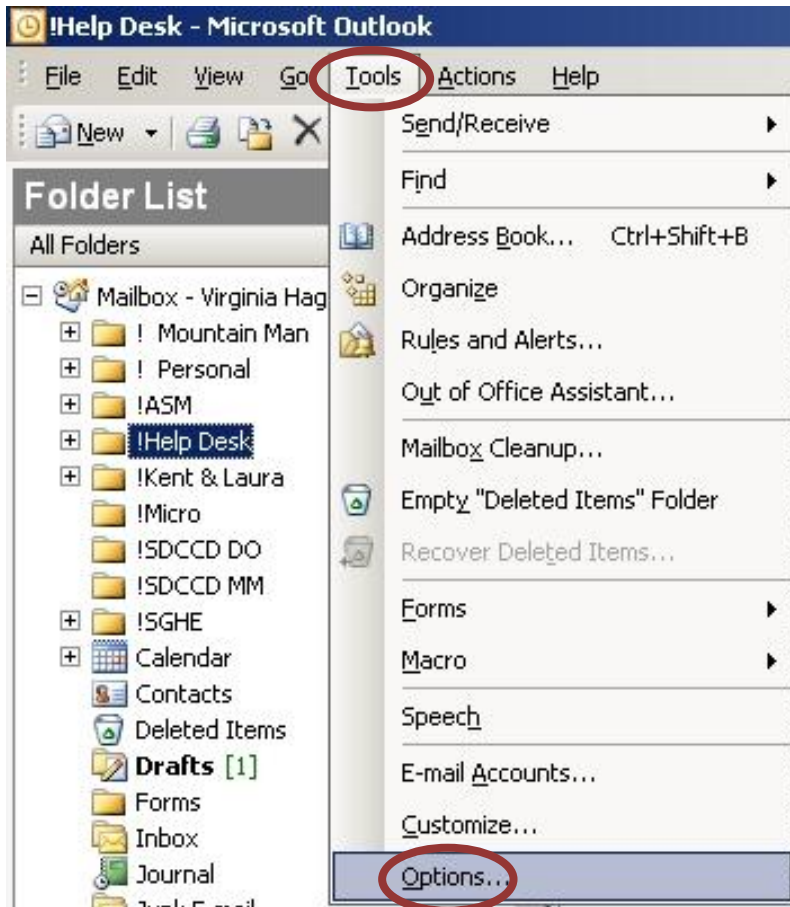




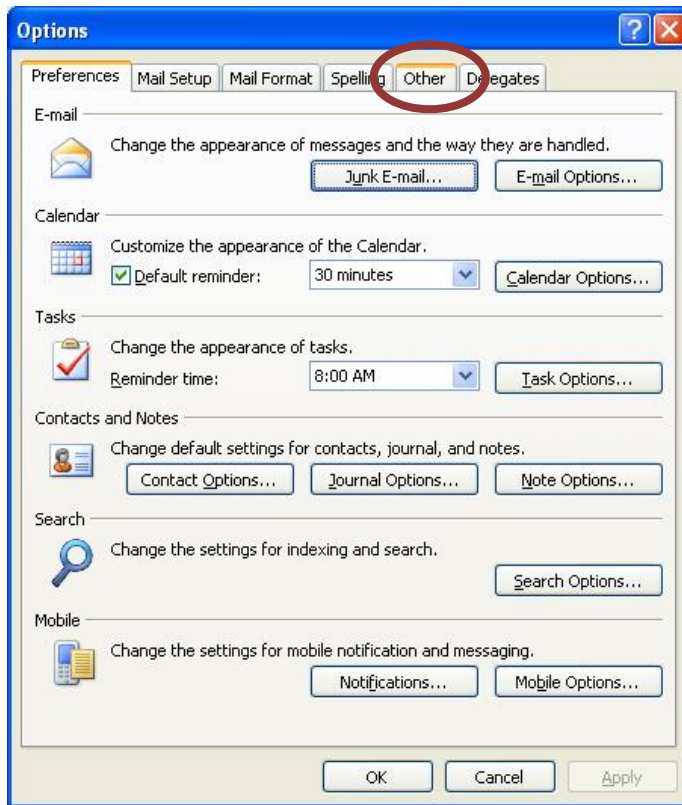
How to - Setup Outlook's AutoArchive

Your Microsoft Office Outlook mailbox grows as you create and receive items (item: An item is the basic element that holds information in Outlook (similar to a file in other programs). Items include e-mail messages, appointments, contacts, tasks, journal entries, notes, posted items, and documents.). To keep your mailbox manageable, you need another place to store — *archive* — the old items that are important but not frequently used. You also need a way to automatically move those old items to the archive location and to discard items whose content have expired and are no longer valid. AutoArchive helps takes care of these processes for you.

