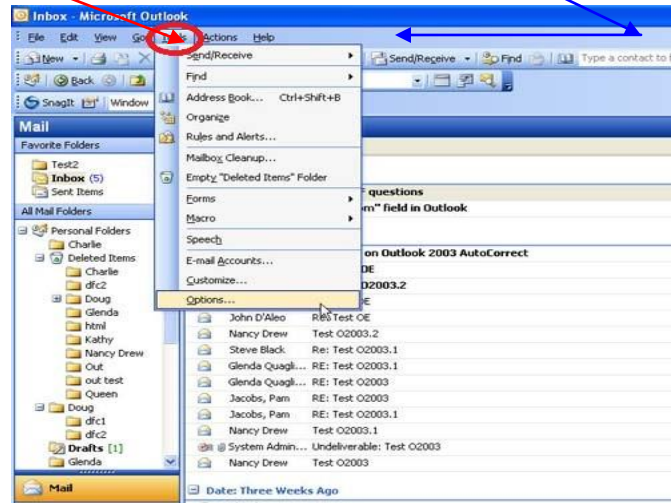
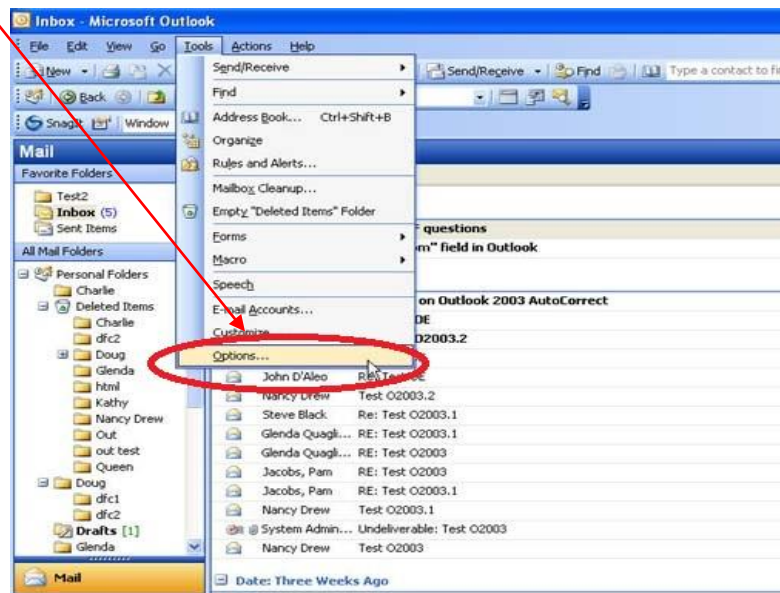


Setting Up Automatic Archiving in MS Outlook

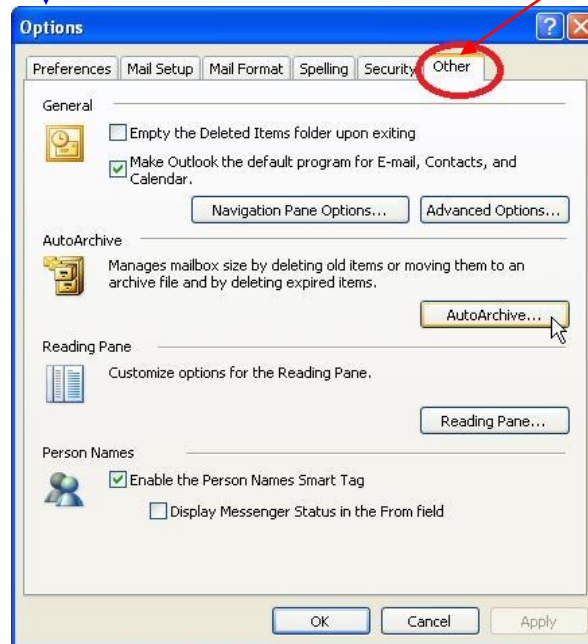
1. Select “**Tools**” from the outlook **menu bar**,



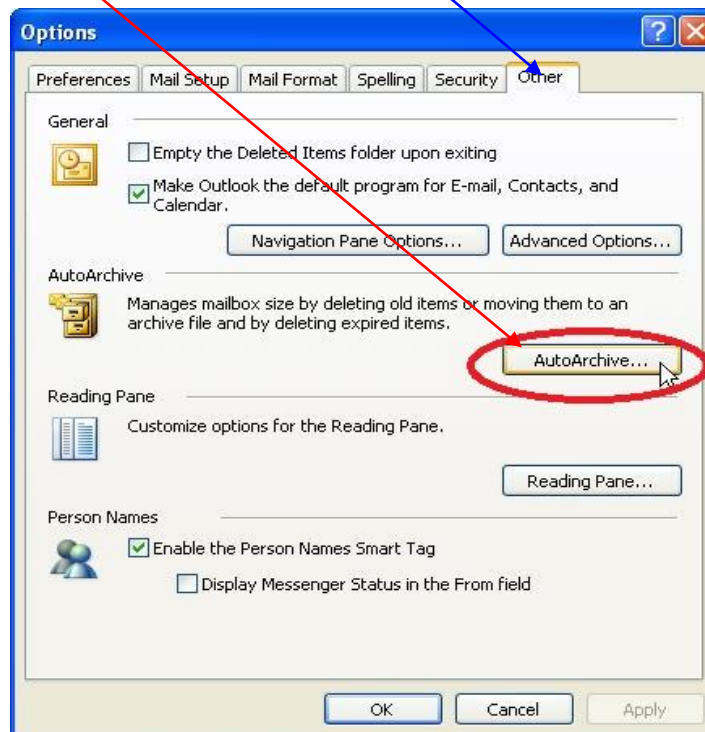
2. Select “**Options**”



