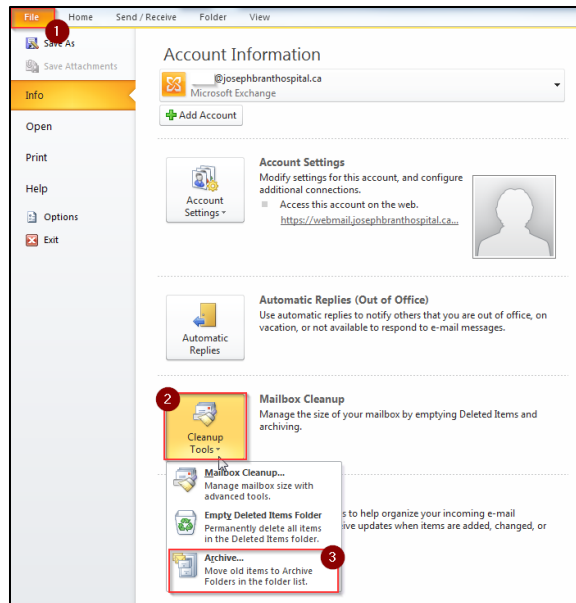


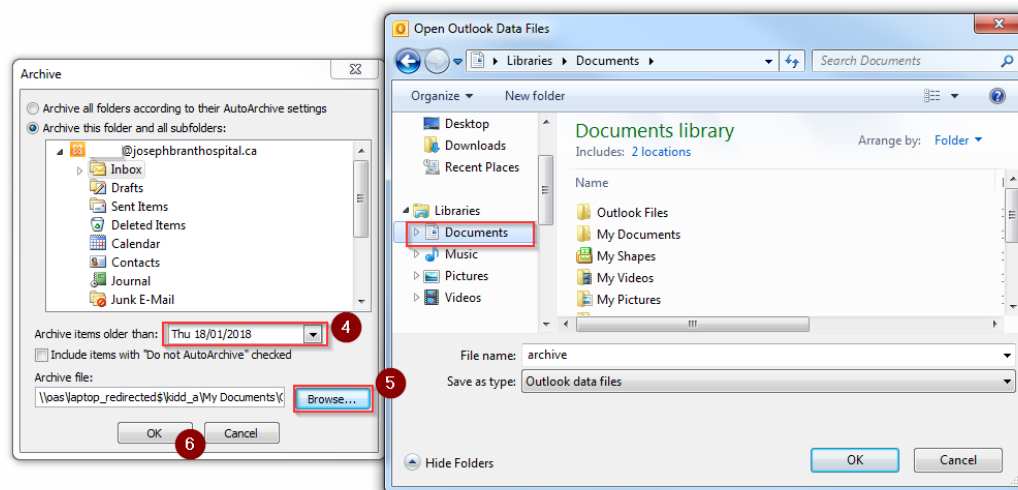
# Archiving Email

## How to Archive Email Using Outlook

1. Open Outlook and then click “File”
2. Select Mailbox Clean up “Cleanup Tools”
3. From the drop down choose “Archive”



4. Select the date you want to Archive from
5. Select the location where your archive files will be saved by selecting “browse” button and then select the “My Documents” folder. \*\*Note this is the same folder that all your personal documents should be saved\*\*



6. Press Okay to begin the Archiving of emails.

## Viewing Archived Emails

1. To view your archived emails click on “Archives”( located a few folders under your Inbox)

