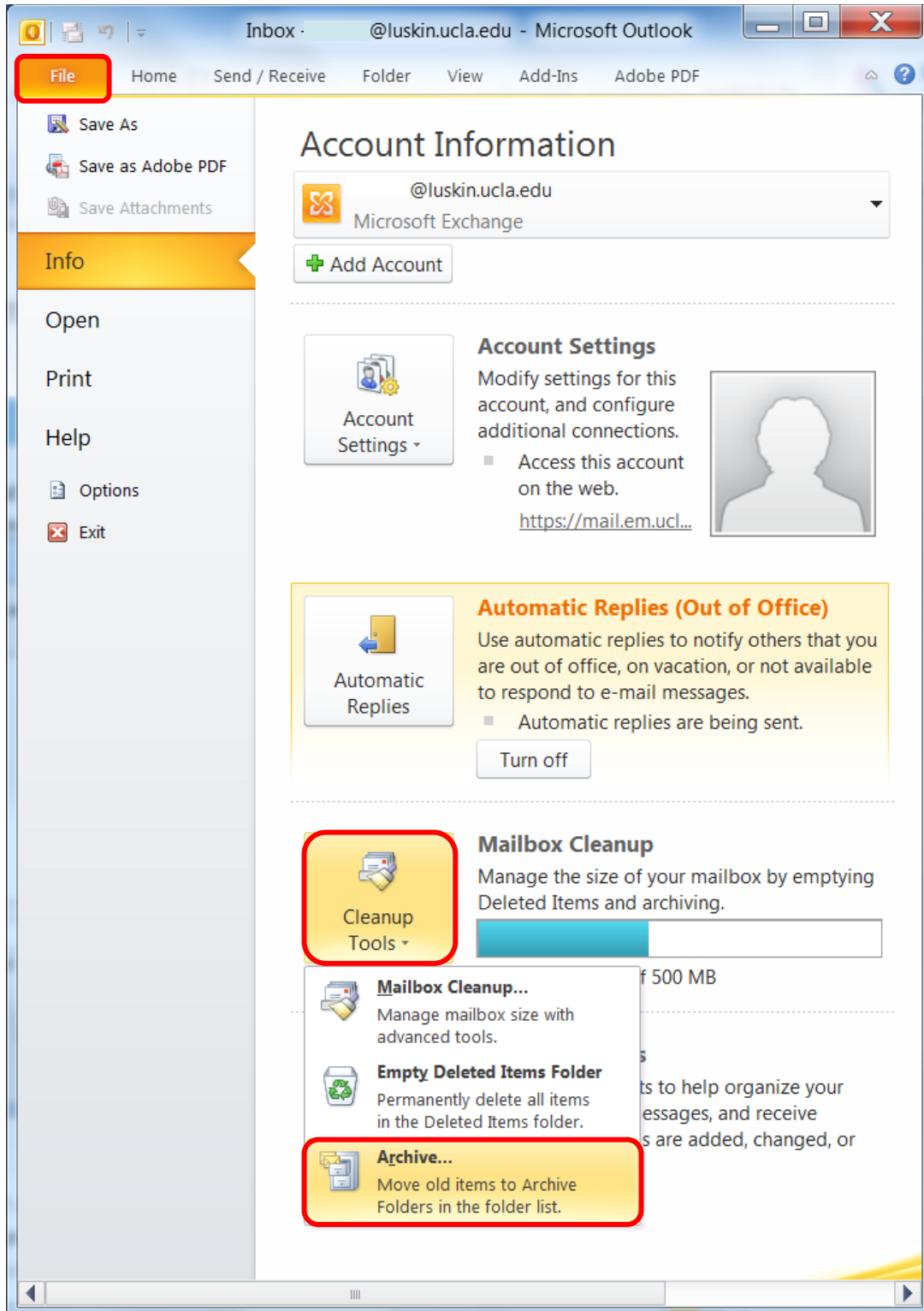


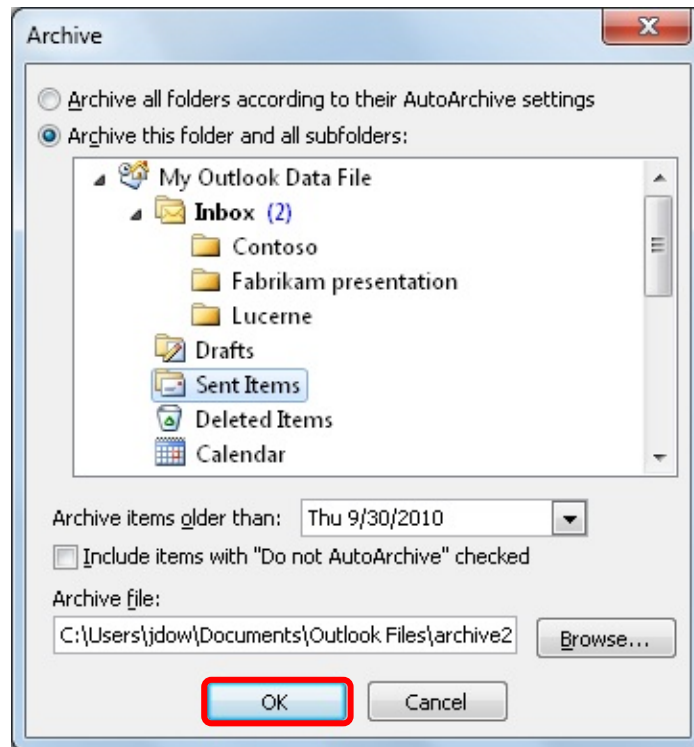
Local Outlook Archives

To manually archive your files

1. Click the **File** tab in the ribbon, and then click on **Cleanup Tools**, finally select **Archive**.

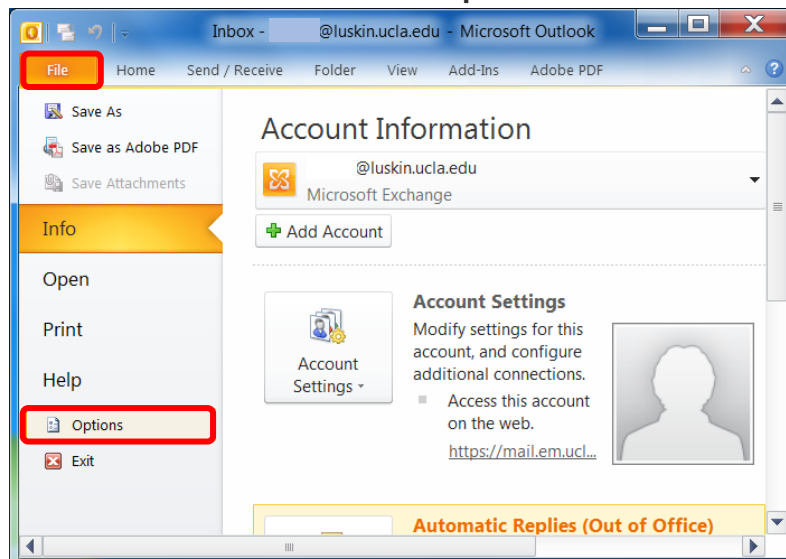


2. Click the **Archive this folder and all subfolders** option, and then click the folder that you want to archive. Any subfolder of the folder you select is included in this manual archive.
3. Under Archive items older than, enter a **date**.
4. If you do not want to use the default file or location, under **Archive file**, click **Browse** to specify a new file or location. Browse to find the file that you want, or enter the file name, then click **OK**. The destination file location appears in the Archive file box.