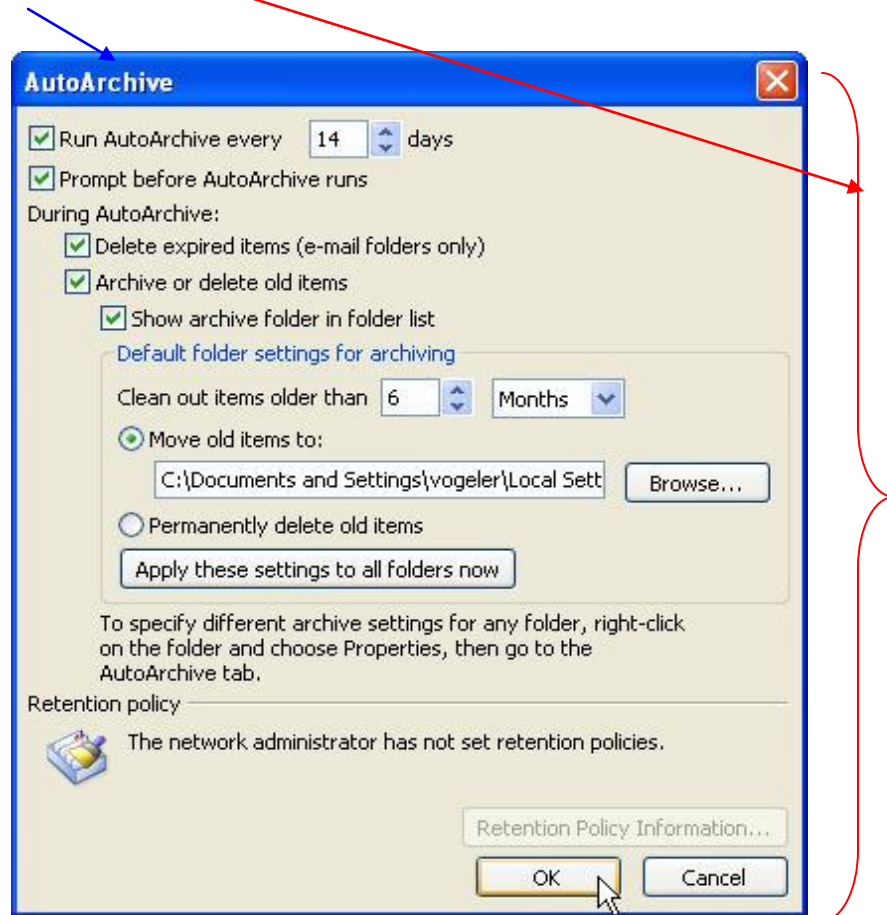
3. At the **Options window**, Select the **Other** tab



4. Select the **AutoArchive** button within the **other** tab



5. Then, the **Auto Archive window** with the DEFAULT settings already in the system



6. Meaning for default settings

Setting	Meaning
Run AutoArchive every:	This is how often the AutoArchive tool scans your mailbox to look for messages that are available to be archived.
Prompt before AutoArchive:	This will notify you each time AutoArchive begins a scan of your mailbox.
Delete Expired items:	This will remove any expired email messages from your mailbox folders. Messages can be set to expire by the sender; typically messages have no expiration date.
Archive or delete old items:	This is the key to archiving. This setting is what tells AutoArchive to run archive rules/filters against messages in your mailbox.
Show Archive folder in folder list:	By checking this item, you tell Outlook to keep a connection to your archived mail so that it is readily available to Outlook each time you launch it. If you do not want to keep a connection to your archived mail, you can de-select this option and connect to your archived folders as needed.
Default folder settings: Move old items to:	By default, AutoArchive will create a file called archive.pst in your c:\Documents and Settings\<yourUserName>\Local Settings\Application Data\Microsoft\Outlook directory. You can browse to a new location to change your default archive file as you wish.
Permanently delete old items:	If you do not wish to keep your aged messages, you can configure AutoArchive to delete them instead.
Apply these settings to all folders now:	This button will reset all AutoArchive settings on all folders to match the default AutoArchive settings.