

# Outlook – How to Archive Your Email

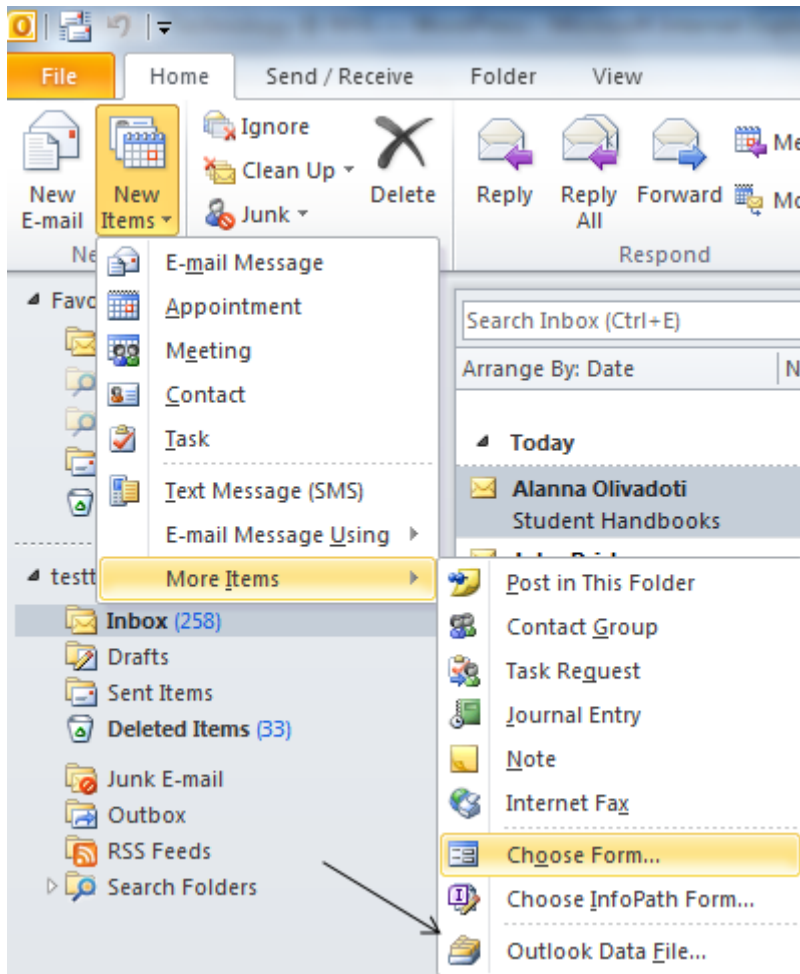
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Archiving email is an effective way of managing the size and organization of your Outlook inbox. Archiving changes where the emails are stored: from the mail server to your H: drive. *You should archive email that you believe is important but not pertinent to your day to day email activity.* Below are a list of steps to follow in order to appropriately archive your old email.

