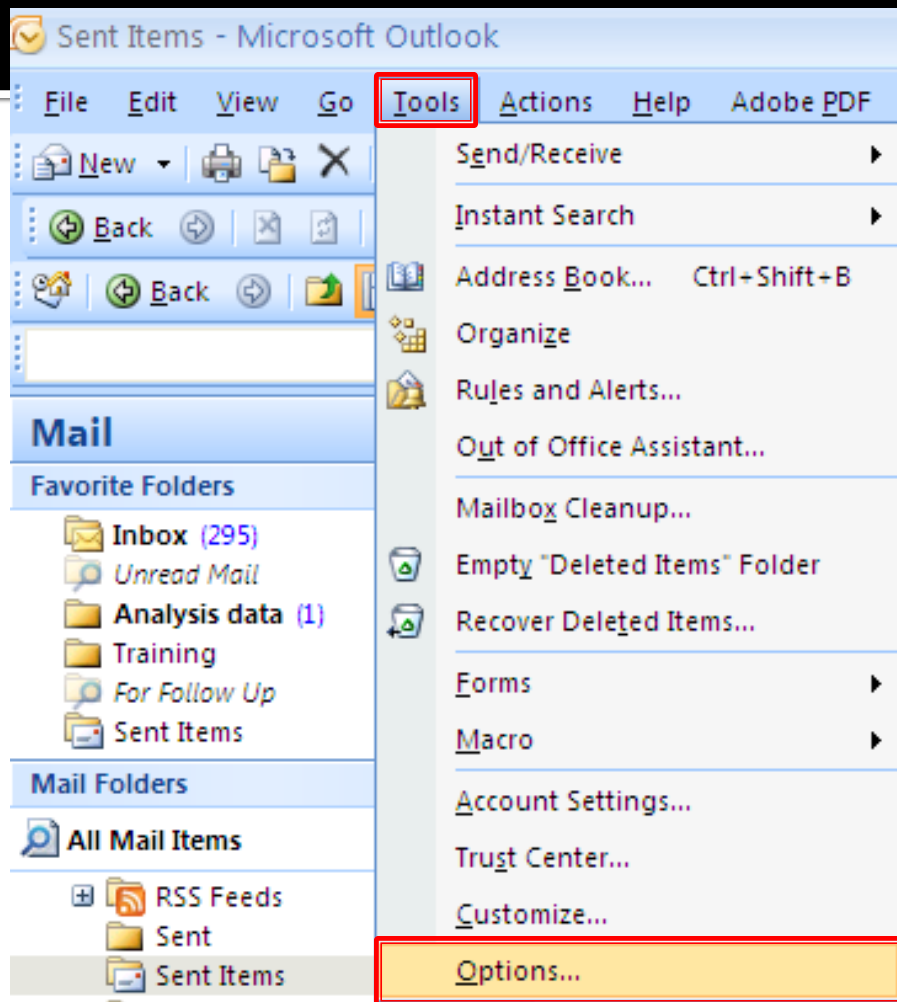
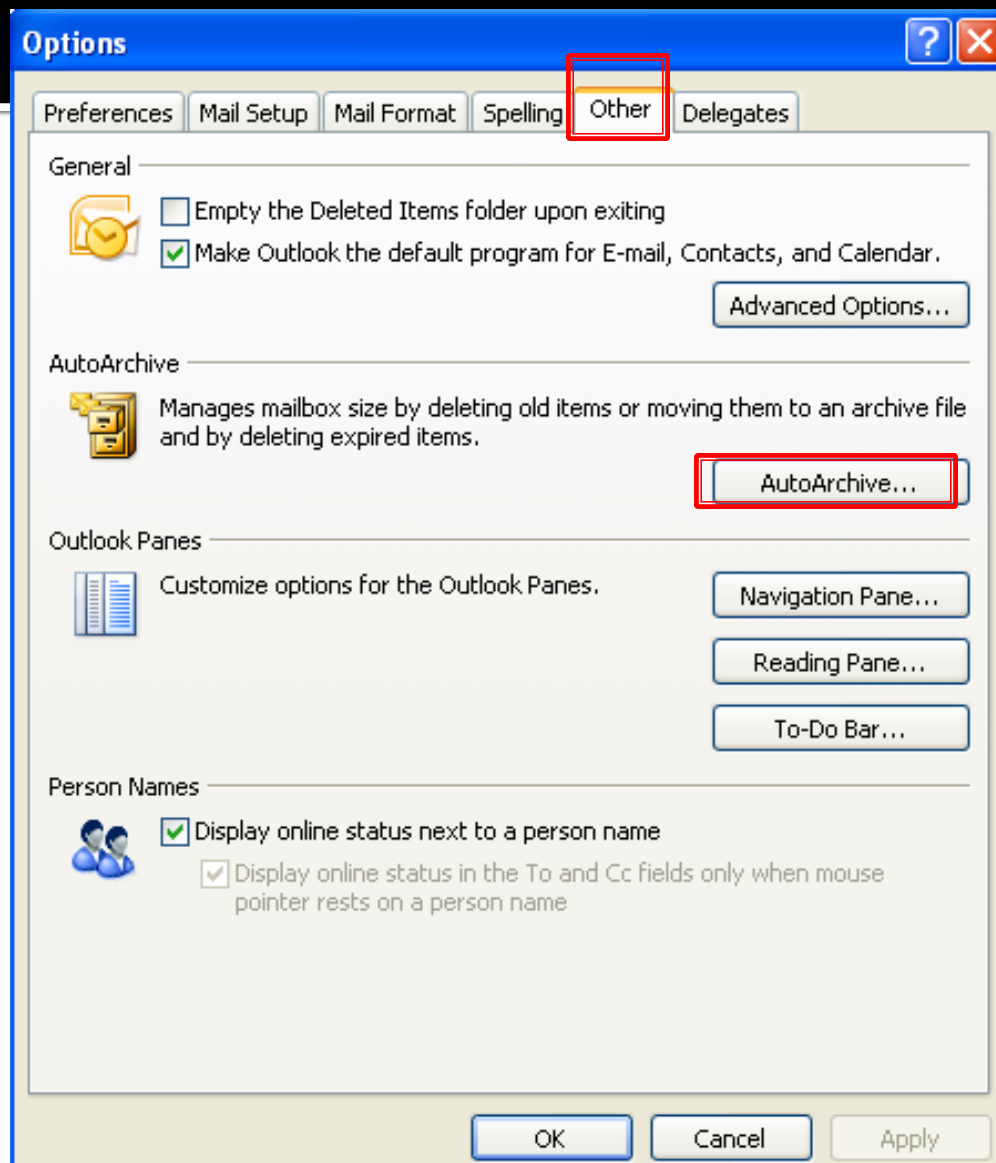


