GSD. Outlook - Manually Archive Emails in a Microsoft Outlook Inbox

General Information:

Possible symptoms/errors:

User wants to know how to Manually Archive Emails in a Microsoft Outlook Inbox

Alternative names of the system:

n/a

IMPORTANT NOTICE:

AutoArchive feature is not enabled within Fresenius.

Solution:

Archiving an email helps user save the messages they might need without deleting them. This article shows how to manually move emails in user's Inbox to the Archive folder in Microsoft Outlook.

Outlook ApplicationOutlook Web App (OWA)

Details:

A. Outlook Application

Advise user to select the email in their inbox that they want to archive.

User must click the Archive button under the Home tab.

To view archived emails, inform user to click on the Archive folder. The archive folder is accessible through the left-hand menu underneath the Deleted Items folder.

B. Outlook Web App (OWA)

Advise user to open Outlook Web App.

User can go to Office 365 Online Portal then click on the Outlook icon.

User must select the email in their inbox that they want to archive.

Inform user to click the Archive button located along the top menu bar of their inbox.

To view archived emails, user must click on the Archive folder on the left side of their inbox.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/ASubcategory: N/A

Important Links:

Office 365 Online Portal:https://portal.office.com/