

Outlook Archiving Instructions (Microsoft)

Manual Archiving - Outlook for Windows

Archiving Emails on Outlook for Windows

[Open Link](#)

Auto Archiving - Outlook for Windows

 Autoarchiving Email on Outlook for Windows

[Open Link](#)

After Archive - BACKUP File!

After creating and archiving your email, create a **BACKUP UP** copy of the the archive file (<name of file.PST>). You can back it up to Dropbox or other University file resource.

Otherwise you risk losing all of your archived Outlook information (email, calendar, people, etc.)!