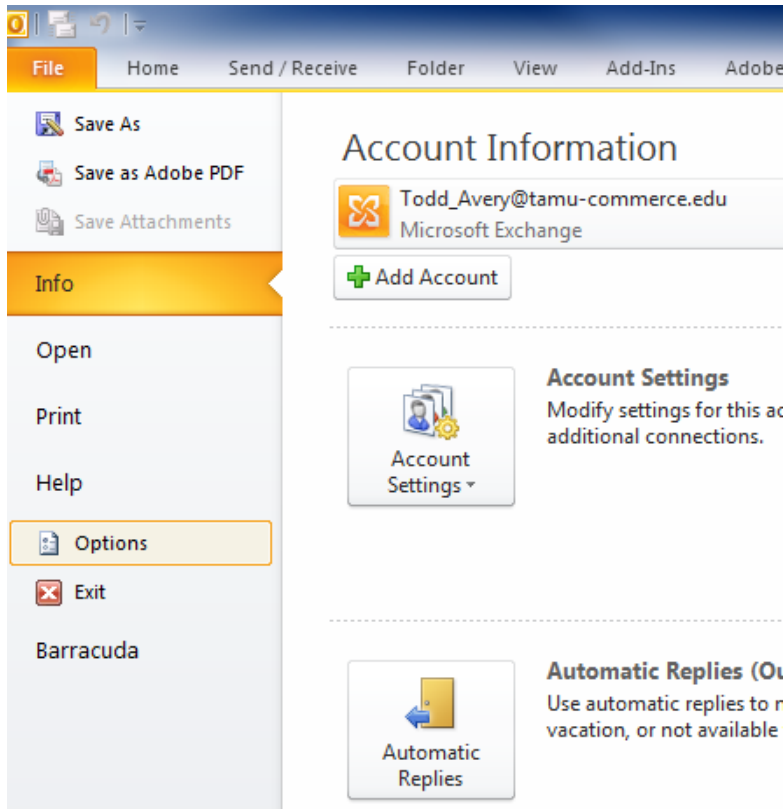
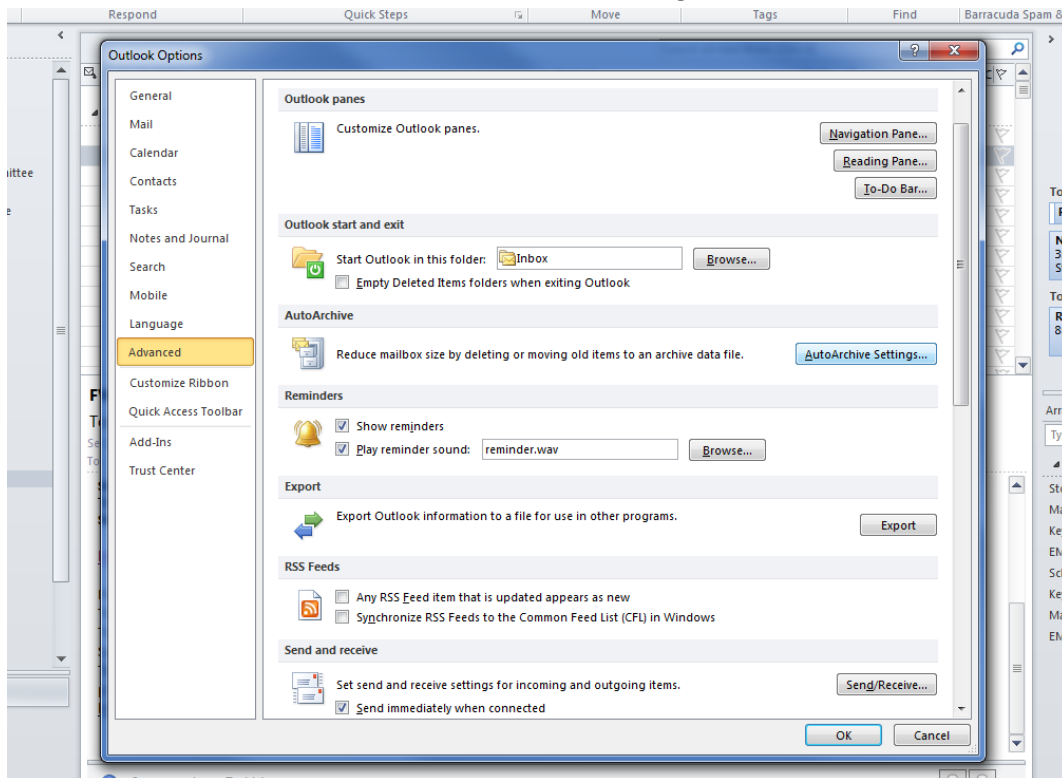


