

How to Archive Emails in Outlook

Method 1: Manual Archiving

1. **Open Outlook:** Launch Microsoft Outlook on your computer.
2. **Select the Emails to Archive:**
 - Navigate to the folder (e.g., Inbox) that contains the emails you want to archive.
 - You can select multiple emails by holding down the **Ctrl** key while clicking on each email, or you can select a range by clicking the first email, holding down the **Shift** key, and clicking the last email in the range.
3. **Archive the Selected Emails:**
 - Right-click on the selected emails and choose **Archive** from the context menu.
 - Alternatively, you can go to the **Home** tab on the ribbon, and click on **Archive** in the **Delete** group.
4. **Check the Archive Folder:**
 - Your archived emails will be moved to the Archive folder, which you can find in the folder pane on the left side of the Outlook window.

Method 2: AutoArchive Feature

Outlook also has an AutoArchive feature that automatically moves older items to an archive file. Here's how to enable it:

1. **Open Outlook** and go to the **File** tab.
2. **Choose Options:**
 - Click on **Options**.
 - In the Outlook Options window, select **Advanced**.
3. **AutoArchive Settings:**
 - Click on **AutoArchive Settings**.
 - Here, you can set how often you want AutoArchive to run, how old items should be before they are archived, and where the archive file should be stored.
4. **Configure Additional Options:**
 - You can choose to delete old items instead of archiving them, and you can also specify whether to archive specific folders.
5. **Click OK** to save your settings.

Method 3: Manually Create an Archive File

If you want to create a personal archive file (.pst) for your emails:

1. **Open Outlook** and go to the **File** tab.

2. **Select Open & Export:**

- Click on **Open & Export** and then choose **Import/Export**.

3. **Export to a File:**

- In the Import and Export Wizard, choose **Export to a file** and click **Next**.

4. **Select Outlook Data File (.pst):**

- Choose **Outlook Data File (.pst)** and click **Next**.

5. **Select the Folder:**

- Choose the folder you want to archive (like Inbox) and click **Next**.

6. **Choose the Destination:**

- Select where you want to save the archive file and give it a name. Click **Finish**.

Additional Tips

- **Accessing Archived Emails:** To access your archived emails, you can open the archive file (.pst) in Outlook by going to **File > Open & Export > Open Outlook Data File**.
- **Keep Your Archive Organized:** Regularly archive your emails to keep your inbox manageable. You can also create subfolders in your archive for better organization.