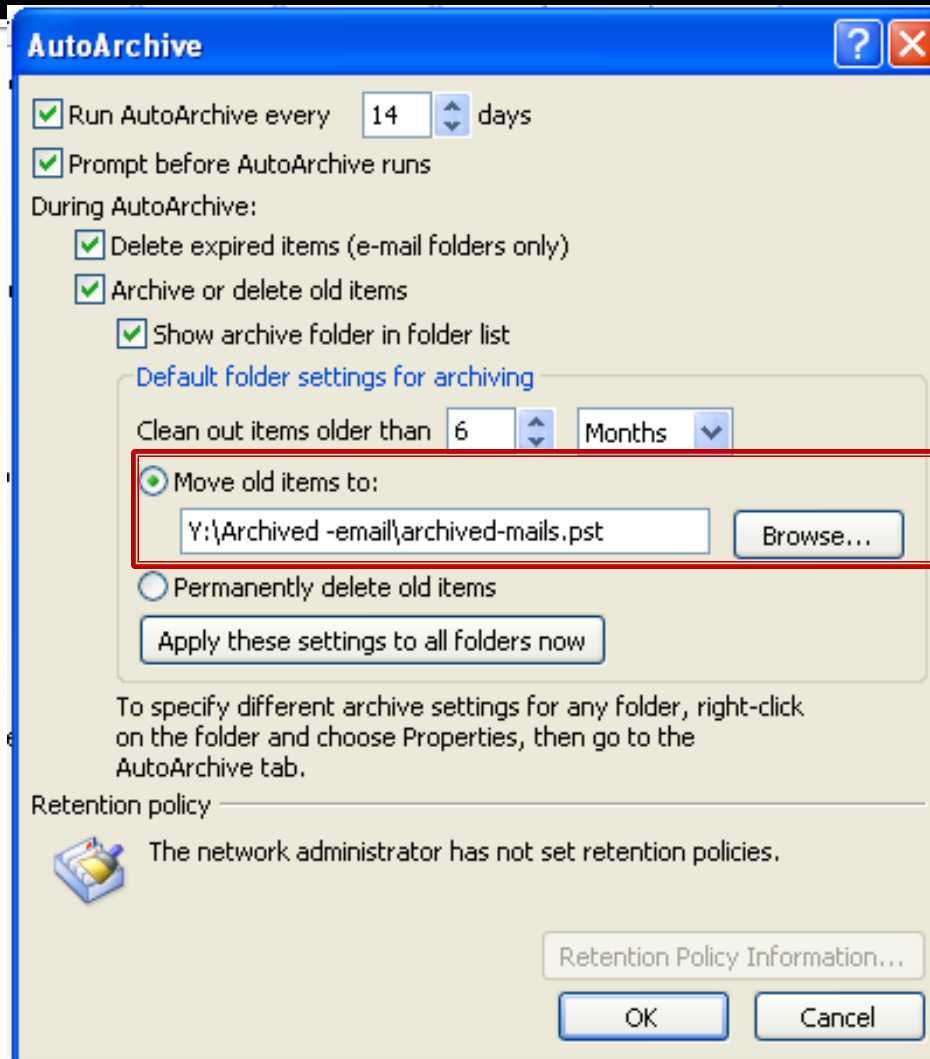
Open your Outlook Application > Tools >Options



