

DO YOU KNOW

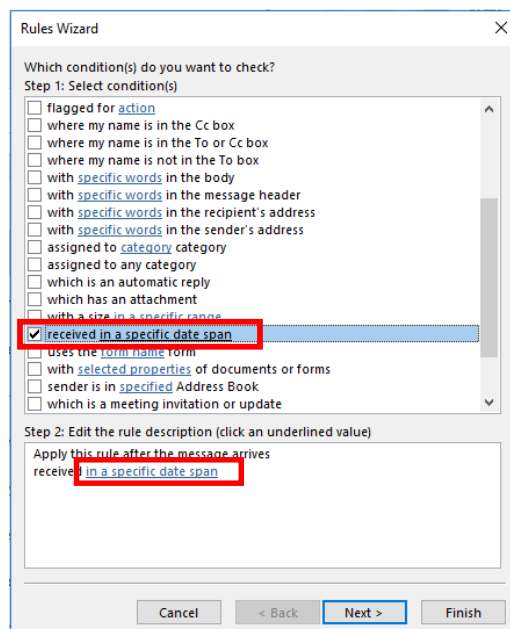
How to Archive older mails?

Description:

Your Outlook mailbox is only so big, and it's a good bet that you won't stop getting email anytime soon. To keep it from filling up, you can move old items you want to keep to an archive, a separate Outlook Data File (.pst) that you can open from Outlook any time you need it.

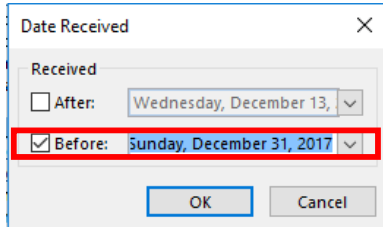
Create a Rule

1. Open the **Rules Wizard** and click **New Rule**
2. Choose Apply Rule on **Messages I Receive** (at the bottom of the dialog).
3. Choose the "**received in a specific date span**" condition.

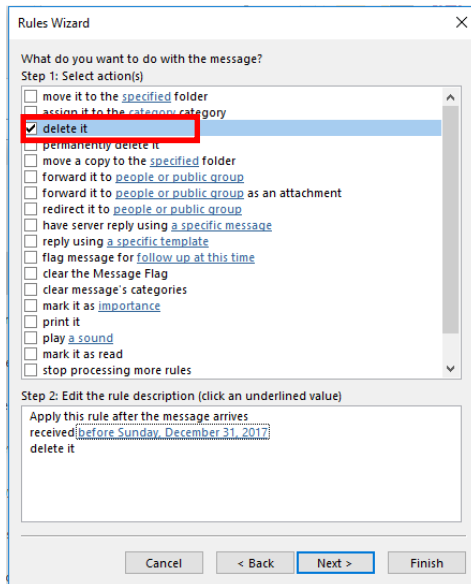


4. Click on "**in a specific date span**" to open the date selector.

5. Choose **Before** and set the date to **Dec 31 2017**. Click **OK**, then **Next**.



6. Choose **Delete** it as the Action.



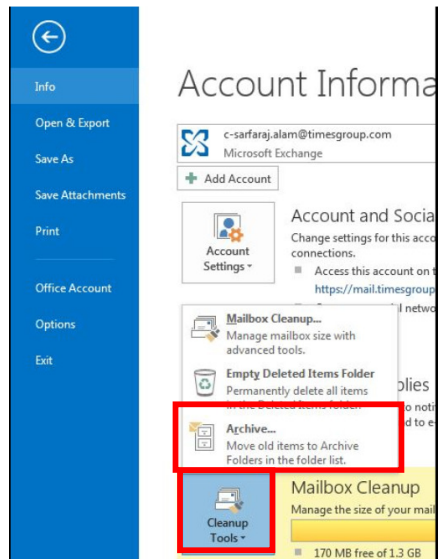
7. Complete the rule and save it.

When you re-download existing messages, the messages older than this date will be deleted.

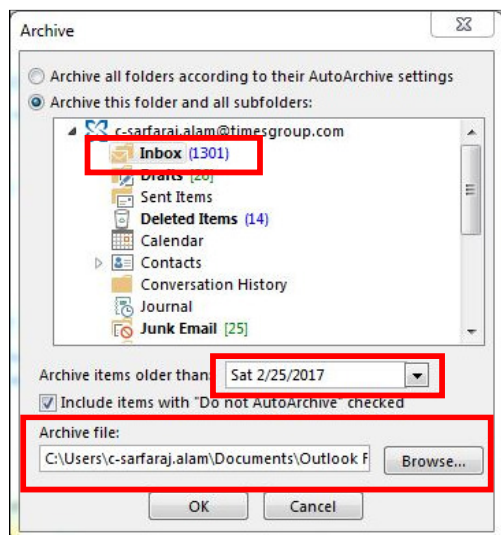
Archive Older Messages

The better solution is using Archive to move old messages to a new pst file. This will preserve your rules, custom views, and search folders as well as retain your folder structure.

1. To run Archive manually, go to **File, Clean Up Tools**, and select **Archive**



2. Choose **Archive this folder and all subfolders**.
3. Select the **root folder** of your mailbox.



4. Select the **archive date**.
5. Click **Browse**, then type **2017** in the file name field. Outlook will create the pst if it doesn't exist.
6. Click **OK** to start archiving older mail.

THANK YOU

