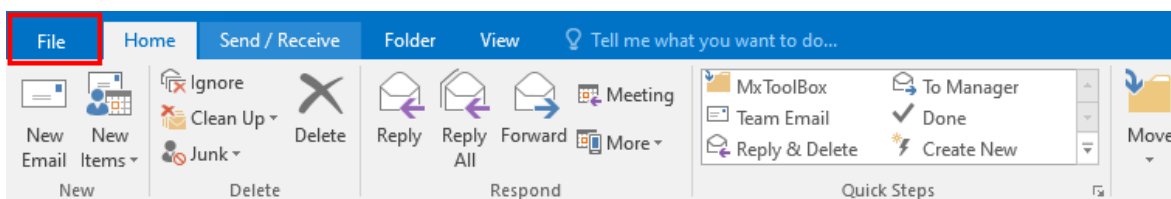


Instruction	How to archive Email in Outlook
Apply to	Outlook users
Written by	Mutha Waitayawongsakul (mutha.w@lagunaphuket.com)
Created date	14 Jan 2022
Last update	14 Jan 2022

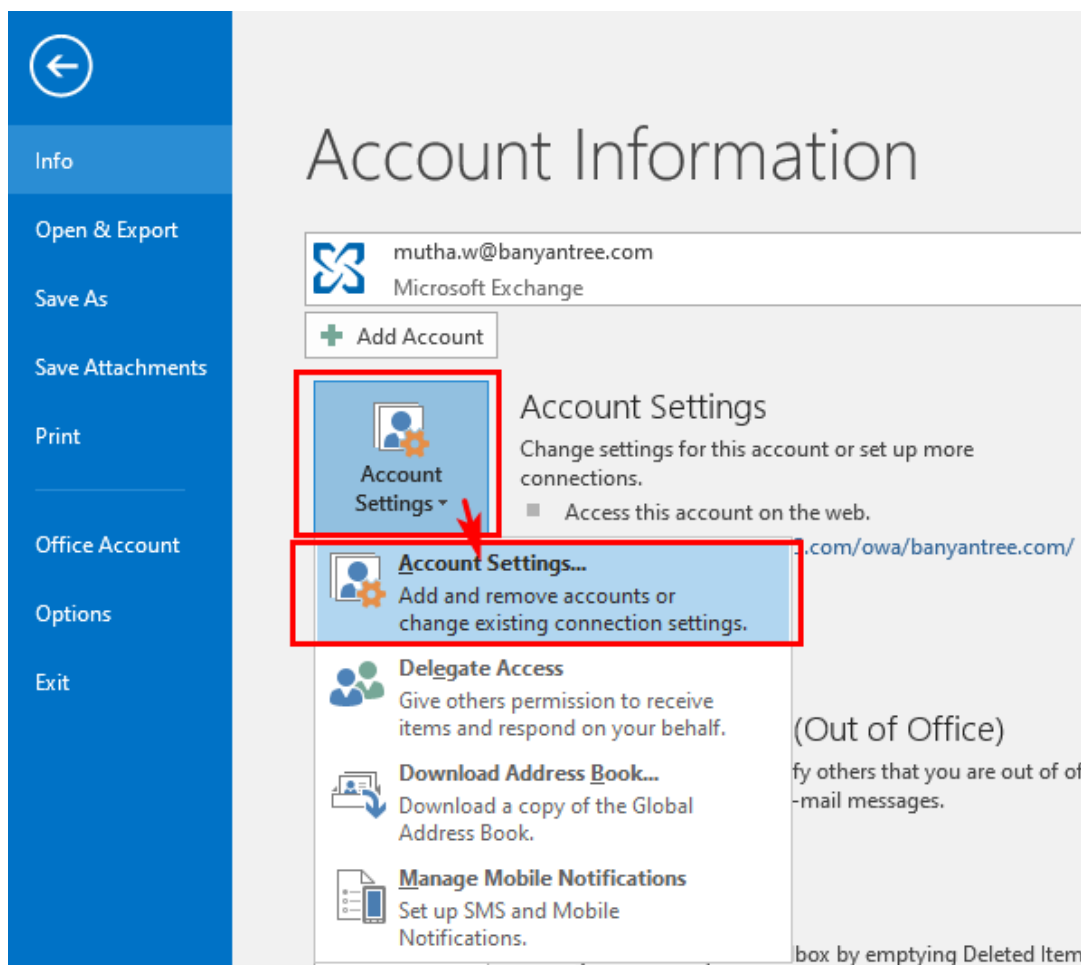
Apply to Outlook 2013-2019

Part 1 Create new Data Files

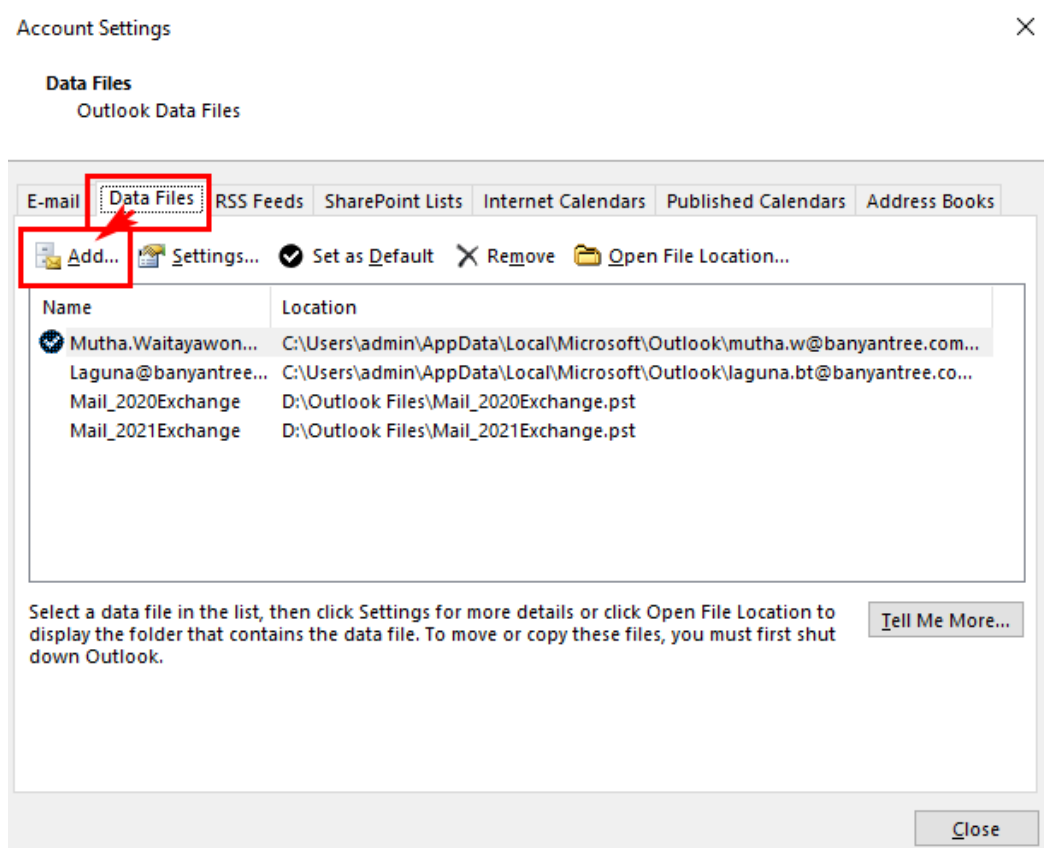
1. Click menu “File”.



