

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.**

