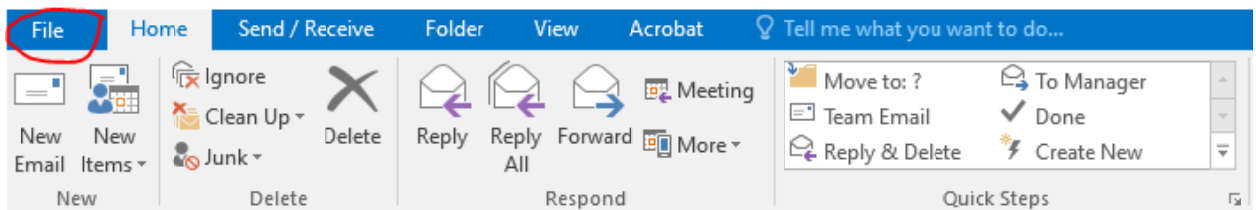


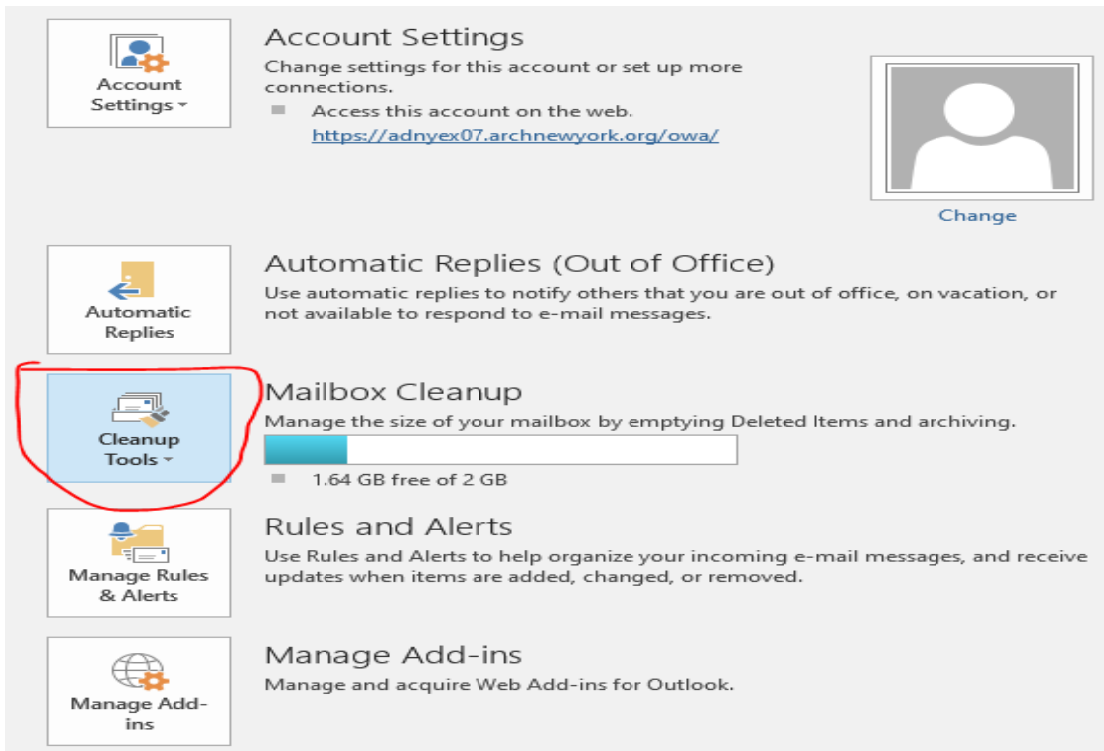
Archiving Your Email on Outlook 2016

- If you receive a notification in Outlook stating you are running low on mailbox space, it is time to archive.
- Please note, if you are using webmail to view, write, and send emails, you cannot archive emails. There will be separate instructions on what to do on the webmail platform.
- Please see the instructions for archiving email on Outlook 2016.



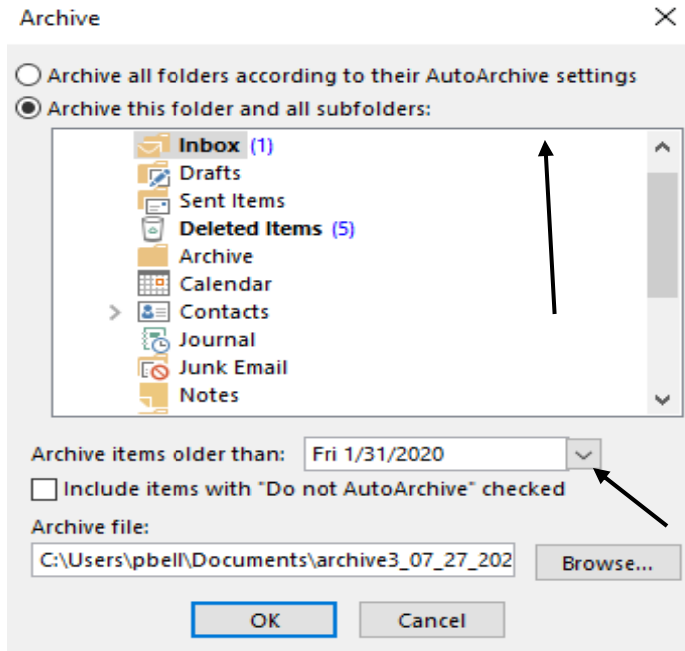
1.

