

Outlook

Auto Archive Configuration

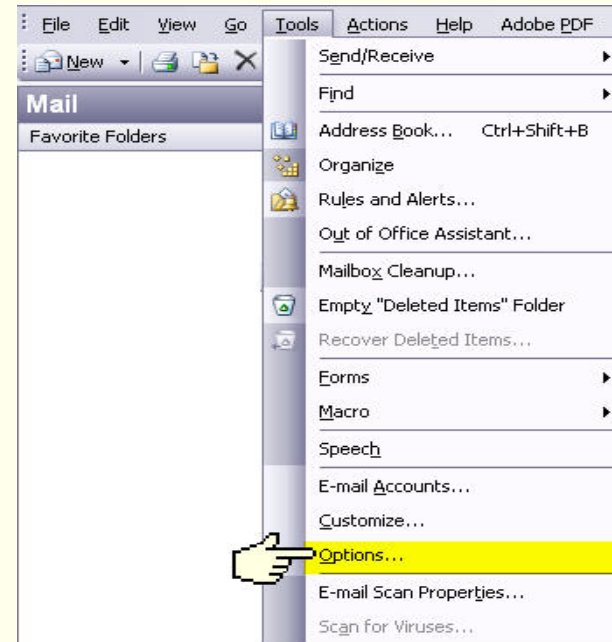
What do I need to do to configure Auto Archive in Outlook?

Auto-archiving saves items by moving them from your mailbox to your archive folder.

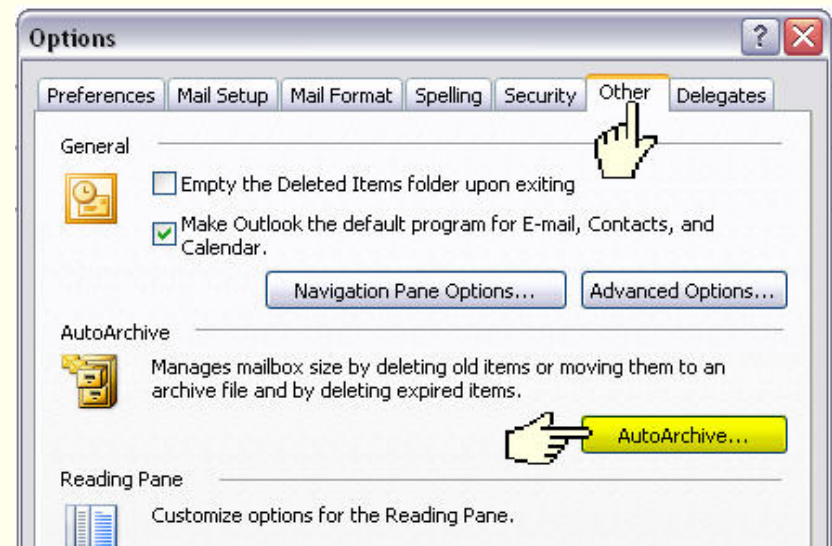
- Start the Outlook Client
- Configure Auto Archive

Configuring Auto Archive

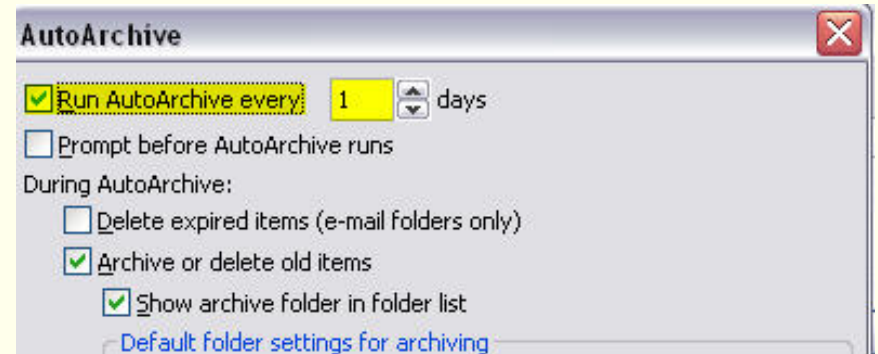
Step 1: Select “Tools” from the menu bar and choose “Options.”