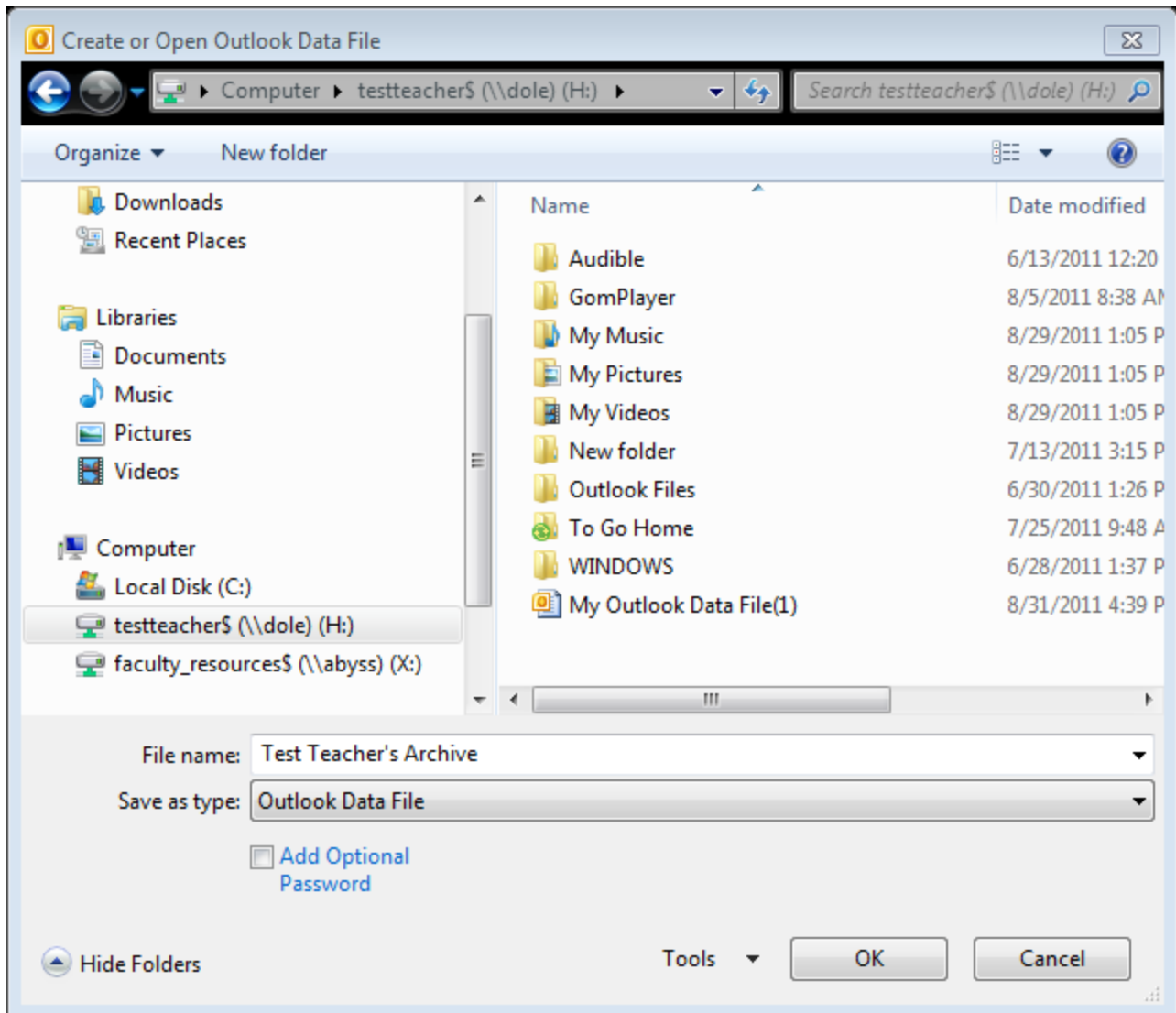
1) First open “Microsoft Outlook”.



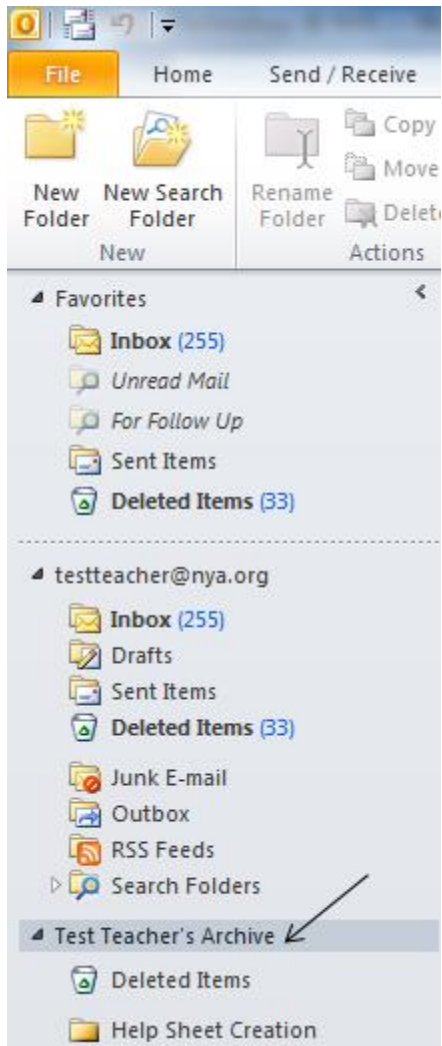
2) Next, we'll create an archive folder for your old emails. First, Click “New Item” in the top left. Then navigate to “More Items” followed by “Outlook Data File” (See picture below).



3) Next you'll be prompted by a screen titled "Create or Open Outlook Data File". This step is **very important**. Make sure that you are creating your archive file in your **H: drive**. (see image below for reference). Label your archive something easy to recognize such as "[Your Name]'s archive".



4) Now you should see a separate heading in the left-hand bar of Outlook carrying the title you just created. You can drag individual emails or entire folders into this heading.



The archive effectively looks like another folder but it is keeping your old emails in a dedicated and safe location for long term storage.