Click on Others (tab) > AutoArchive (tab)

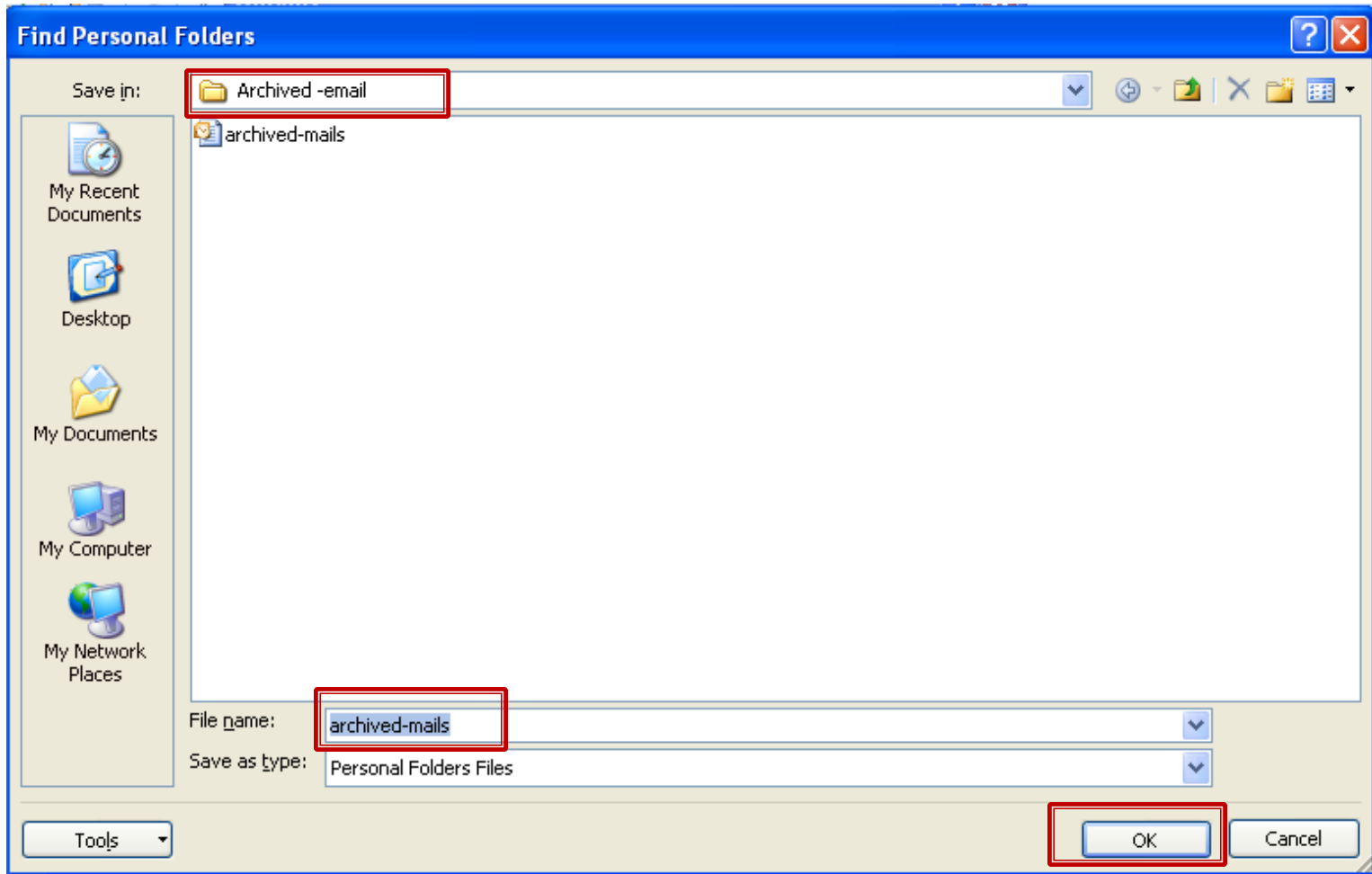


Set your preferences as you would like to manage. The image below is my setup. I recommend to Move old items to: your External USB drive or Y drive