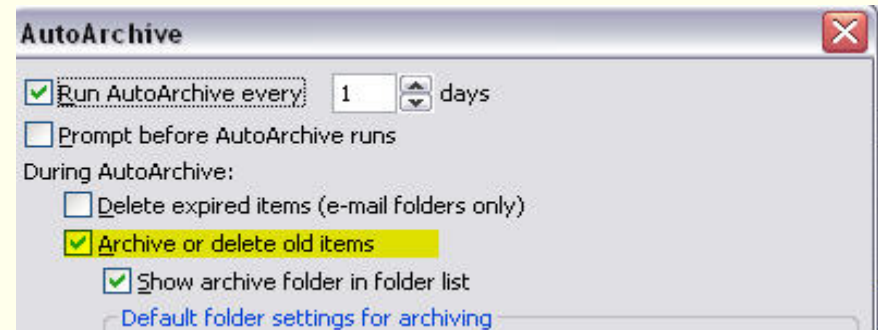
Step 2: Select the “Other” tab and Click on the “Auto Archive” button



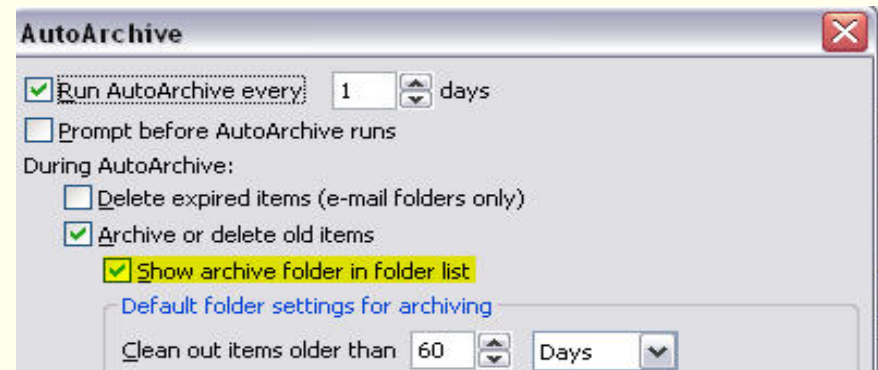
Step 3: Verify that “Run Auto Archive every” is checked and **set the frequency to 1 day**



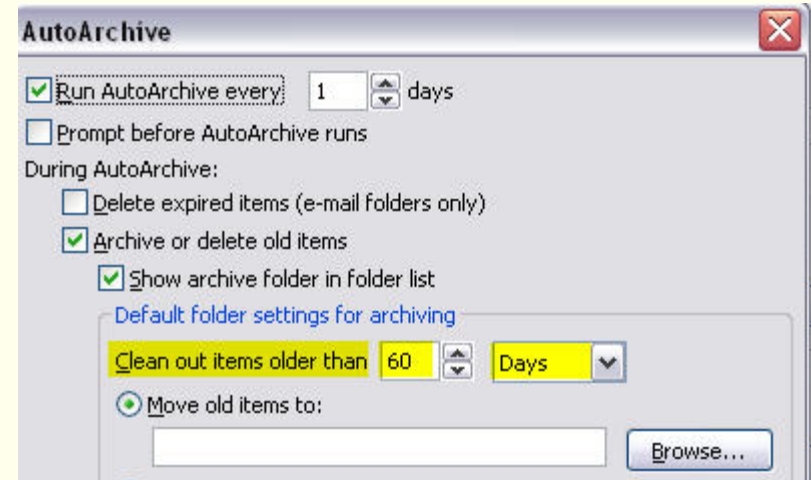
Step 4: Verify that “Archive or delete old items,” is checked.



