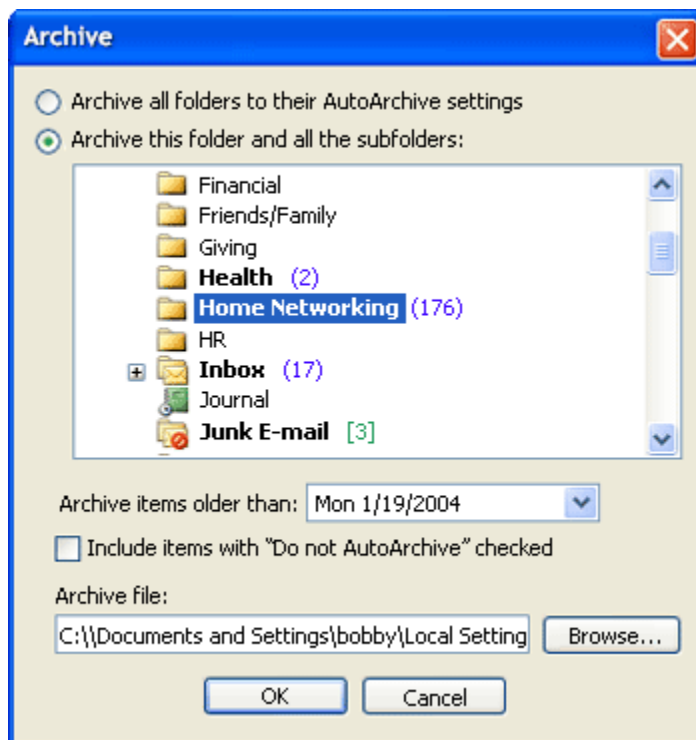


Manually archive a folder

1. In Microsoft Outlook, click n the **Go** menu, then click **Folder List**.
2. Click the folder that you want to archive. In the screenshot below, the folder being archived is **Home Networking**, but **please click on INBOX**.
3. On the **File** menu, click **Archive**.
4. You will have the following options:

Archive all folders to their AutoArchive settings Allows you to use your [AutoArchive settings](#) to archive the Home Networking folder.

Archive this folder and all the subfolders Allows you to archive the Home Networking folder using the options available in the **Archive** dialog box. [CLICK ON THIS ONE](#)



5. In the **Archive items older than** list, choose a date from the date picker. In this example, items in the folder created before January 19, 2004 are archived. **Choose OCTOBER 1, 2010**

NOTE The default location for Archive.pst is C:\Documents and Settings\user name\Local Settings\Application Data\Microsoft\Outlook\ . A Personal Folders file (.pst) is an Outlook data file that stores items such as e-mail messages, contacts, calendar data, tasks, and notes.

6. Click **OK**.

The items in the folder are moved out of the folder and into the .pst file that you specified. To view the folder items again, [open the .pst file](#).