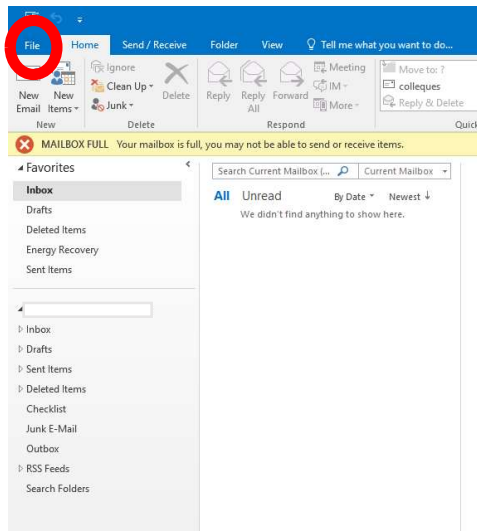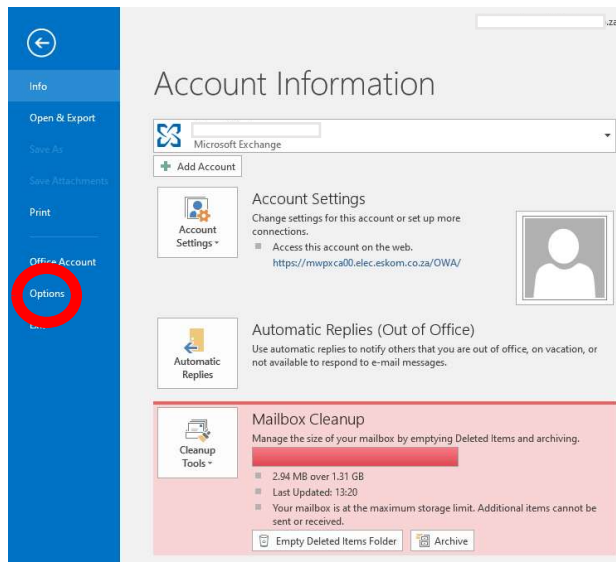# How to Adjust Outlook 2016's AutoArchive Settings
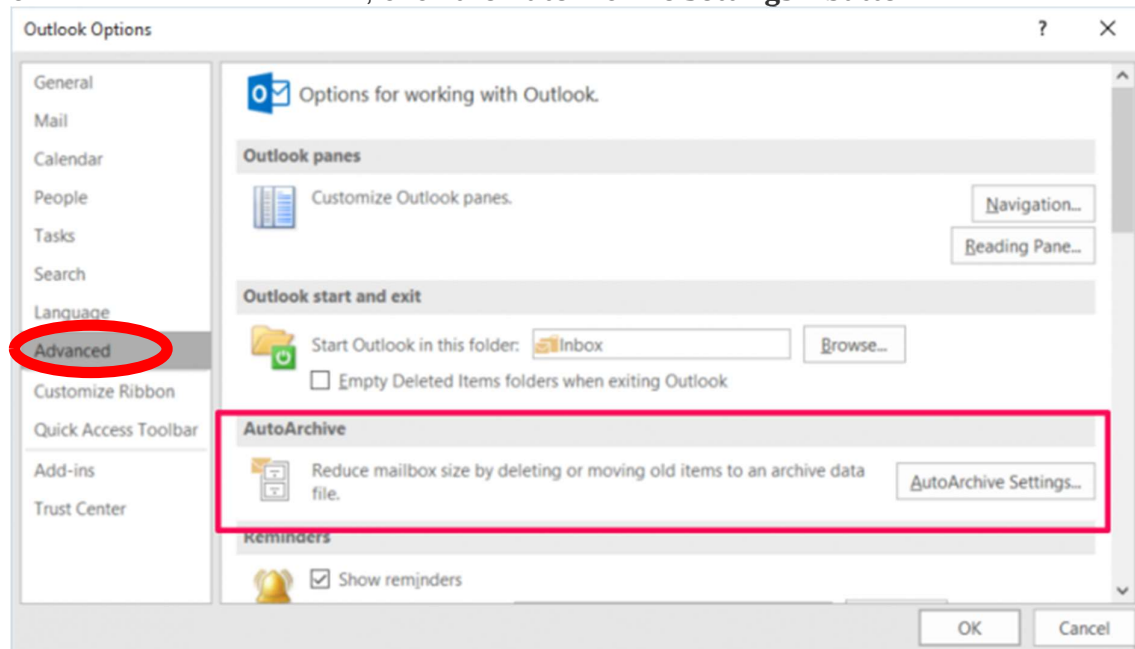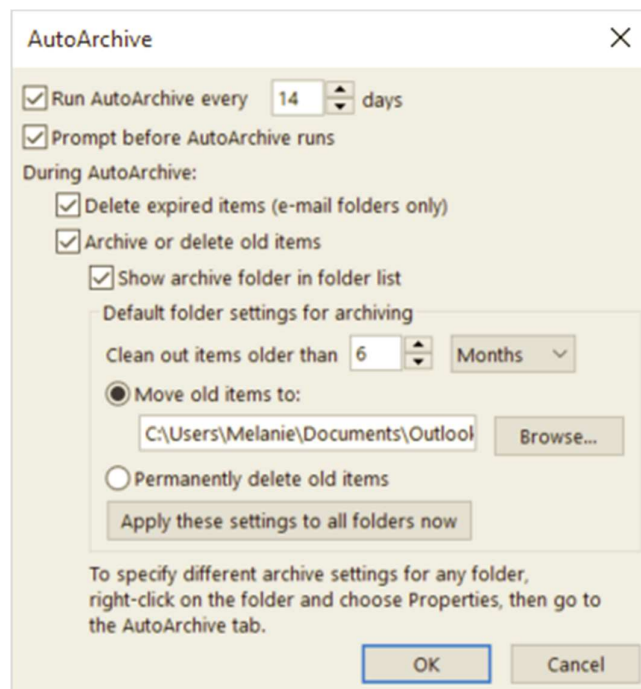
1. Go to File

