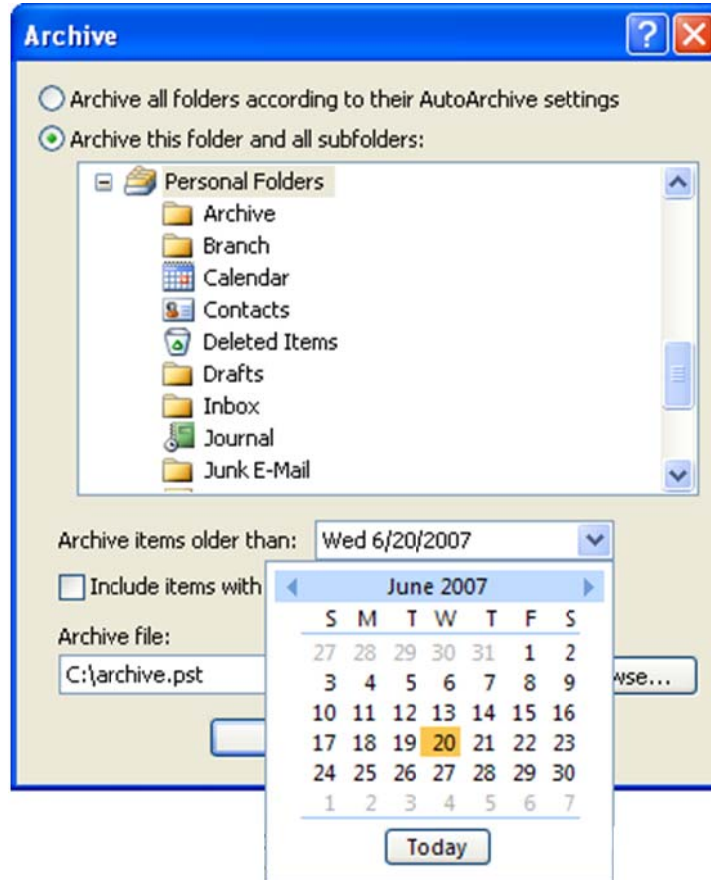


How to Archive Old Messages

1. Click on the **File** menu
2. Click on **Archive**
3. Make sure that **Personal Folders** is selected at the top and click on the drop down box for “**Archive items older than:**” to select a date that you would like to archive from. Everything older than this date will be archived.



4. At the bottom of the screen there is a box for “**Archive file:**” click on the **Browse...** button here to select where you would like your archive file to be saved.
5. Click **OK** and Outlook will begin archiving your messages. You may continue to work in Outlook while the archiving is taking place.