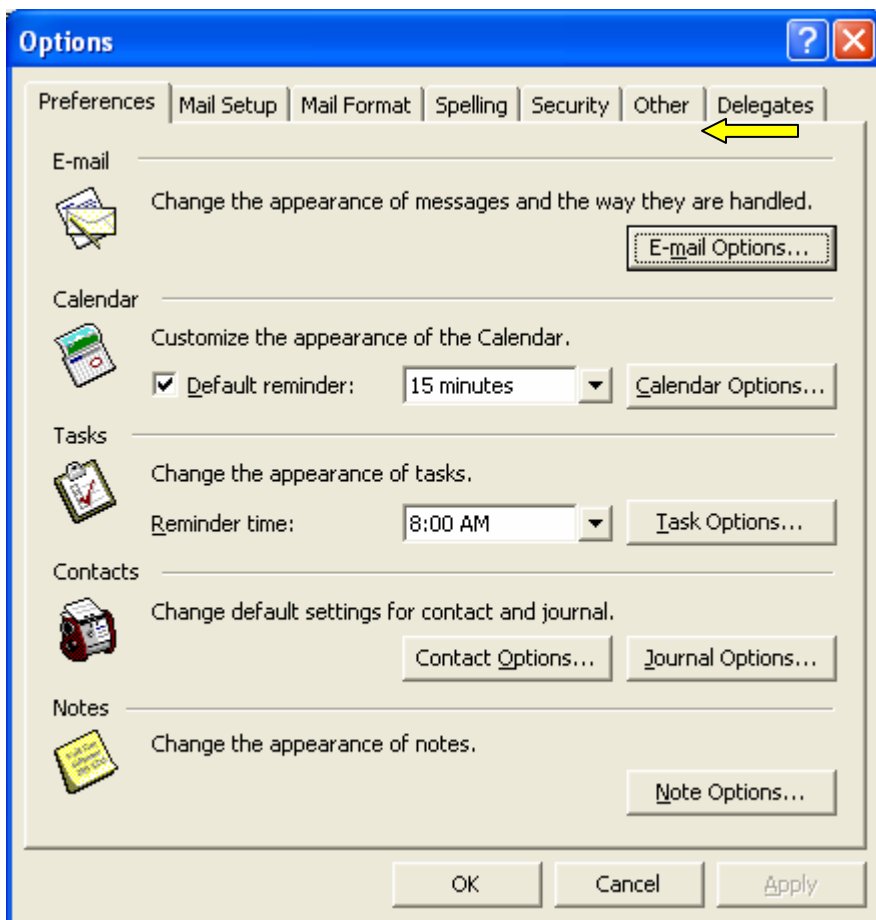


AutoArchiving Folders in Outlook
11/29/2005
Difficulty: Easy

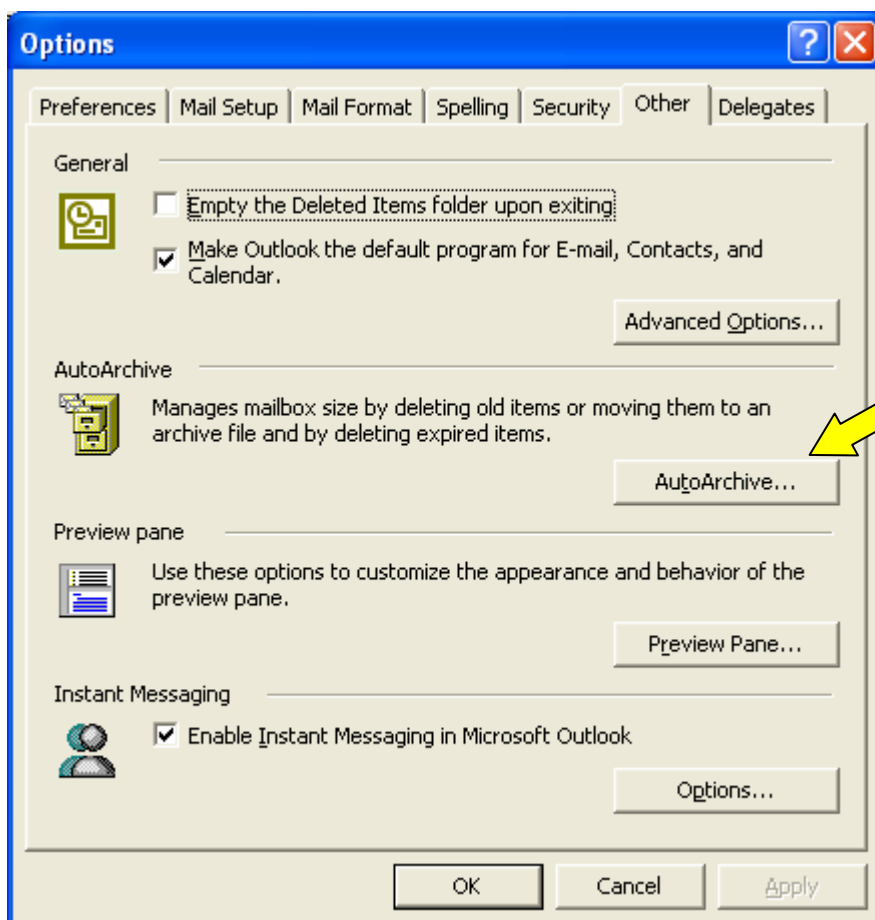
To AutoArchive your mail in outlook, follow these steps.

1. In Outlook, Click “Tools” then “Options”
2. In the Options box, click the “Other” Tab (see picture)



3. In the “Other” tab, you will see the “AutoArchive” options. (see picture on next page)

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4. Click the AutoArchive button.
5. The next screen will give you the AutoArchive options.

(See picture on next page)

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6. Click the checkbox to enable the AutoArchive (arrow 1).
7. Change the location of the Archive Folder. Create the new Archive folder on your J: drive (arrow 2).
8. Click the button “Apply these settings to all folders now” (arrow 3).
9. Click OK.