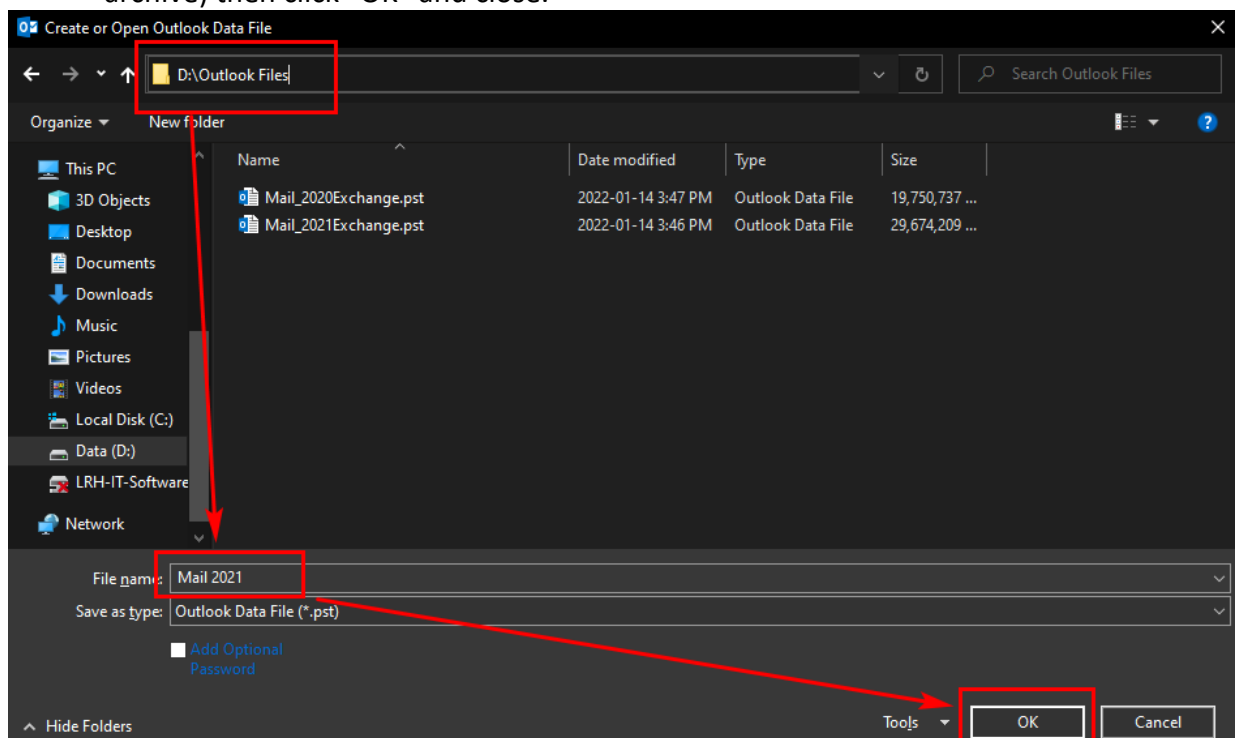
2. Click menu “Account Settings” and choose “Account Settings”.



3. Click "Data Files" and click "Add" to create data file.

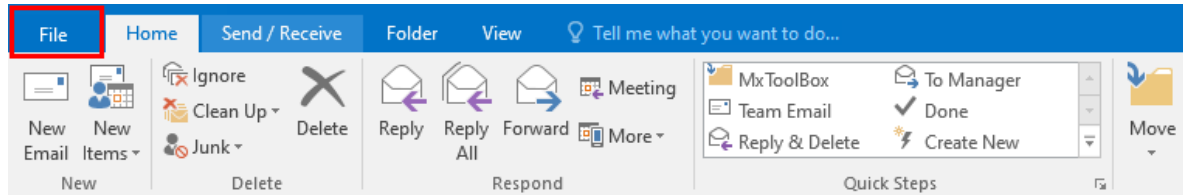


4. Create Data Files in "D:\Outlook Files" and File name to "Mail 2021" (or the year of archive) then click "OK" and close.

