

Enabling Auto-Archive in Microsoft Outlook

1. Open Microsoft Outlook 2003
2. Select the **Tools** menu and select **Options**
3. On the options window, select the tab named **Other**
4. Click on the **AutoArchive** button
5. In the **AutoArchive** window, deselect the **Prompt before AutoArchive runs** option.
6. Deselect the **Delete expired items (e-mail folders only)** option
7. In the **Default folder setting for archiving** section, ensure that the option **Move old items to:** is selected. Click the **Browse** button and select the "H:\" drive and select the folder called **email** or if that isn't there, select the folder called **outlook**. Once inside the folder, click the **OK** button.
8. Click the **OK** button in the AutoArchive window
9. Click the **OK** button in the Options window.

Outlook will now automatically auto archive all old emails every 14 days.

NOTE: Once an email has been archived, to access the email you simply have to select **Archive Folders** then navigate this folder as though it were your current one. For example, if you had an email in your inbox which had now been archive, you would find it in **Archived folders >> Inbox**