

# Set Archiving to run automatically in Outlook 2010

How do I set Archiving to run automatically?

Set what is Archived and when AutoArchive runs.

1. Go to: File > Options > Advanced.
2. Scroll down until you find AutoArchive and click on AutoArchive Settings.
- 3.
- 4.
- 5.
6. In the window that opens you can set the following options.
  - - Run AutoArchive every XX days.
    - Prompt before running AutoArchive.
    - Delete expired items (email folders only).
    - Archive or delete old items.
    - Show archive folder in folder list.
    - Set Archive to clean out email older than XX months.
    - Pick the Archive folder to send the old email to (Leave at default).

source: <https://support.microsoft.com/en-us/help/2720581/how-to-archive-email-in-outlook-2010>

Help and Support

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