## 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:



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

3.

· · · · ·	Permissions	Synchronization
General	Home Page	AutoArchive
Inbox		
Type: Fold	er containing Mail and Po	ost Items
Location:		
Description:		
Show number of the second s	of unread items	
O Show total num	nber of items	
)Alben nosting to t	bis folder user IPM Pos	t v
V VIICII DOJUIIG LO L		• • •
Folder Size	Clear Offline Items	
Folder Size	Clear Offline Items	
Folder Size	Clear Offline Items	
Folder Size	Clear Offline Items	
Folder Size	Clear Offline Items	

- 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.

Inbox Properties			$\times$
Policy General	Permissions Home Page	Synchronization AutoArchive	1
<ul> <li>Do not archive it</li> <li>Archive items in</li> <li>Default Archive</li> <li>Archive this fold</li> <li>Clean out items</li> <li>Move old ite</li> <li>Move old ite</li> <li>H:\archive 2</li> <li>Permanently</li> </ul>	tems in this folder this folder using the d ve Settings er using these settings older than 6 ms to default archive for ms to: 016-2017.pst delete old items	efault settings	
	ОК	Cancel Ap	ply

9.