How do I Archive emails in outlook?

The below instructions are for Outlook 2010 only, in case you have any issues or need help with archiving your emails on a different version of outlook please contact IT at support@mmsholdings.com or via https://support.mmsholdings.com

- By default, Outlook 2010 does not have an Archive file, one must be created manually.
- Once the archive file has been created, you can use the same file to archive email periodically.
- Make sure you have cleaned up your mailbox:
 - The "Deleted Items: and "Junk E-Mail" folders should be empty before archiving.
 - o Delete any unwanted emails which may take up space

Below are the steps to perform create archive file and archive emails in outlook 2010:

- 1. Open Outlook.
- 2. Select: File > Info > Cleanup Tools (Mailbox Cleanup).
- 3. Click on Archive in the dropdown box.
- 4. In the window that opens you can change the settings to Archive:

Archive	x
Archive all folders according to their AutoArchive settings	
Archive this folder and all subfolders:	
⊿ ⋈ v-kimhal@microsoft.com	
Inbox	
😡 Drafts	Ξ
Sent Items	
Deleted Items	
Articles Sent Out for Approval	
Calendar Calendar	
Sea Contacts	
Conversation History	-
Archive items older than: Sat 10/1/2011	
C: \Users \ Documents \Outlook Files Browse.	
OK Cancel	

- All your folders and subfolders.
- A single folder and all its subfolders.
- Set Outlook to Archive everything before a specified date.

For e.g. if you want to archive your entire mailbox, you select your email-id just above the inbox folder in the above screenshot and also the option "Archive this folder and all subfolders"

- 5. Click OK and the Archive file will be created and attached to Outlook.
- 6. The Archive process will then run using the settings you previously entered.
 - All email received before the date you selected will be moved to the Archive file. If the email being Archived is in a folder named John Doe, it will be stored in a folder named John Doe in the Archive file. If a folder does not have email old enough to be Archived, the folder will not be created in the Archive file until it does.

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Þ 🖂	Inbox
P	Drafts
- 12	Sent Items
3	Deleted Items
	Articles Sent Out for Approval
	Conversation History
6	Junk E-Mail
- 🔁	Outbox
5	RSS Feeds
> 🔎	Search Folders
D 🧰	workgroup
▲ archive	
archi	ve
⊿ archi	ve Deleted Items
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 ✓ archi ☑ ☑	ve Deleted Items Articles Sent Out for Approval Conversation History Drafts Inbox Junk E-Mail Outbox RSS Feeds
 ✓ archi ☑ ☑	ve Deleted Items Articles Sent Out for Approval Conversation History Drafts Inbox Junk E-Mail Outbox RSS Feeds Search Folders
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Note: To see if the Archive process is running, look at the lower right-hand corner of the Outlook screen.



7. Please follow steps 1-5 to archive your emails periodically, and make sure you are selecting the same archive file in step 4 window by hitting browse, this will avoid creation of additional archival files, and confusion.