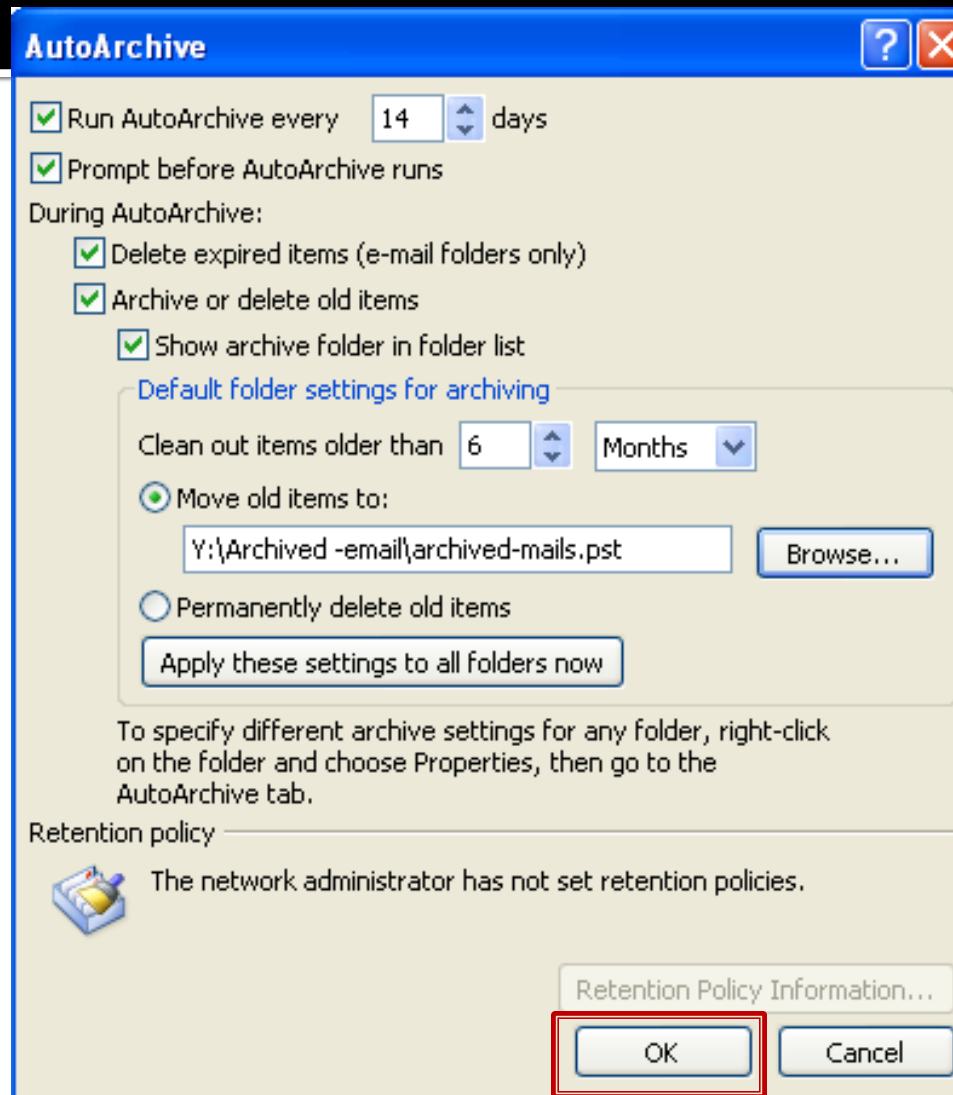


Click on **Browse** (tab)

Create and name a new folder e.g. Archived-email > provide a File name > OK



You are back to the AutoArchive window > click OK



Click OK one more time to close the Options window