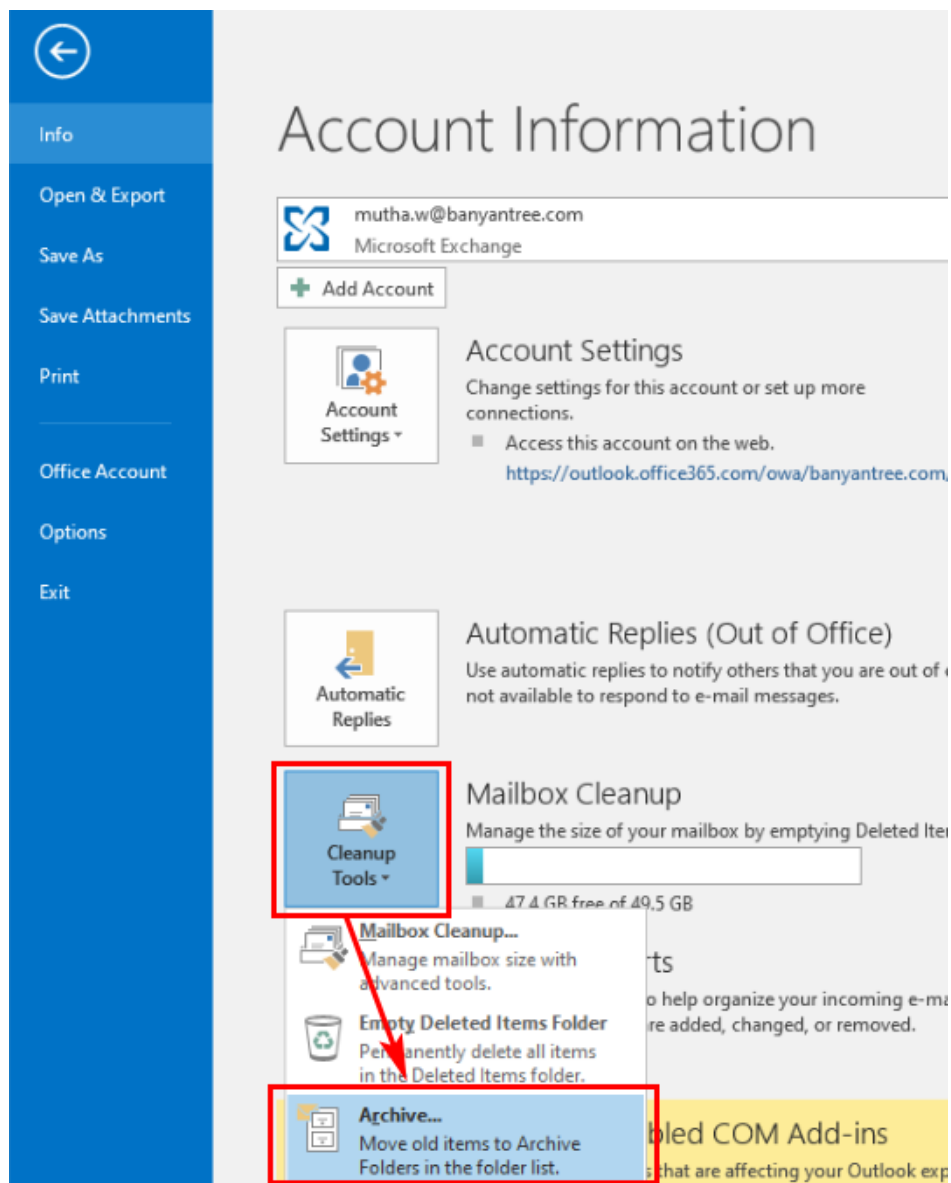


Part 2 Archive old email to Data Files

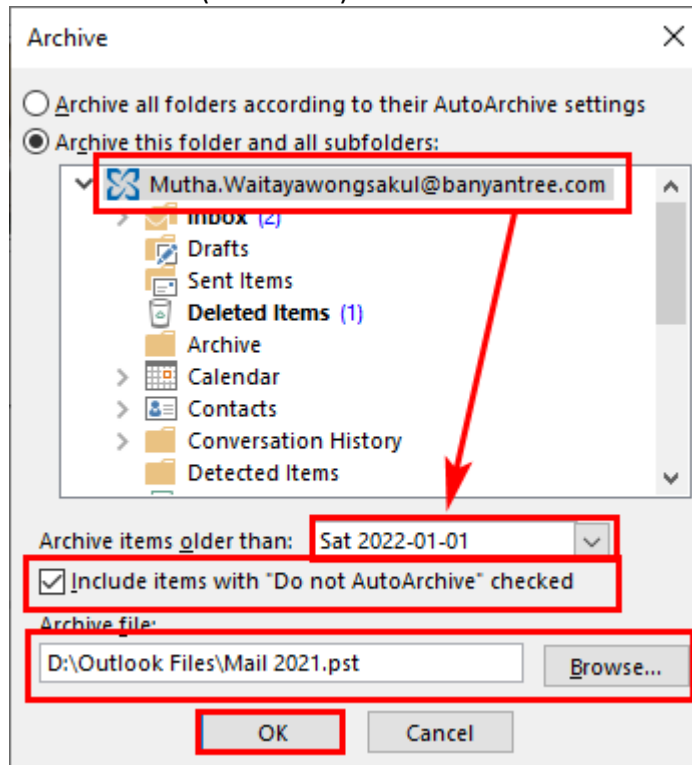
