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

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		Outlook Options		
		General	Outlook panes	
		Mail	Customize Outlook panes.	8
		Calendar	Reading Pane	∇
		Contacts	Io-Do Bar	P
		Tasks	Outlook start and exit	P
		Notes and Journal	Start Outlook in this folder:	R R
		Search	Empty Deleted Items folders when exiting Outlook	P
		Language	AutoArchive	R R
≡		Advanced	Reduce mailbox size by deleting or moving old items to an archive data file	P
		Customize Ribbon		my -
	F	Quick Access Toolbar	Reminders	
	Se	Add-Ins	Image: Show reminders Image: Show reminder sound: Image: Show reminde	
		Trust Center	Export	
			Export Outlook information to a file for use in other programs.	
			RSS Feeds	
	-		This is the set of the set o	
			Send and receive	
			Set send and receive settings for incoming and outgoing items.	≡
			OK Cancel	i 📕 🖵

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• Click Run AutoArchive every _____ days and pick how many days you would like it to run, then clikc 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

