

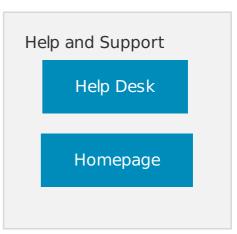
Set Archiving to run automatically in Outlook 2010

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-archiveemail-in-outlook-2010



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