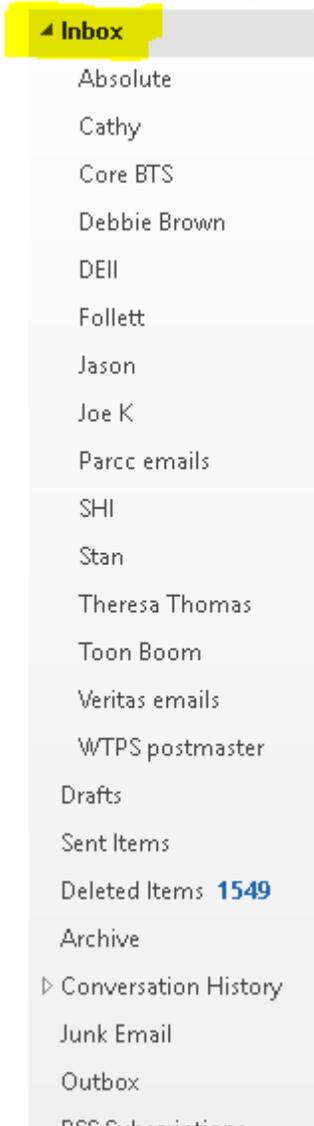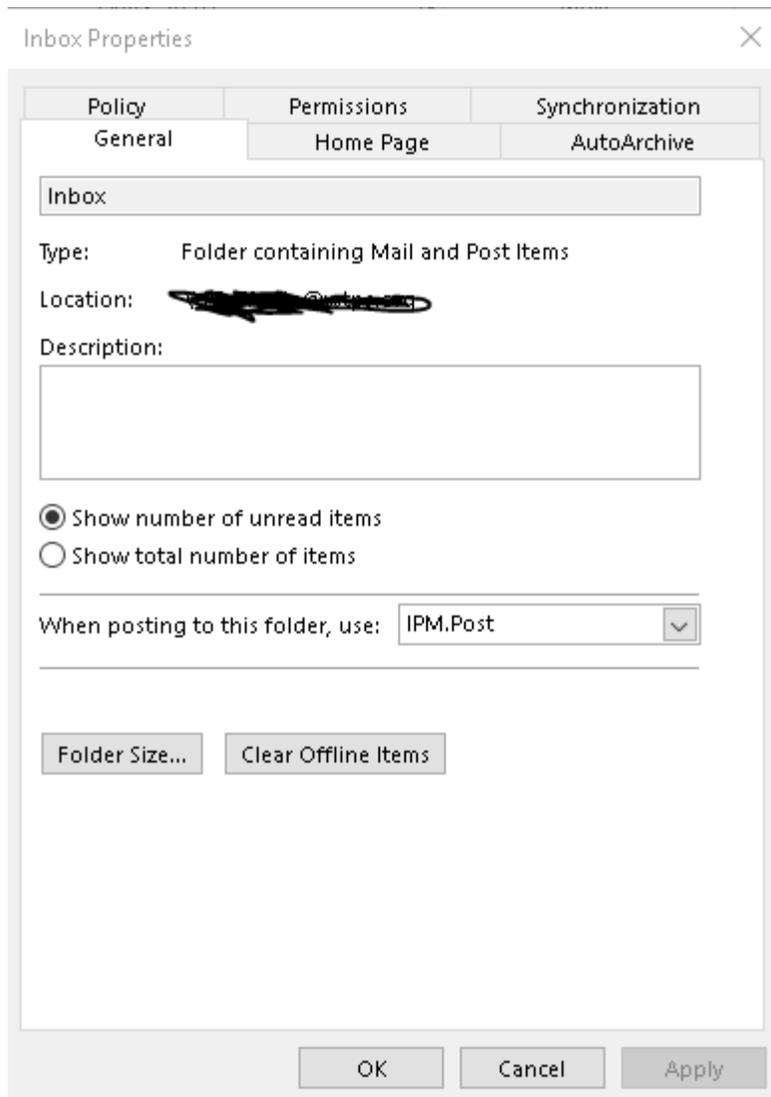## How to archive your email to either your H drive
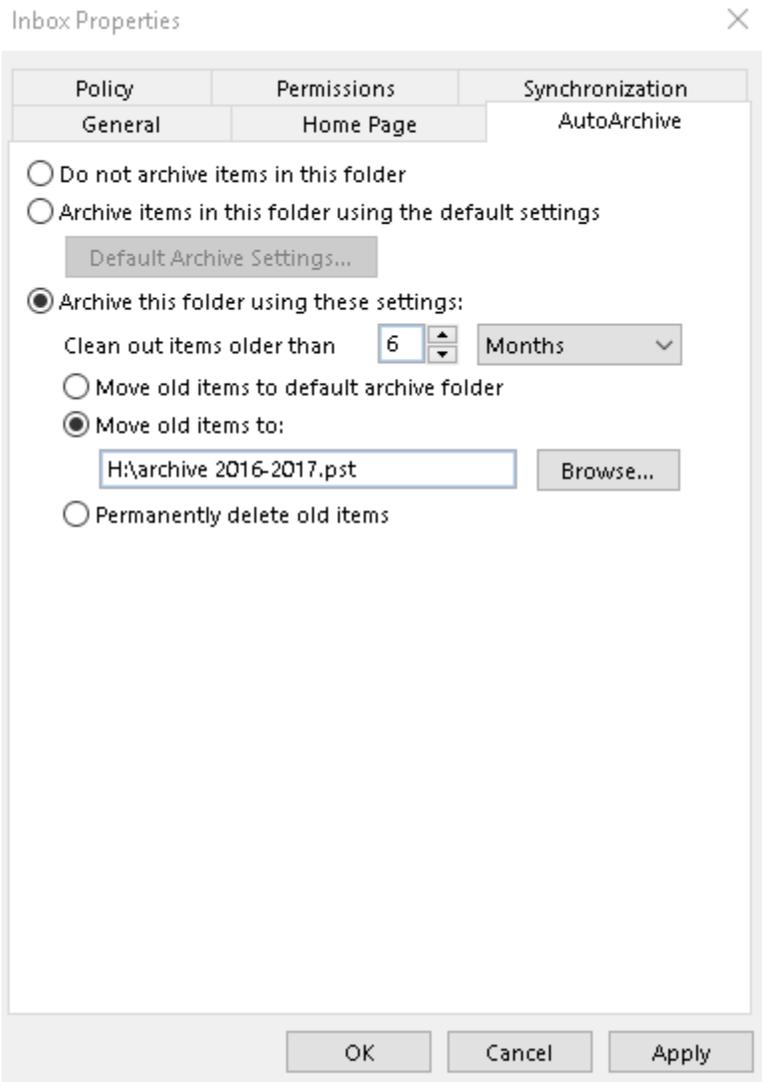
1. Open your outlook client using the Outlook Icon.
2. Once the application has loaded successfully, Right click on the Inbox label:

```
▲ Inbox
        Absolute
        Cathy
        Core BTS
        Debbie Brown
        DEII
        Follett
        Jason
        Joe K
        Parcc emails
        SHI
        Stan
        Theresa Thomas
        Toon Boom
        Veritas emails
        WTPS postmaster
    Drafts
    Sent Items
    Deleted Items  1549
    Archive
  ▷ Conversation History
    Junk Email
    Outbox
```

3.
4. Select Properties. You will see the following popup:

5.
6. Select the AutoArchive tab at the top:
7. Select the options that best suit your needs and change the move old items option to point to either your onedrive or H drive by clicking "Browse":
   a. *****NOTE*** for large mailboxes, it is not recommended to save to your OneDrive as it will cause a constant sync and network slowness******
8. Name your Archive appropriately and click Apply and OK.

9.