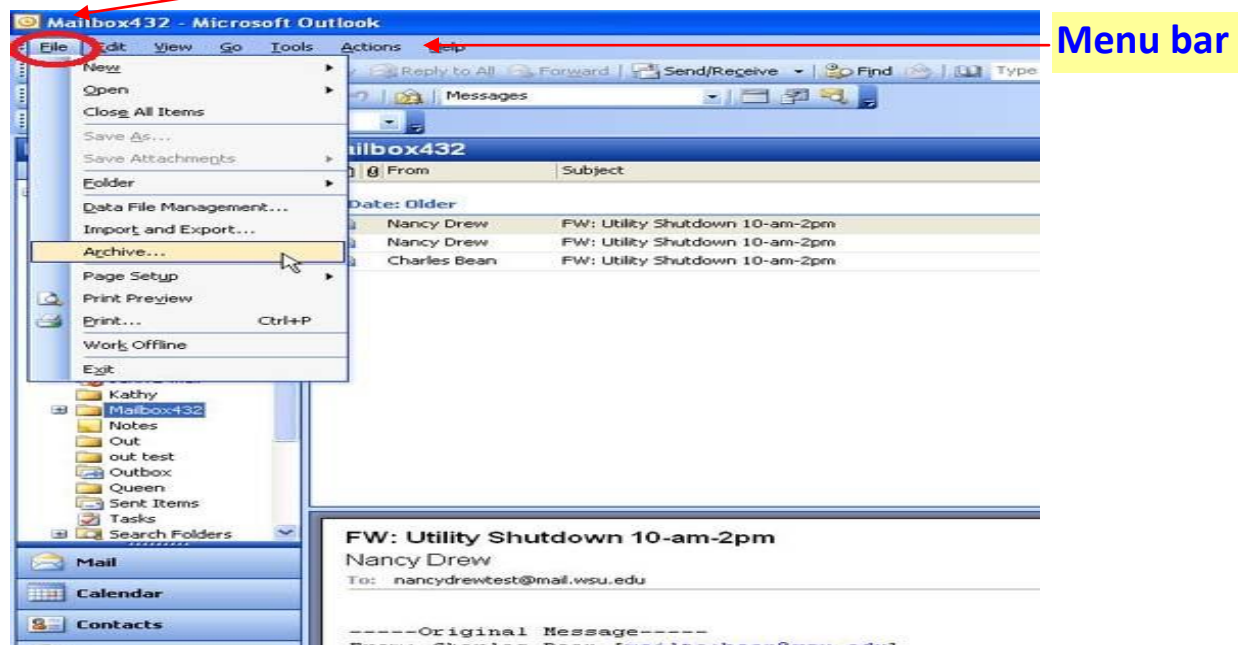
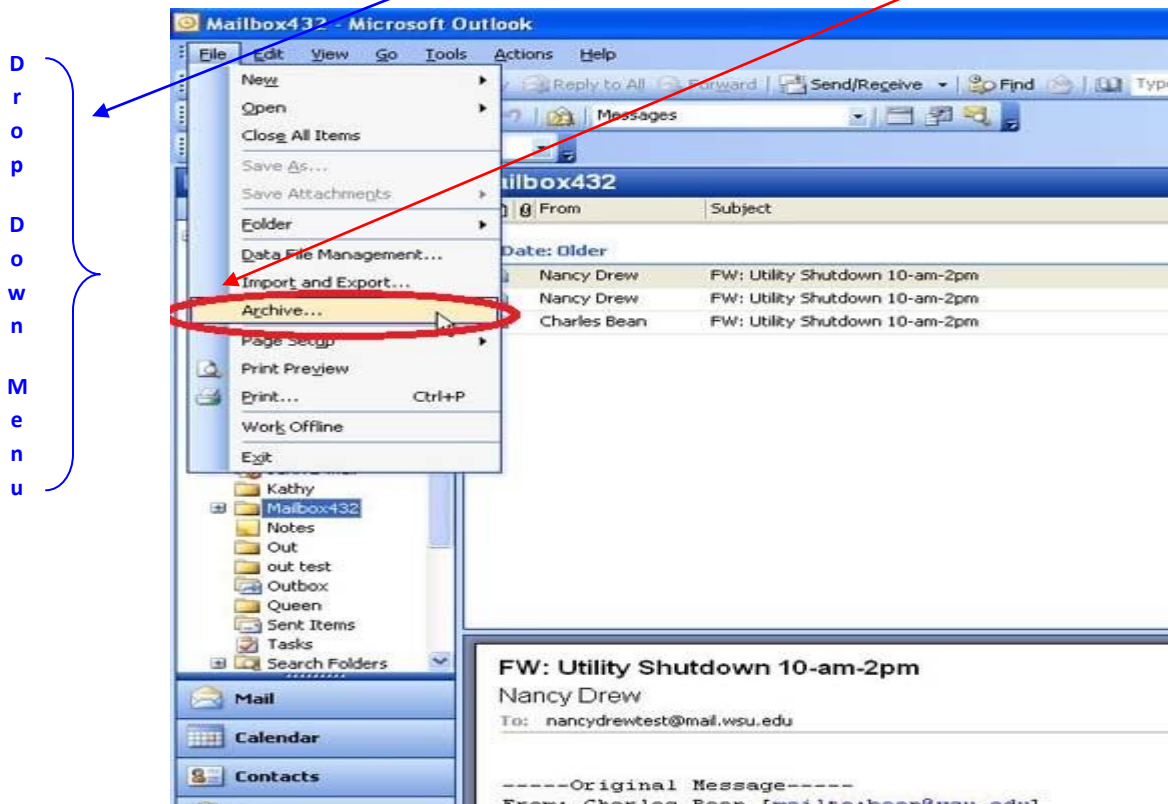


