

Activate AutoArchive

Archiving can save space by moving your old emails to your hard drive or deleting them after a set period of time.

To activate Outlook's AutoArchive, complete the following steps:

1. Open "MS Outlook."
2. Click the "File" tab in the top left corner, and then select "Options."
3. In the "Options" window, select "Advanced."
4. Click the "AutoArchive Settings..." button.
5. To turn on AutoArchive, check the box at the top of the AutoArchive window next to "Run AutoArchive every" and select the number of days you want AutoArchive to run.
6. From here, you have the option to have AutoArchive move or delete your messages. You can also select where you want your messages to be moved. When you have finished making your selections, click "OK."