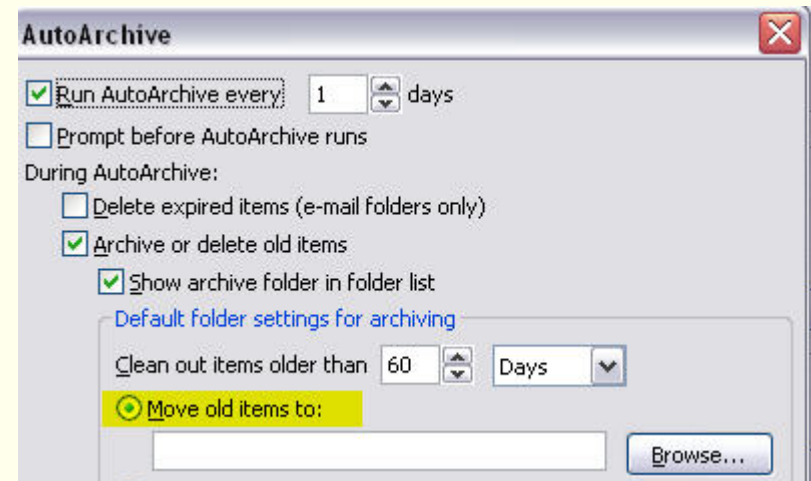
Step 5: Verify that “Show archive folder in folder list” is checked.



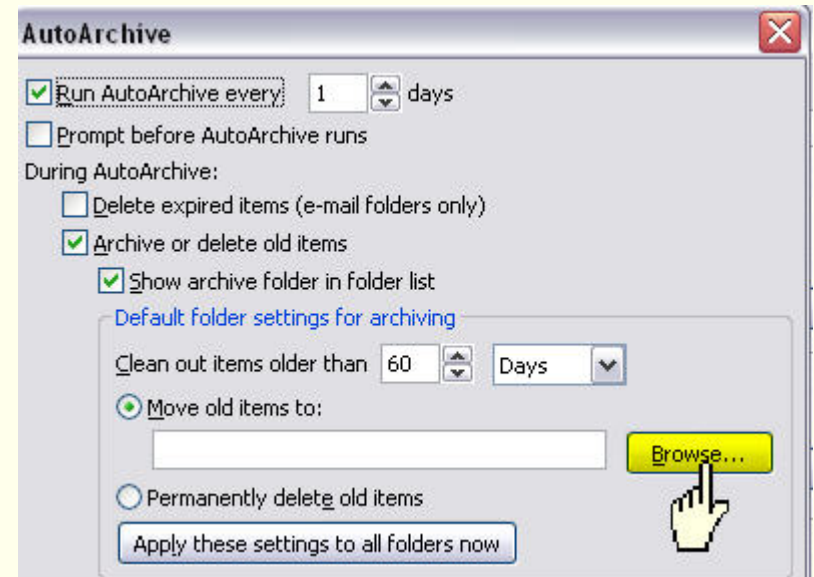
Step 6: Set “Clean out items older than” to **60 days**.



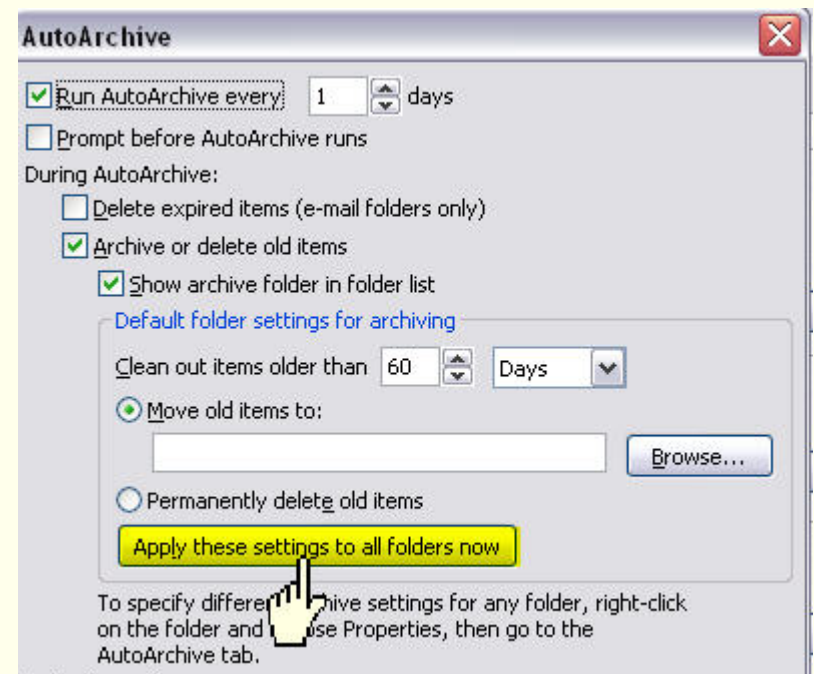
Step 7: Verify that “Move old items to” is selected.



