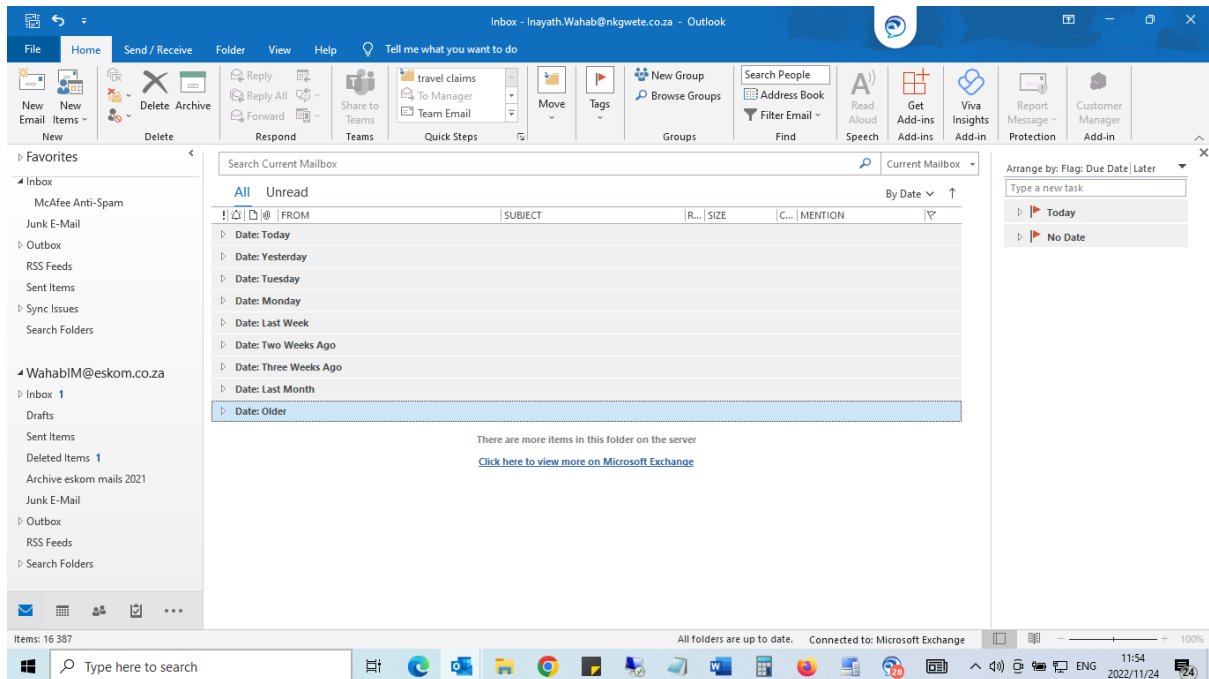
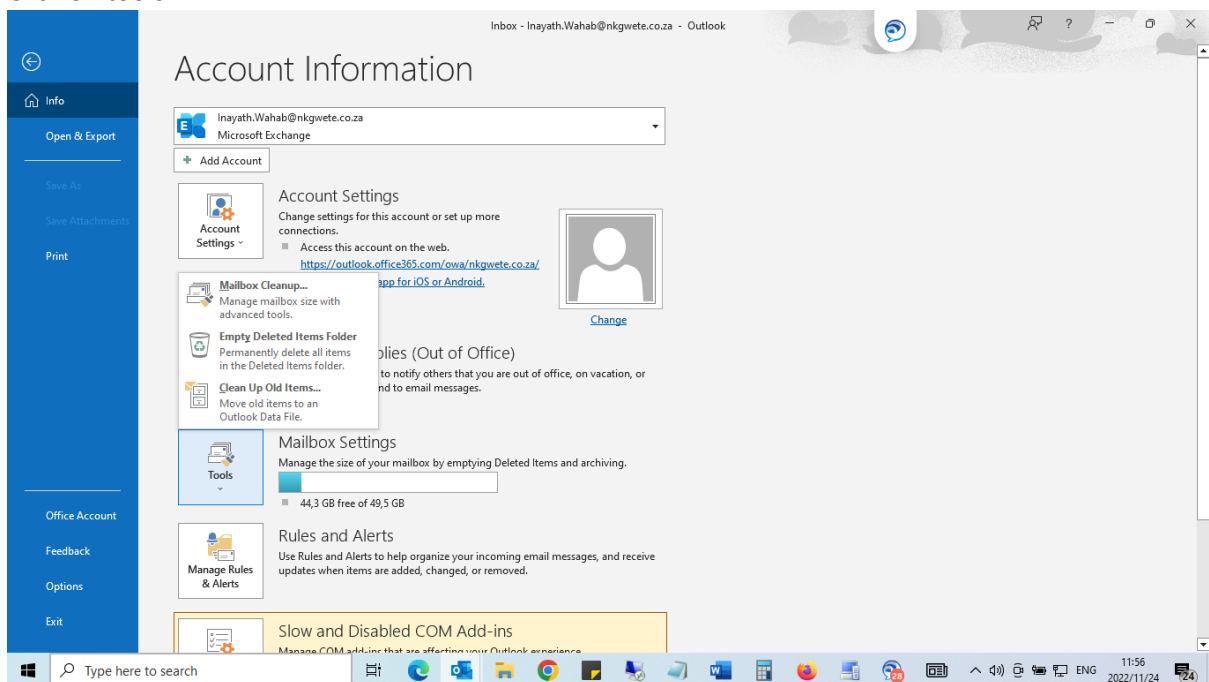


