This tutorial will teach you how to set up Outlook’s AutoArchive feature. It is turned on by default and we highly recommend it stays enabled. By keeping the feature enabled, your emails will be saved onto your computer and taken off of the server. This allows you to have a clean inbox without losing any of your important emails.

### Changing AutoArchive settings in Office 2010

1. Go to File->Options->Advanced
2. Click AutoArchive settings
3. Here you can change how often AutoArchive runs, where it saves your emails to, and how old the emails have to be for them to be archived.
4. If you want AutoArchive to archive items in folders other than your inbox as well, click “Apply these settings to all folders now” and click OK. If you want AutoArchive to only archive your inbox, click OK to finish.
5. In order to get AutoArchiving to work on custom folders you have created, click “Apply these settings to all folders now.” You will have to click this button again if you create any new custom folders.
Changing AutoArchive settings in Office 2007

1. Go to Tools-> Options-> “Other” tab
2. Click AutoArchive
3. Here you can change how often AutoArchive runs, where it saves your emails to, and how old the emails have to be for them to be archived.
4. If you want AutoArchive to archive items in folders other than your inbox as well, click “Apply these settings to all folders now” and click OK. If you want AutoArchive to only archive your inbox, click OK to finish.
5. In order to get AutoArchiving to work on custom folders you have created, click "Apply these settings to all folders now." You will have to click this button again if you create any new custom folders.