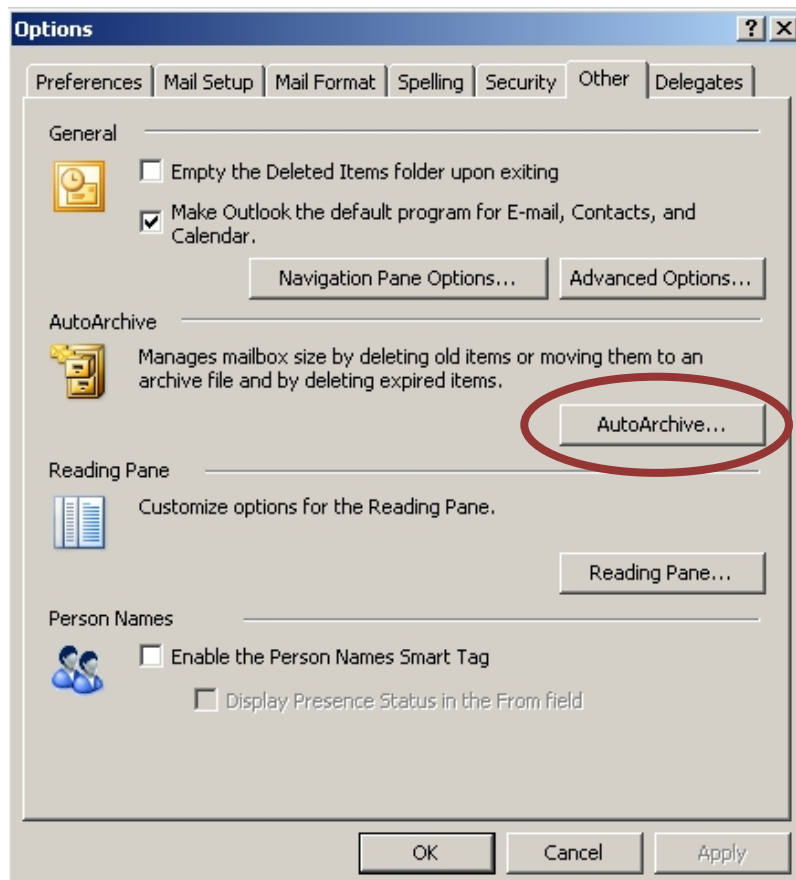
1. Open Outlook and Click on **Tools** then **Options...**



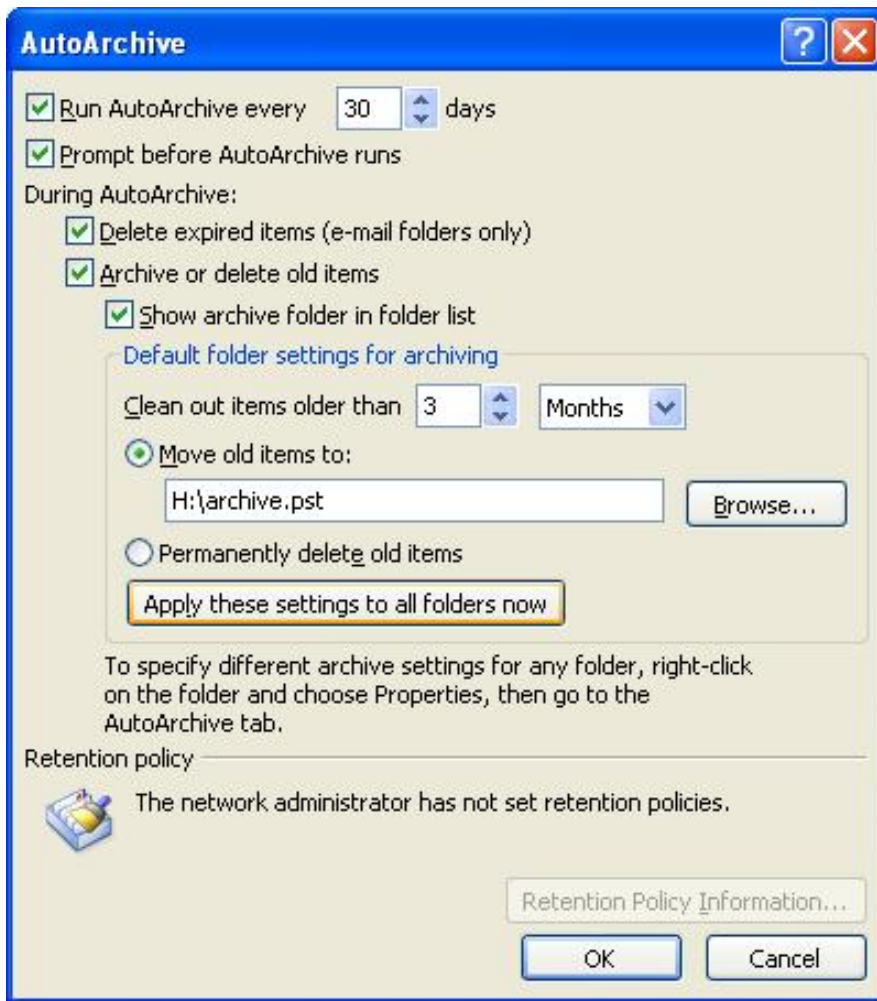
2. Within Options, Click on the **Other** tab...



3. Within Other, click on the **AutoArchive...** button



4. Fill out the fields as shown, then click on **Apply these setting to all folders now** and **OK**



Important! Verify your archive file is stored on your private share on the network (H:\). This will allow your archive file to be backed up with the rest of the network files.