2. Go to Options

3. In the Advanced section, **click the AutoArchive Settings... button.**

3. **Choose the AutoArchive options** you want or don't want. Here you'll be able to turn off AutoArchive (uncheck the box next to "Run AutoArchive every [X] days") or change its frequency, determine how old items have to be before they're archived, and set old items to be deleted instead of moved to an archive .pst file.
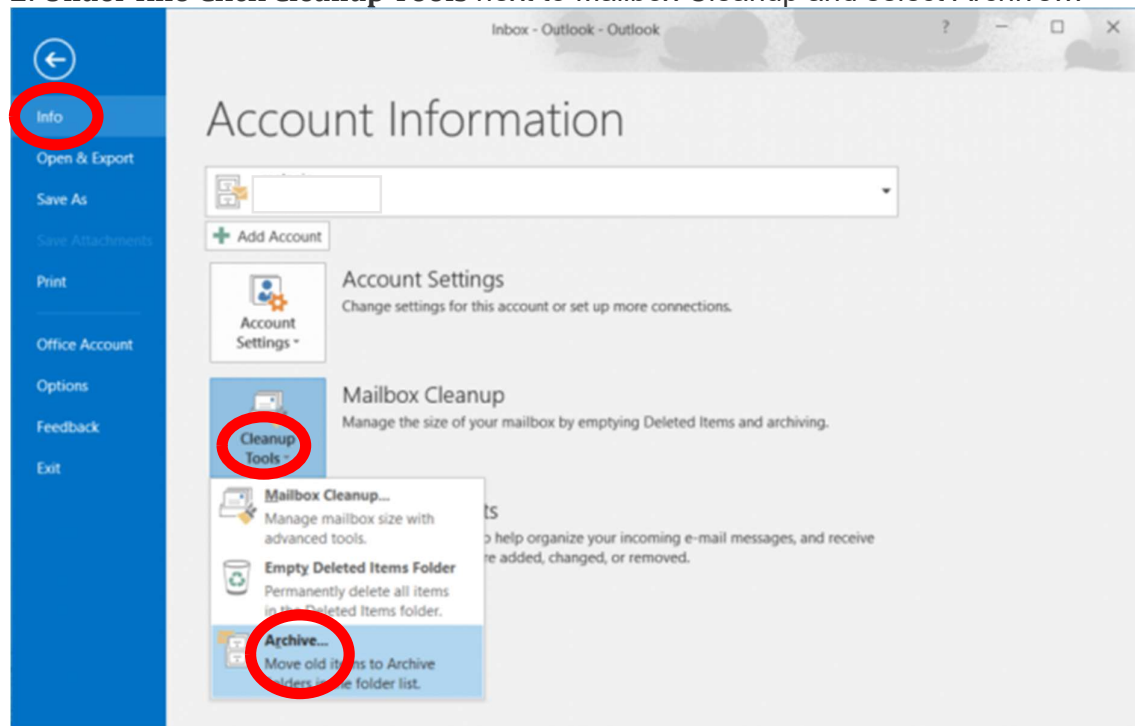

4. **Click OK** to save your changes.

# How to Manually Archive Email in Outlook 2016

1. **Go to File**
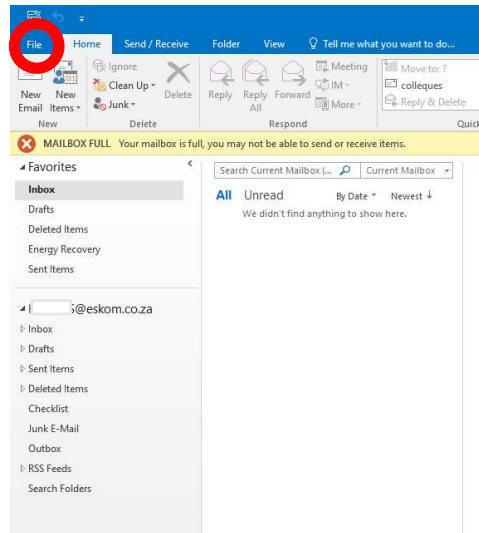
## 2. **Under Info Click Cleanup Tools** next to Mailbox Cleanup and select Archive…

