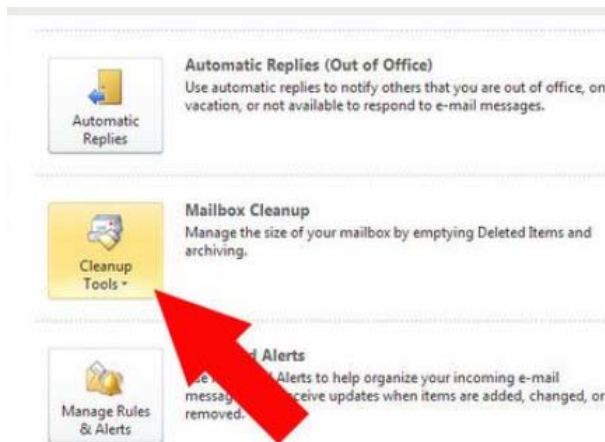


Steps to Archive Emails or Folders in Outlook 2010

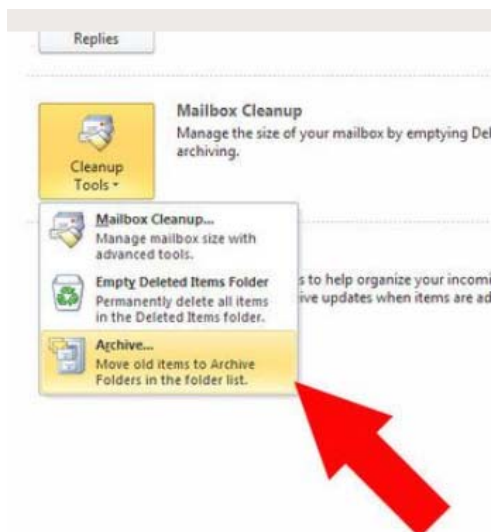
Step 1: Open Microsoft Outlook 2010 and select the **File** tab.



Step 2: Select **Cleanup Tools** from the options available.

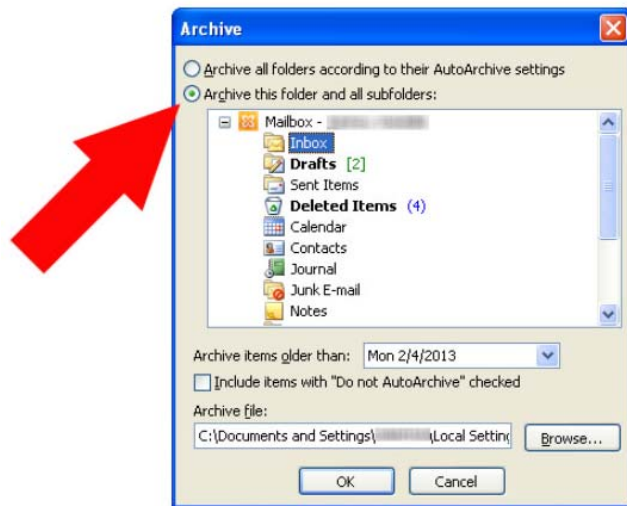


Step 3: Select **Archive...** from the Cleanup Tools options list.



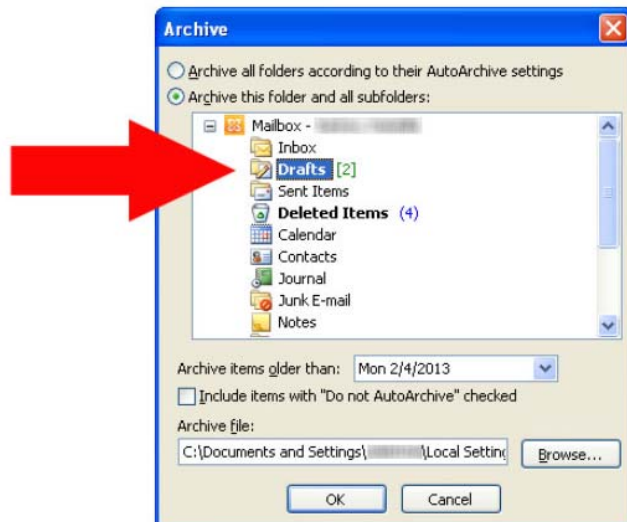
Steps to Archive Emails or Folders in Outlook 2010

Step 4: Select the choice to archive folders, including subfolders in the pop up window.



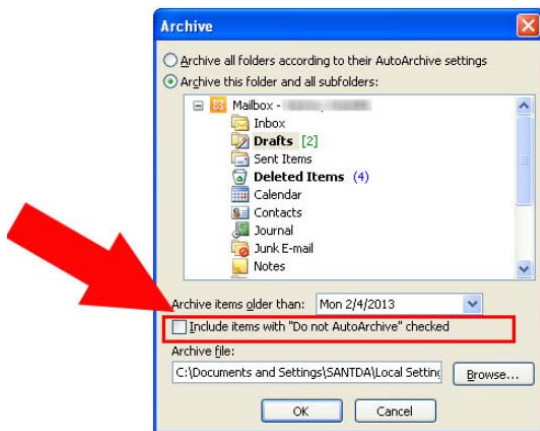
Step 5: Chose the folder you would like to archive in the pop up window.

***Note:** *You can archive each folder one at a time, or select the top level to archive the entire mailbox.**

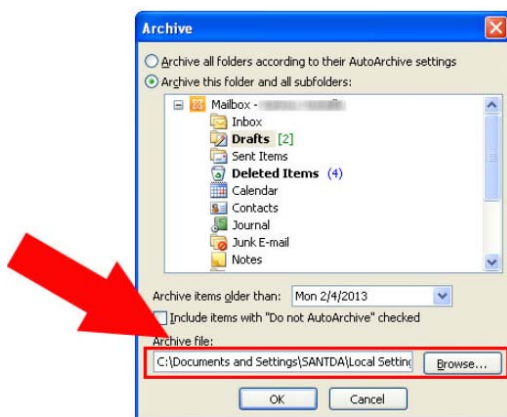


Steps to Archive Emails or Folders in Outlook 2010

Step 6: Choose a date when Outlook will decide items should be archived. All emails, calendar appointments and documents originating before this date will be archived. Ensure you check the *Include items with "Do not AutoArchive" checked* checkbox is select.



Step 7: 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 drive.



Step 8: Select the OK button to archive your items.