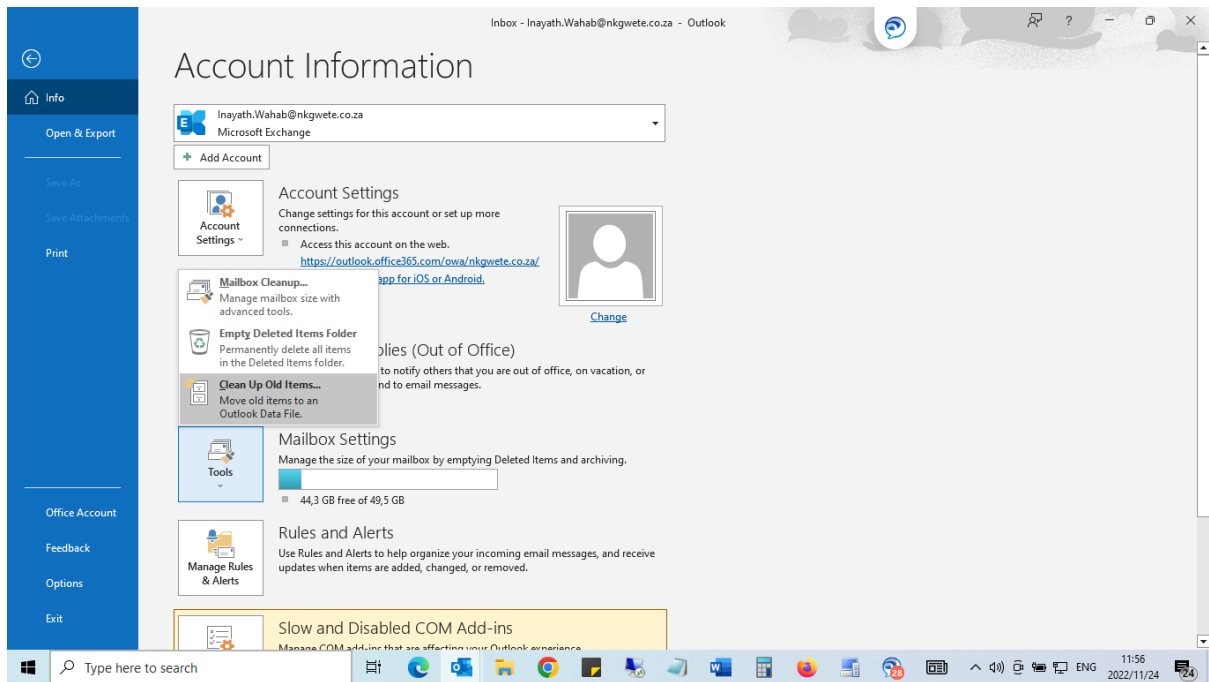
Click on file



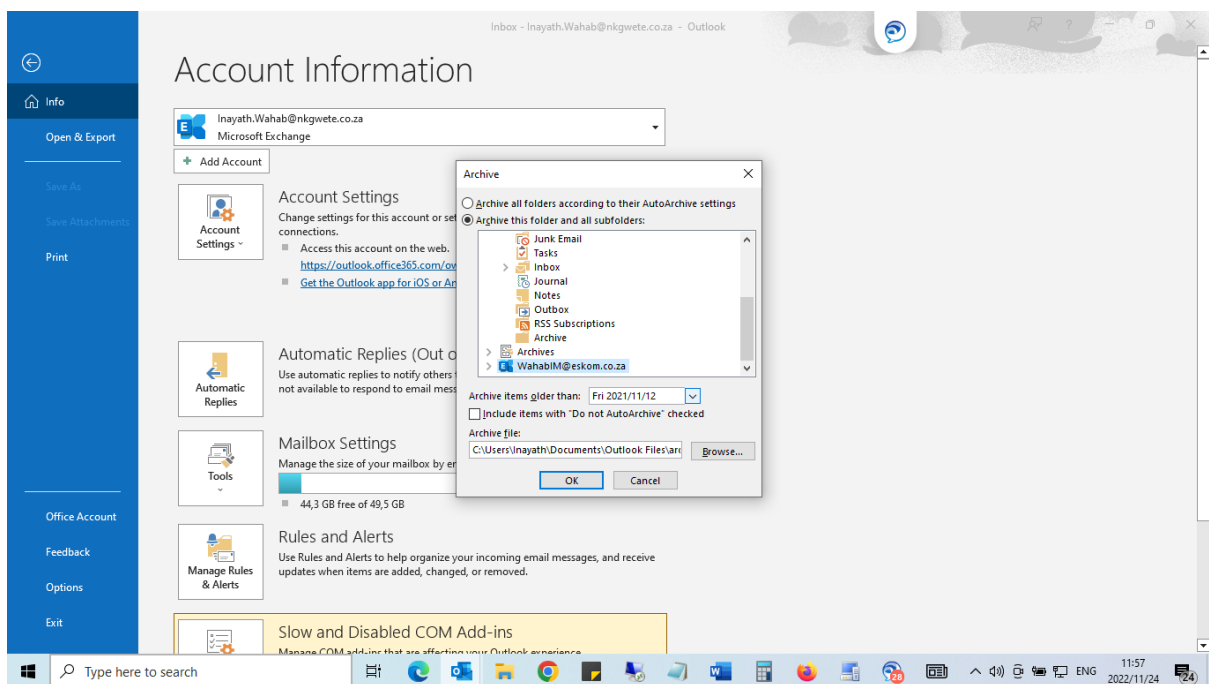
Click on tools



select cleanup old items



select the entire mailbox



thereafter select the date range that you select for archiving as well as the archive file you would like to archive to