How To Setup A New Archive Folder

- 1. Open Outlook
- 2. Click on File (Upper Left)
- 3. Click on the Account Settings dropdown box
- 4. Click on Account Settings...
- 5. On the Account Settings dialog box, Click the "Data Files" tab
- 6. Click the "Add" button
- 7. Browse to the location you want to save your archive file
 - a. *Recommended location is your home folder (H: drive)
- 8. Enter a name for your file in the "File name:" area
 - a. *Recommended name is "archive" or "outlook archive"
- 9. Click the "OK" button
- 10. Click the "Close" button
- 11. Your new Archive folder should appear in near the bottom of the lower left pane, named the same thing you specified as the file name.
 - a. To expand the folders, click the triangle next to the name of your archive.

You can create folders within that location to organize and save your email messages.

**You will need to manually archive any messages you want to keep. This can be accomplished by dragging your files into the new location.

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