# Archive Outlook Items

In Outlook, archiving is a way of backing up items such as e-mail messages, appointments, contacts, tasks, journal entries, notes, posted items, and documents. Auto Archive is used to backup items automatically at specified intervals. However, there may be times when you don't want to be bothered with this feature and just want to archive an individual folder manually. When folders in Outlook are archived, you will still have access to the folder. The archived folder will be stored in the Folder List under a folder named Archive on your local machine. These folders will be displayed in the Outlook Client, but not in Outlook Web Access. To archive folders in Outlook, complete the following process:

✞ Click the **File Tab**.
✞ On the **Info** tab, click the **Cleanup Tools** button.
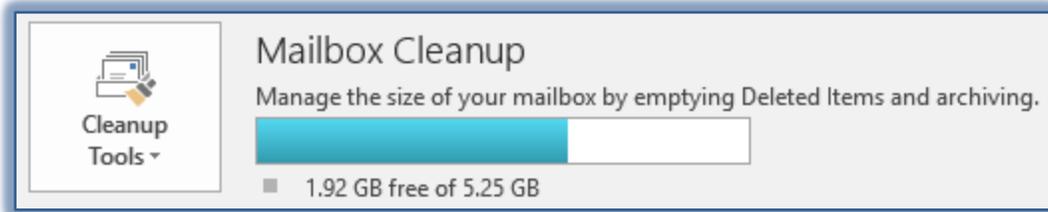
✞ Click the **Archive** link.
✞ The **Archive** dialog box will appear.
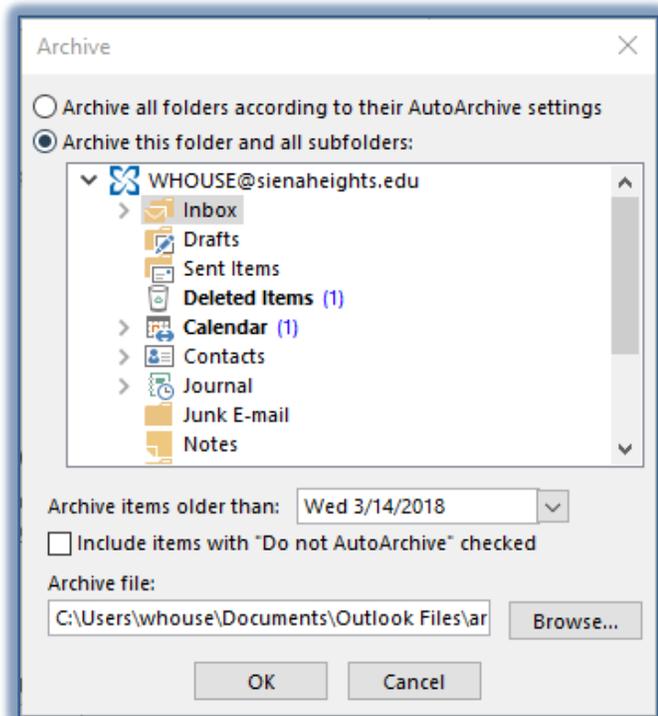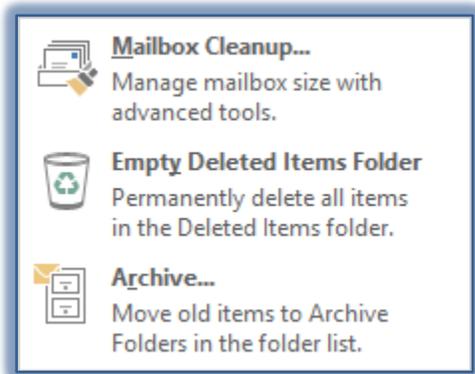
✞ Click the **Archive this folder and all subfolders** option button.
✞ With this option, the selected folder and all the subfolders that were created under this folder will be archived.
✞ Click the **Archive items older than** list arrow and then choose a date.
✞ Click the check box for **Include items with "Do not Auto Archive" checked.**
✞ To archive to a file other than the default archive.pst:
  ▫ Click **Browse** under the **Archive file** option.