3. **Choose the folder** you want to archive. Outlook will save that folder and all the subfolders beneath it. If you choose "your email Address" (the highest level folder), all of the items in Outlook will be moved to a new data file. **Select your archive options**, such as item date. You can change how old emails (or other items) have to be before they get archived and also choose or create a different .pst file.
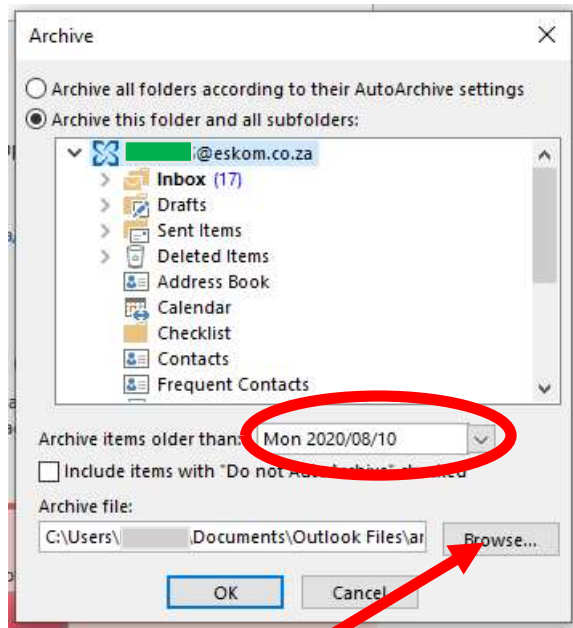
4. **Select browse** to choose the correct archive/.pst file you want to archive to,(Usually sitting under your profile: C:\Users\Username\Documents\Outlook Files) **and Click OK**
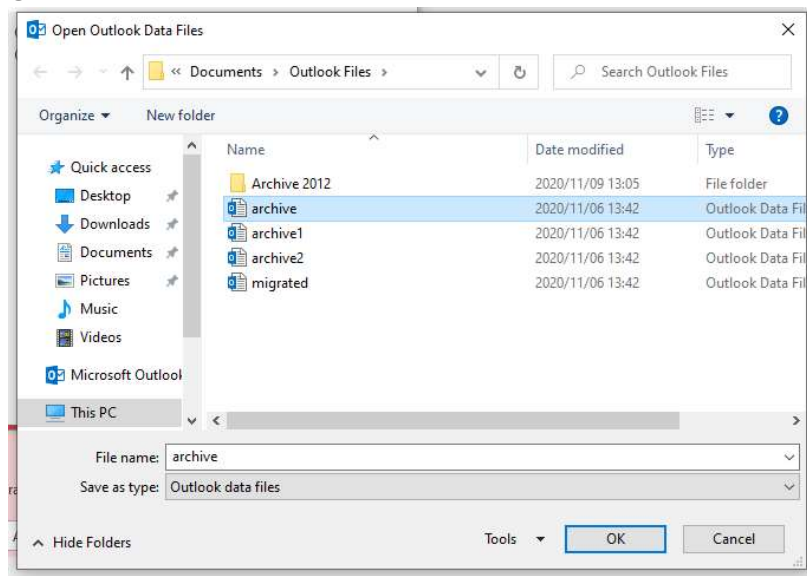
5. **Click OK** and Outlook will start archiving your mail and other items, depending on the folder you selected.
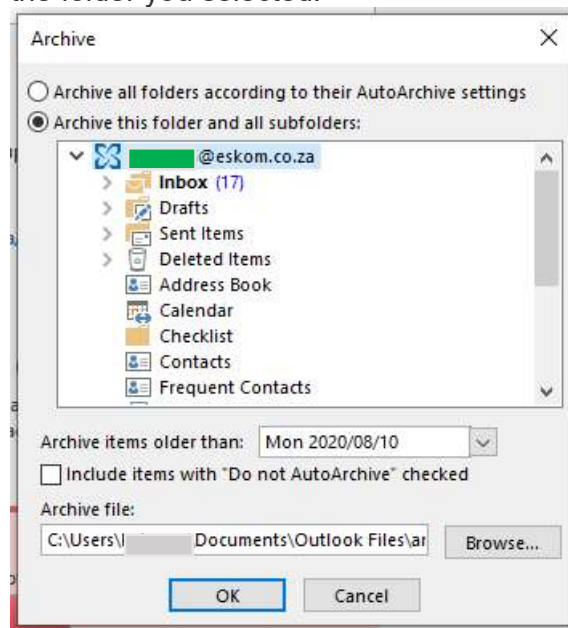
You can archive mail in Outlook whenever you want and move the archive .pst file to a different drive to save space. When you want to access those old emails again, just open the .pst file.