Archiving Email under MS Outlook

1. Click on "File" on the Menu Bar



2. After the drop-down menu appears, click on Archive....



3. In the **Archive window**, Click ONE of the following options:

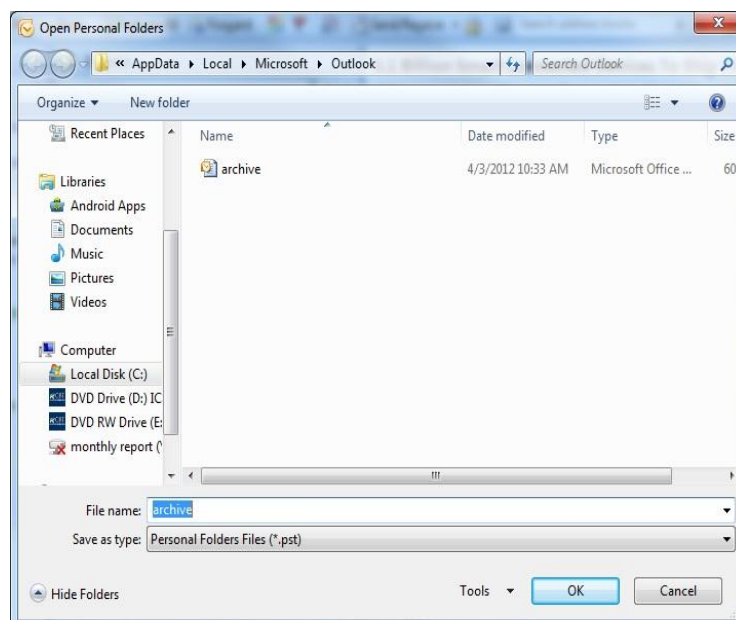
- **Archive this folder and all the subfolders**



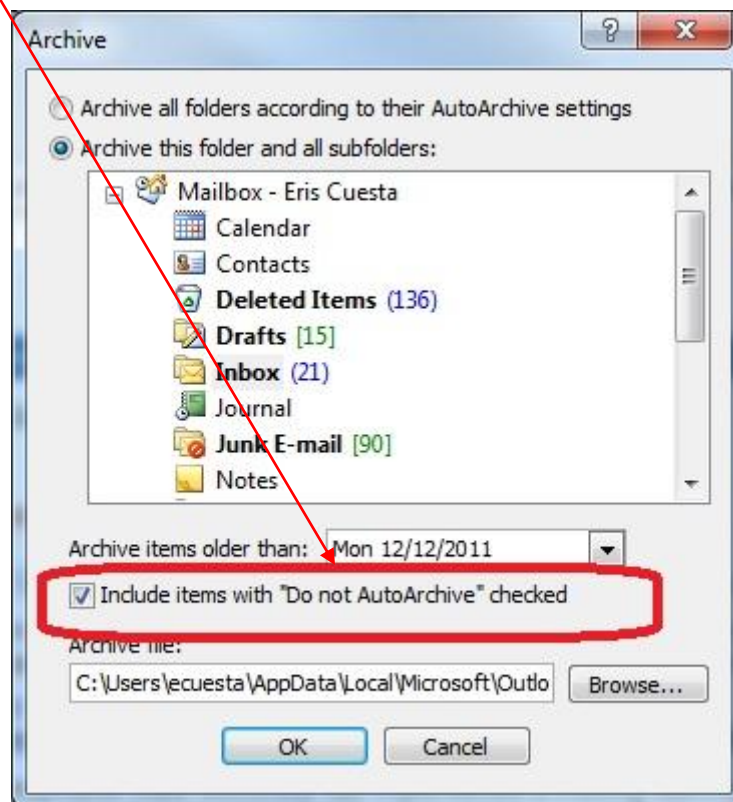
4. In the **"Archive items older than"** list, choose a date from the date menu. (In the example below, items in the folder created before July 1, 2004 will be archived)



5. Click on **browse** if you want to select a previously existing file



6. To include items that you previously selected **NOT** to archive, mark the checkbox selecting <**"Include items with "Do not AutoArchive"**>..



7. To finish, click **OK**