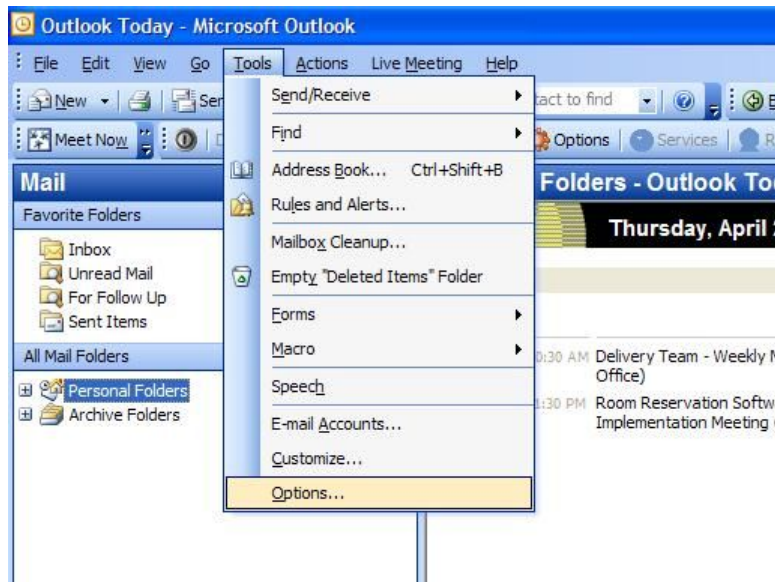


How to – Setup Auto Archive on Outlook 2003

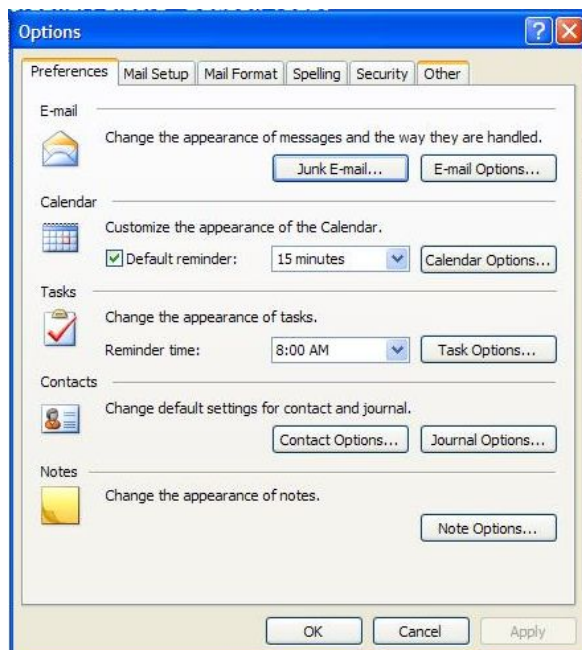
TechBridge Support – support@techbridge.org

Open Outlook 2003

1. Select **tools** from the top menu bar and go to **options**



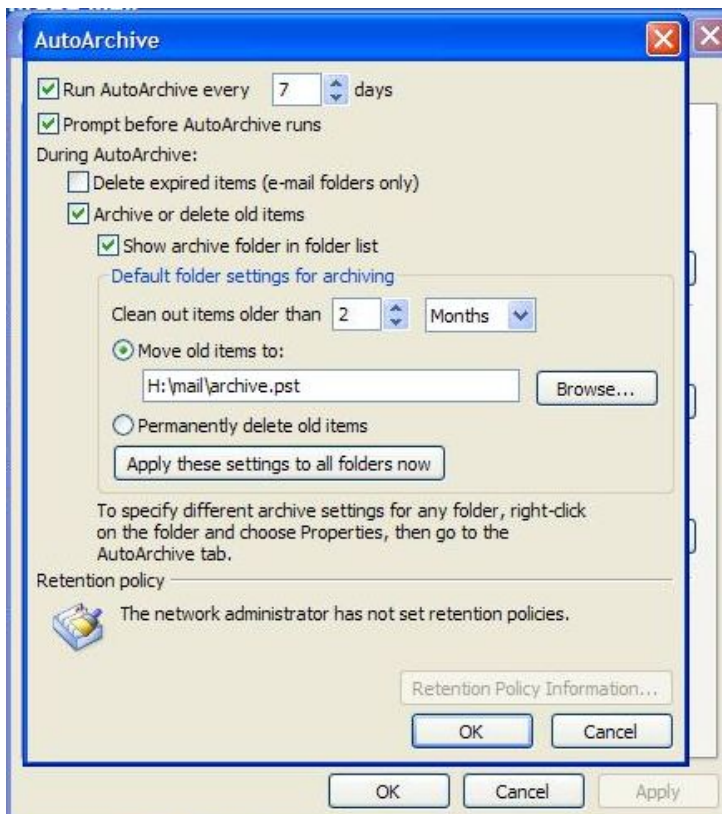
2. Under Options select **other**



3. Under other select the **AutoArchive...** button

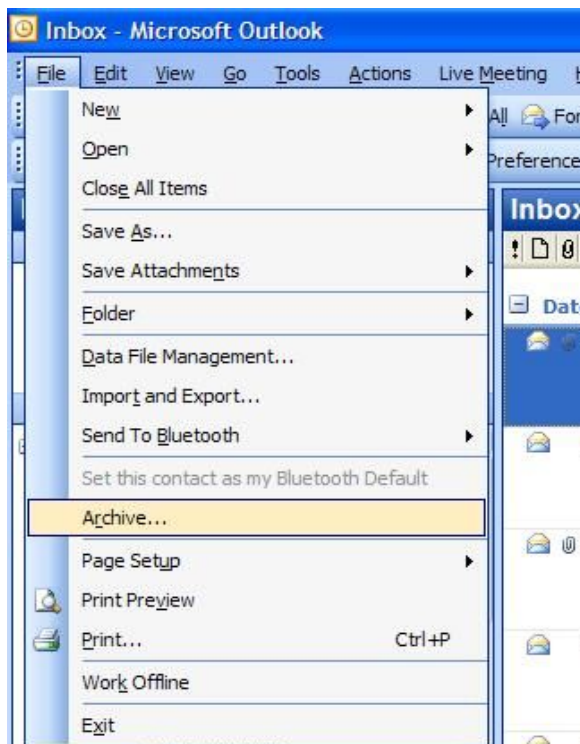


4. From the AutoArchive Screen fill out the fields as they are shown below



Replace the number of months to suite your company policy and change the “move old items to:” to what ever your share on the network is or if you have a laptop put it on your c: drive. Just make sure you back it up regularly if it’s on the C: drive.

5. If you would like to Archive immediately go to **File** and then select **Archive**



6. Then make the selection **Archive all folders according ..**
Then hit okay and this will immediately archive your e-mail based on the above settings.