Click on the “File” tab in Outlook.

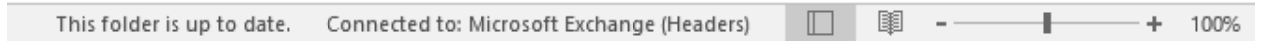


2.

Click on the ‘Cleanup’ button. A drop down menu will appear. Select the option for “Archive” (this area will show you the current volume of your mailbox).



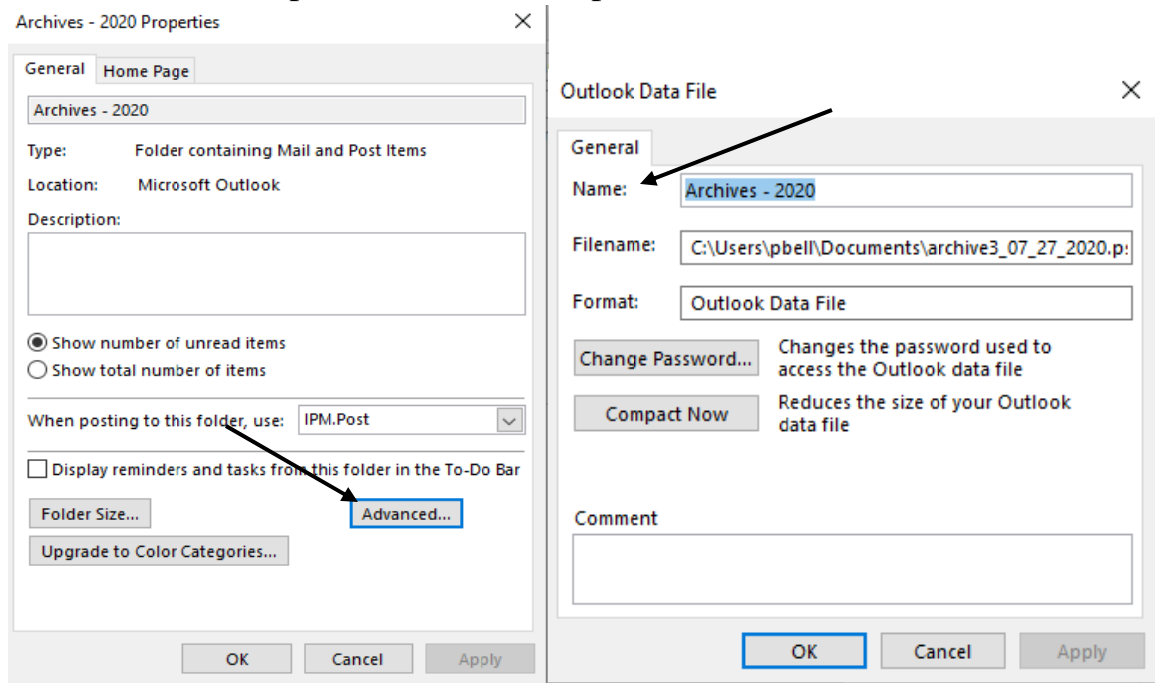
3. A new window will appear to setup archiving. In the window listing the components of your mailbox, you will see your email address. Select your email address. Select the time frame for the area labeled “Archive Items Older than”. Your archive will be created and stored on the machine you performed the archive on (if you performed it on a desktop, it will stay on that particular desktop. The archive can only be access on the device you performed the archive on).

4.  At the lower right hand of the Outlook screen, an archiving status will be displayed. It will let you know what folders it is currently archiving (the photo above does not display this but it appears when archiving is being performed).



- 5.

After archiving is completed, you can name the newly created archive folder. On the left hand side of Outlook, right click on the new archive folder. Select the option “Data File Properties”.



6. A new window will appear. Select the button labeled “Advanced”. Another window will appear. The section named “Name” you can type in whatever name you want for the folder.



7. If you still need to free up space, you can manually drag and drops emails into an archive folder. Select the “Attachment” icon to organize your emails by attachments (emails with attachments typically takes up more space in your mailbox).
8. Select on an email. Hold down the “Shift” key and click on the up and down arrow keys to select more than one emails. When you select the amount of emails you want to move, click and drag the group of emails to the appropriate achieve that you want.
 - After you have completed these steps, please give Outlook a few minutes to update the current space of your mailbox.
 - If you need additional assistance with archiving, please send us a ticket at dsc@archny.org to schedule a time to work with a technician.