Step 8: Select “Browse” and navigate to a desired location, OR enter a file name and click “OK.”

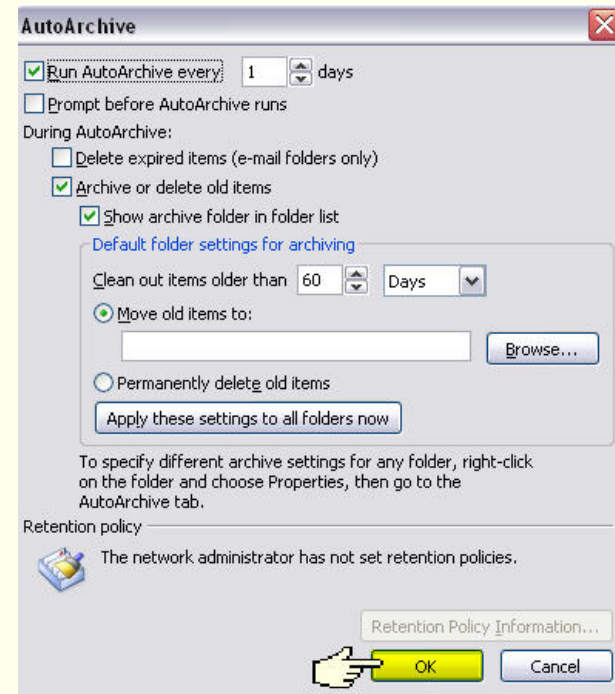


Step 9: Select “Apply these settings to all folders now”

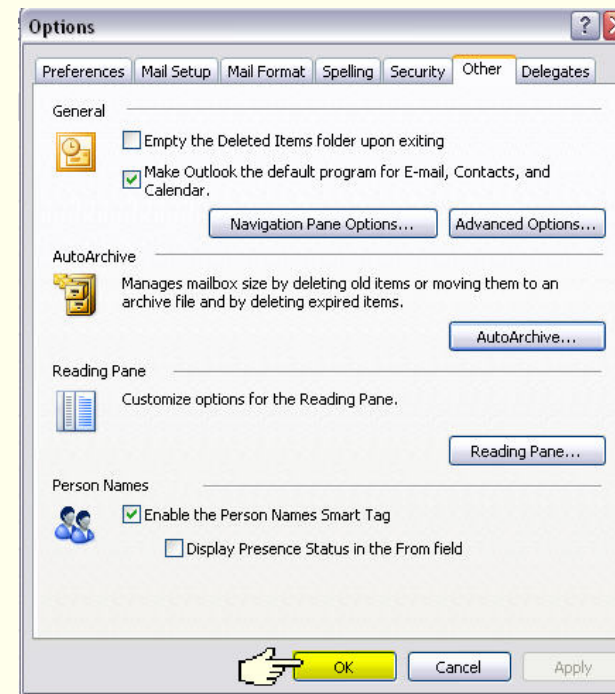


Note: this step can take several minutes, please allow to finish

Step 10: Select “OK” to complete the auto-archive configuration.



Step 11: Select “OK” again to close the window.



You have completed the Auto Archive configuration for Outlook.

If you have any questions please contact the TCC at
312-362-8765 or x2-8765