .pst file should become available automatically in Outlook.

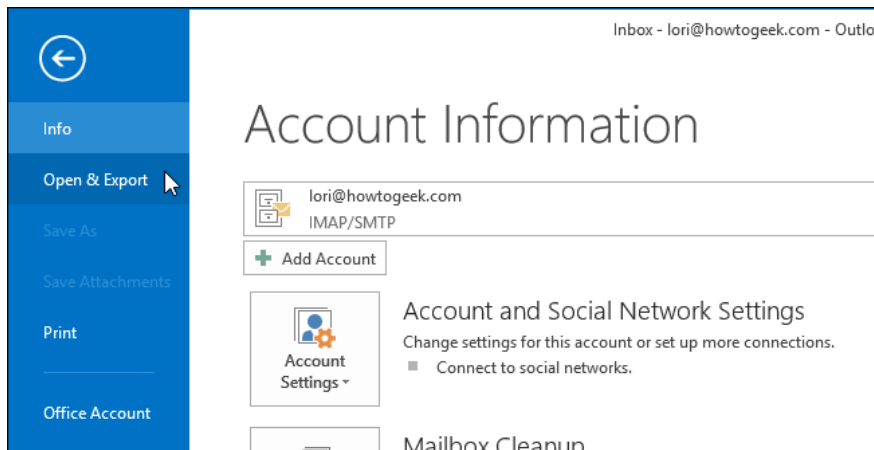
Steps to Archive Emails or Folders in Outlook 2013 & 2016

Additional Steps if your Archive is not automatically available in Outlook:

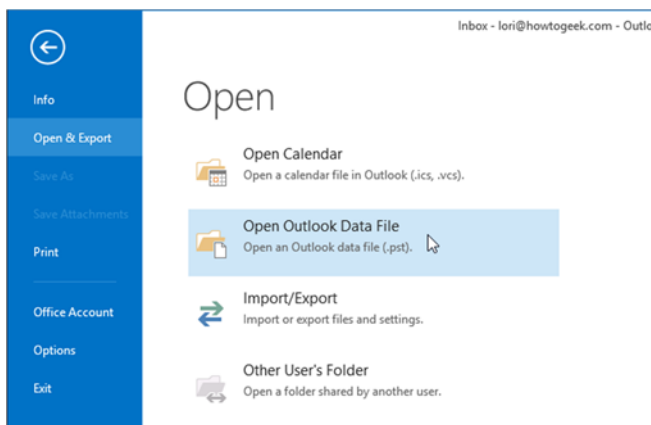
Click on the **File** tab



In the blue panel on the left side of the **Account Information** screen, click on **Open & Export**.

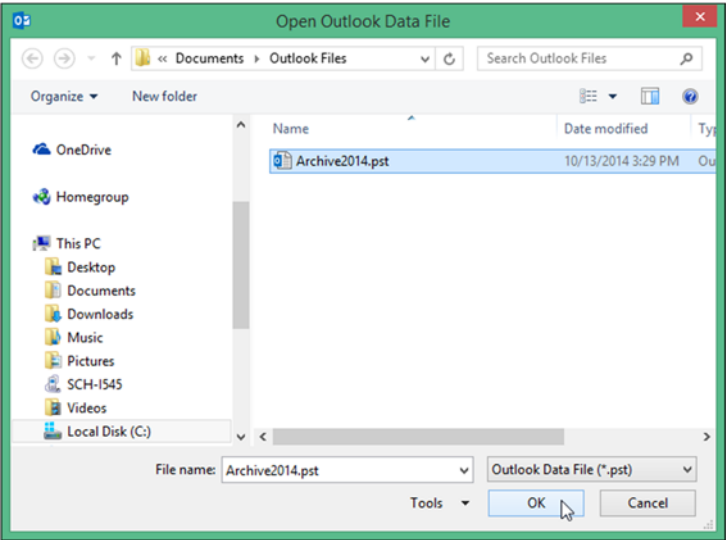


On the “Open” screen, click **Open Outlook Data File**.



Steps to Archive Emails or Folders in Outlook 2013 & 2016

The **Open Outlook Data File** dialog box opens. Navigate to the location where you saved the archived .pst file, select it, and click OK.



In the left pane of the main Outlook Mail window, a section called **Archives** displays and the emails you archived are available.

