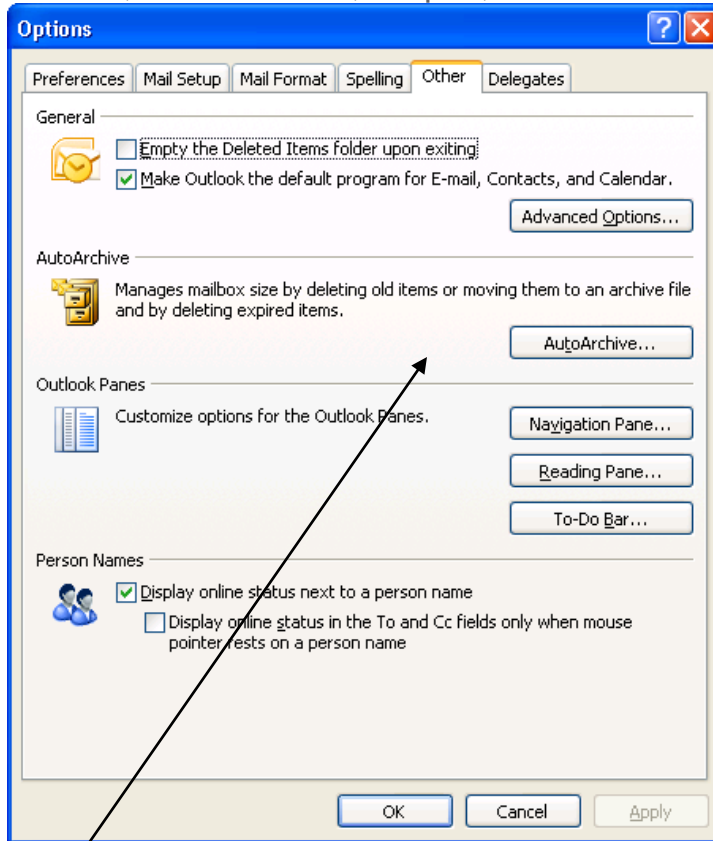


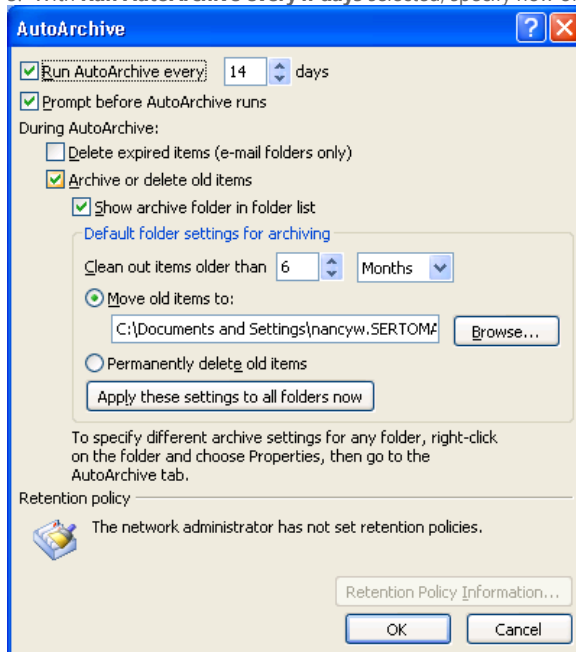
How To Set Up Microsoft Outlook To Archive Email Automatically

1. In Outlook, click on the **Tools** menu, then **Options**, and click the **Other** tab



2. Click **AutoArchive**

3. With **Run AutoArchive every n days** selected, specify how often to run AutoArchive



6. Select the options that you want.
7. To apply the changes to all folders, click **Apply these settings to all folders now**. This will override custom archive settings that you've specified on individual folders.