▣ The **Open Personal Folders** dialog box will appear.
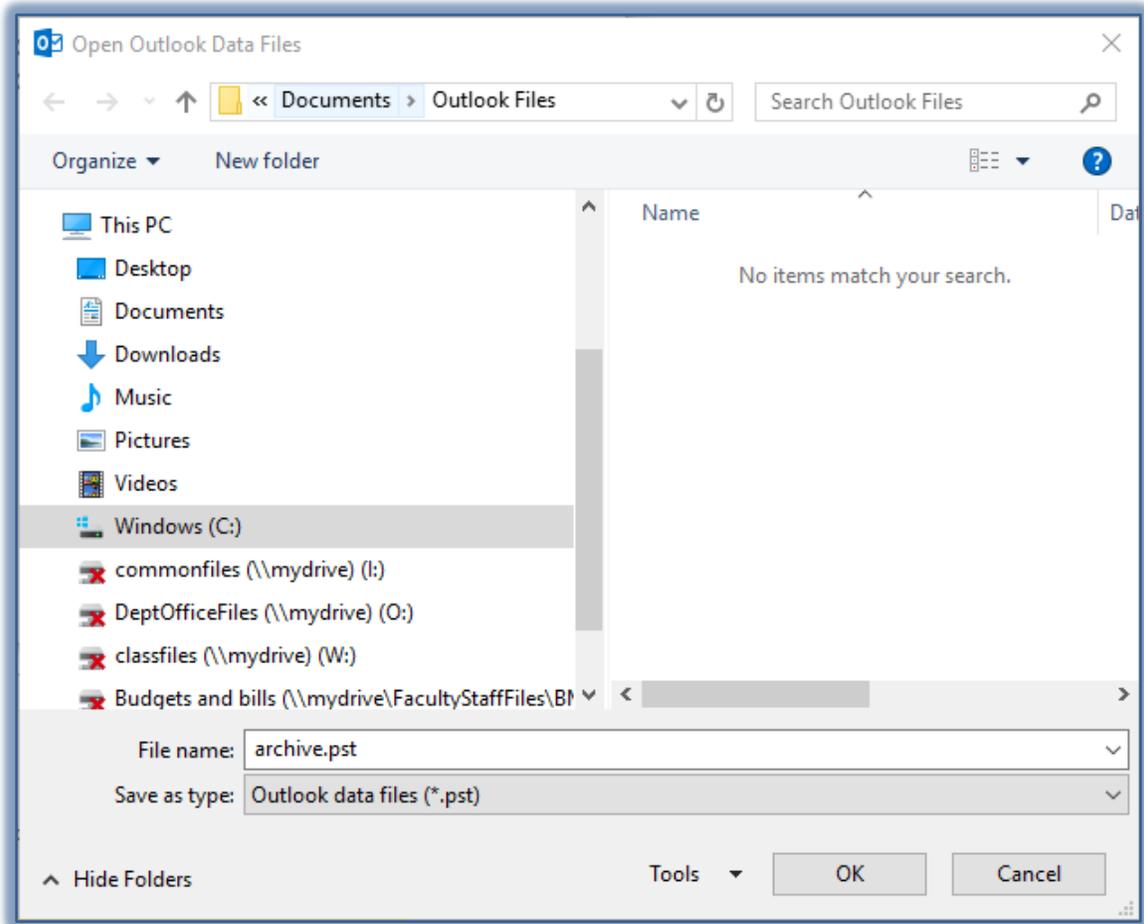
▣ In the **File Name** box, input a new name for the file, such as archive (date).pst.
▣ To create a new folder to store the file in, click the **New Folder** button on the toolbar.
▣ Input a name for the new folder, such as **Archive (date)**.
▣ The new folder name should appear in the **Save in** box.
▣ **Archive.pst,** or the name of the folder that was created, will appear in the **File Name** box.
▣ Click the **OK** button to return to the **Archive** dialog box.
✠ In the **Archive** dialog box, click the **OK** button.
✠ A new **Archive Folder** will appear in the **File List**.

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