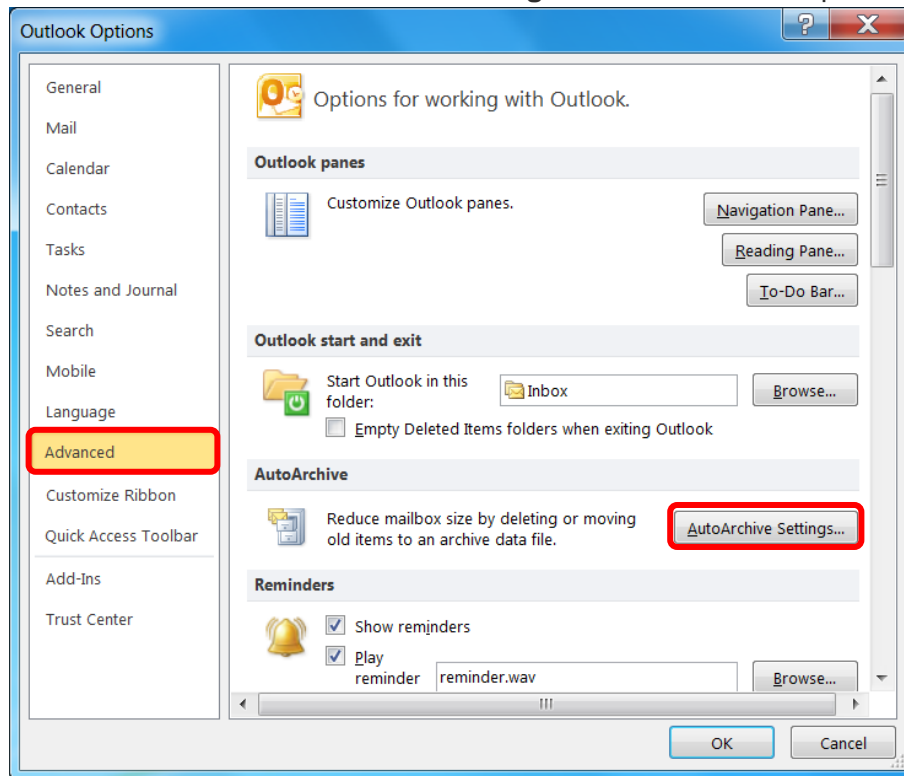


To Auto-Archive your files

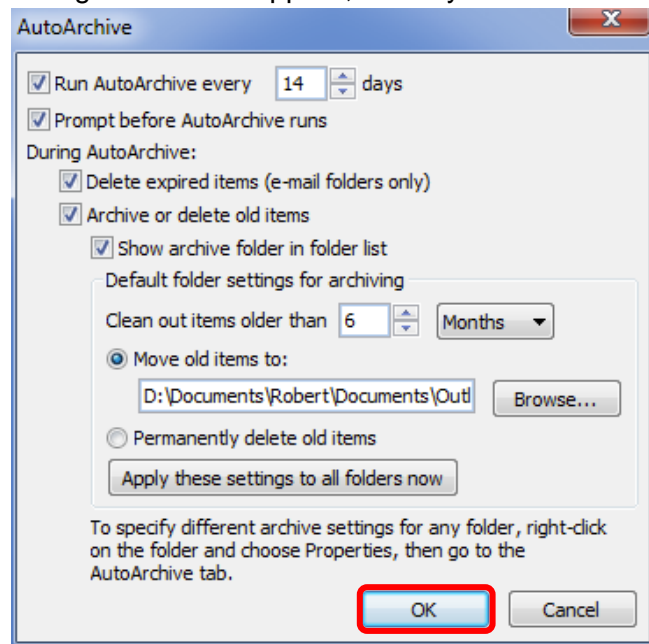
1. Click on the **File** tab on the ribbon and click on **Options**.



- Click on **Advanced** then the **AutoArchive Settings** button in Outlook Options window.



- The **Auto Archive** dialog window will appear, select your **desired settings**.



- Click **OK**.

Note: Local Archives will only be accessible on your work desktop. You will not be able to open these files in any other computer. If you have any further questions or comments please contact the [help desk](#).