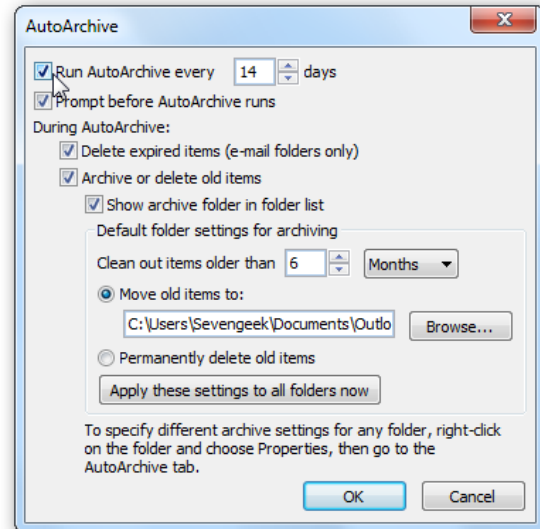


AutoArchive - Outlook 2010

How to set the AutoArchive feature in Outlook 2010 to automatically archive email messages and other items.

To review or change the default AutoArchive settings:

1. Click the **File** tab.
2. Click **Options**.
3. Click **Advanced**.
5. Under **AutoArchive**, click **AutoArchive Settings**.
6. Select the **Run AutoArchive Every *n* Days** check box, then specify how often to run AutoArchive.
7. Select any other options that you want. You can choose to have old items deleted automatically at AutoArchive.



NOTES:

If you change the archive file listed under **Move Old Items To**, this new file will be used each time that AutoArchive runs.

Set the default folder options first, and then customize individual folder settings. Otherwise, you may unintentionally change the default settings.

To change the AutoArchive settings for an individual folder:

1. From the folder list in the Navigation Pane, right-click the folder that you want to change, then click **Properties** on the shortcut menu.
2. On the **AutoArchive** tab, select the options that you want.

To access items in your archive, do one of the following:

- If the archive Outlook Data File (.pst) is open in Outlook, the name of the archive will appear under **All Folders** in the **Folder List** on the **Navigation Pane**.
- If the archive Outlook Data File (.pst) is not open in Outlook:
 1. Click the **File** tab.
 2. Click **Open**.
 3. Click **Open Outlook Data File** and browse to open the archive Outlook Data File (.pst).

The name of the archive will appear under the **Mail** or **Folder List** in the **Navigation Pane**.

3/3/2011 kjarrell