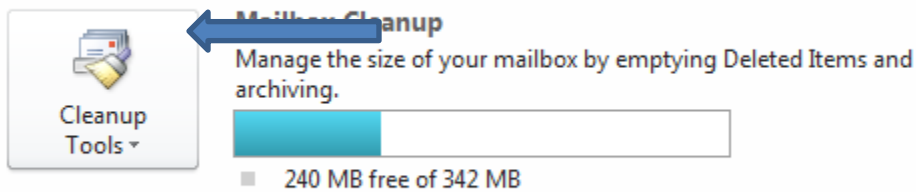


## How to Archive Email using Outlook 2010

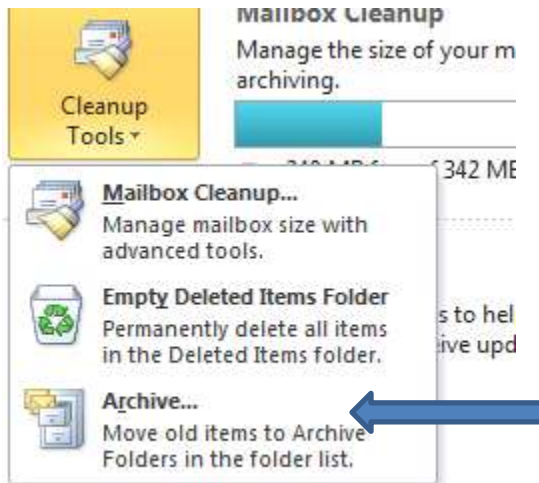
With Outlook open, click on File



Click on the Mail Box Cleanup button.

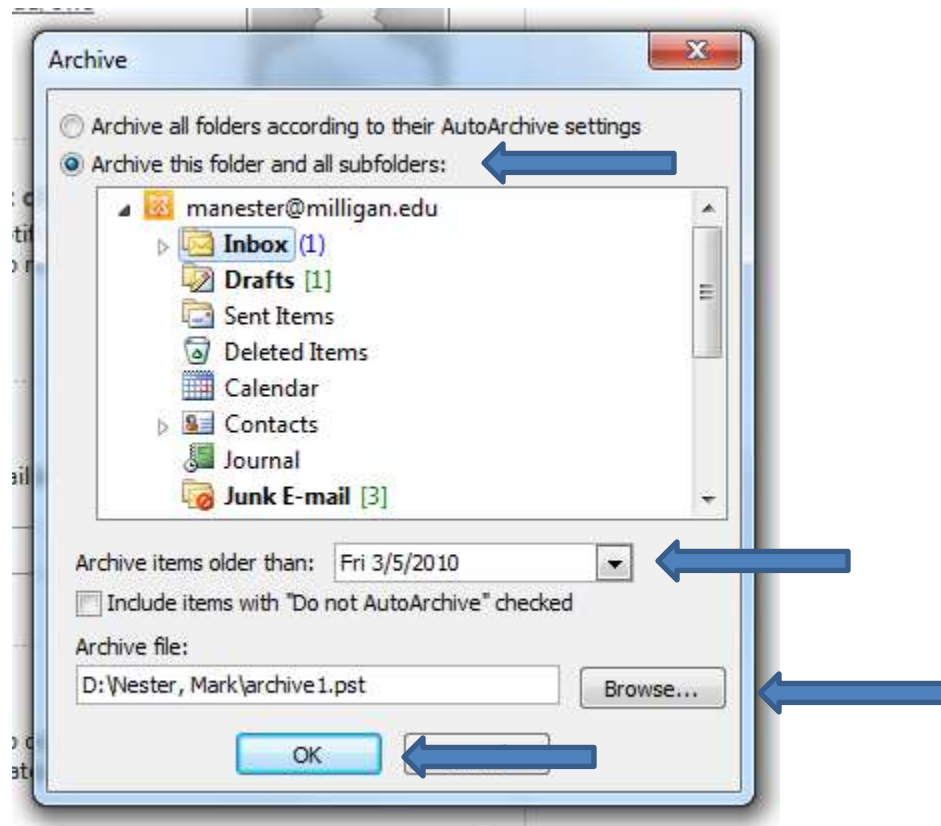


Select Archive



Complete the information that you desire for the Archive function.

1. Select the radio button "Archive this folder and all subfolders:"
2. Enter the date to begin archiving data
3. If you wish to change the location of the file to be saved: Enter the path in the "Archive file" text box or browse to the location you desire.
4. Click "OK"



The Archiving process will begin and you can use Outlook as usual.