Auto-Archiving Mail in Microsoft Outlook

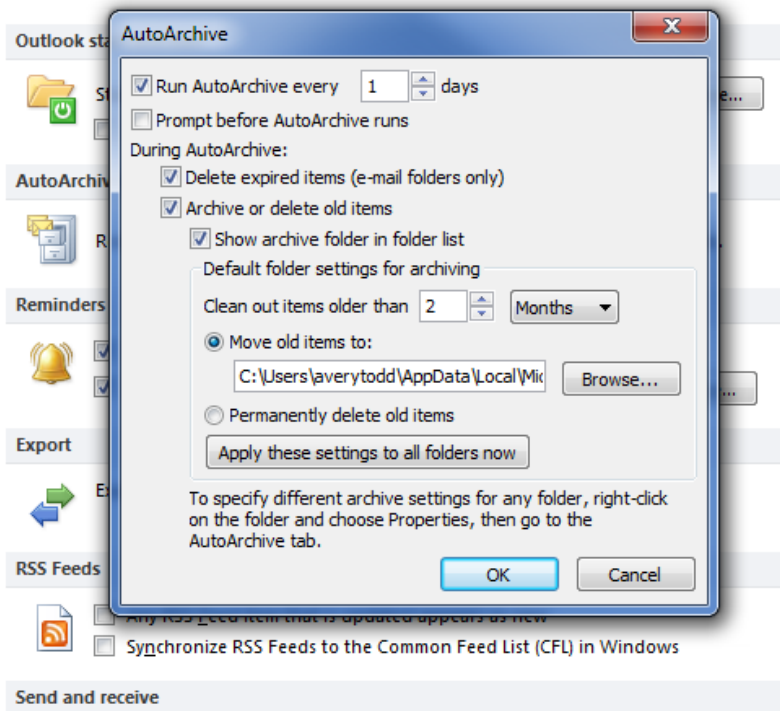
- Open Outlook, click the file tab, then the options button



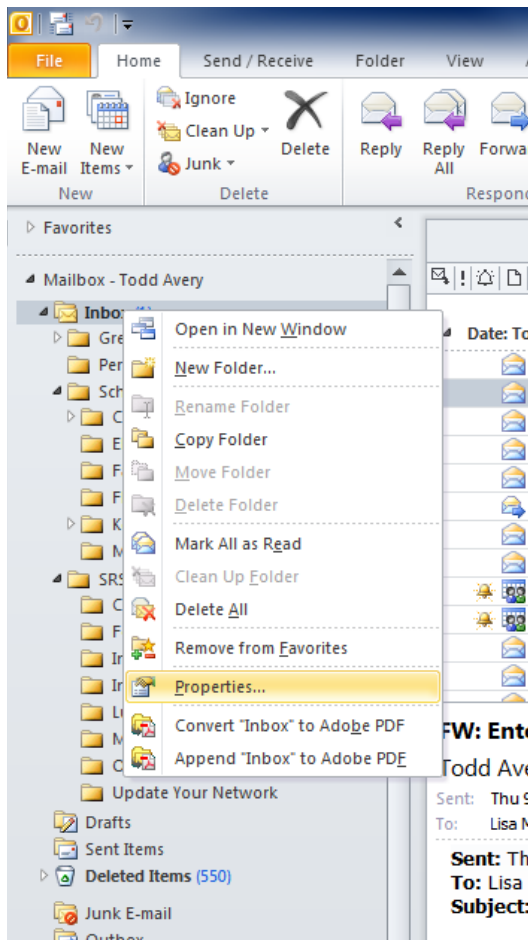
- Click Advanced on the left, then click AutoArchive Settings button



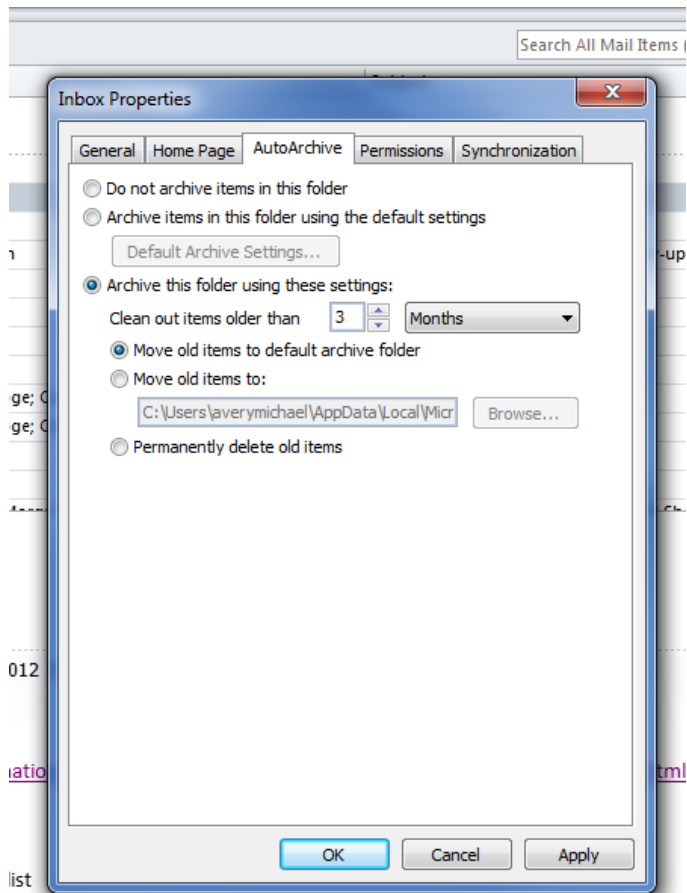
- Click Run AutoArchive every ____ days and pick how many days you would like it to run, then click OK



- Now right click on a folder that you would like to setup AutoArchive and click properties



- Click on the AutoArchive Tab, then click to Archive this folder using these settings



You will need to do this for all of your folders that you would like to setup AutoArchive

- Once AutoArchive runs, you will now have another set of folders to look at under a group called Archive Folder