1. Click menu "File".



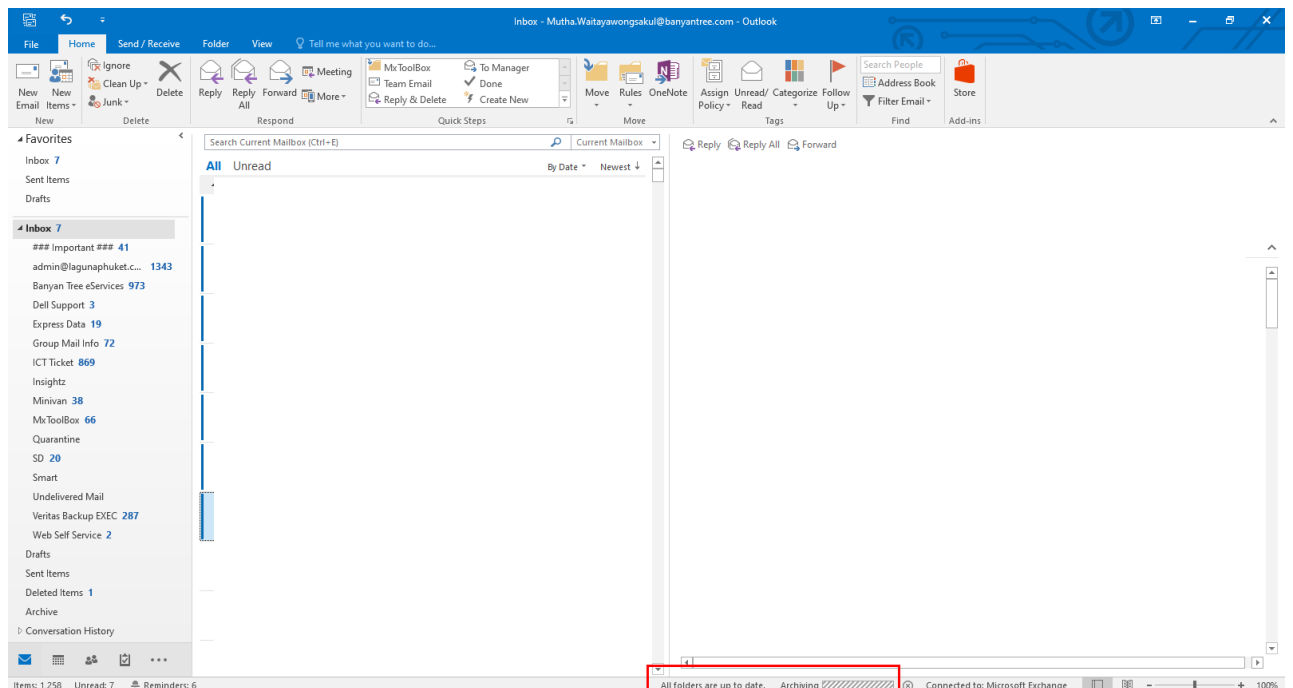
2. Click "Cleanup Tools" and click "Archive".



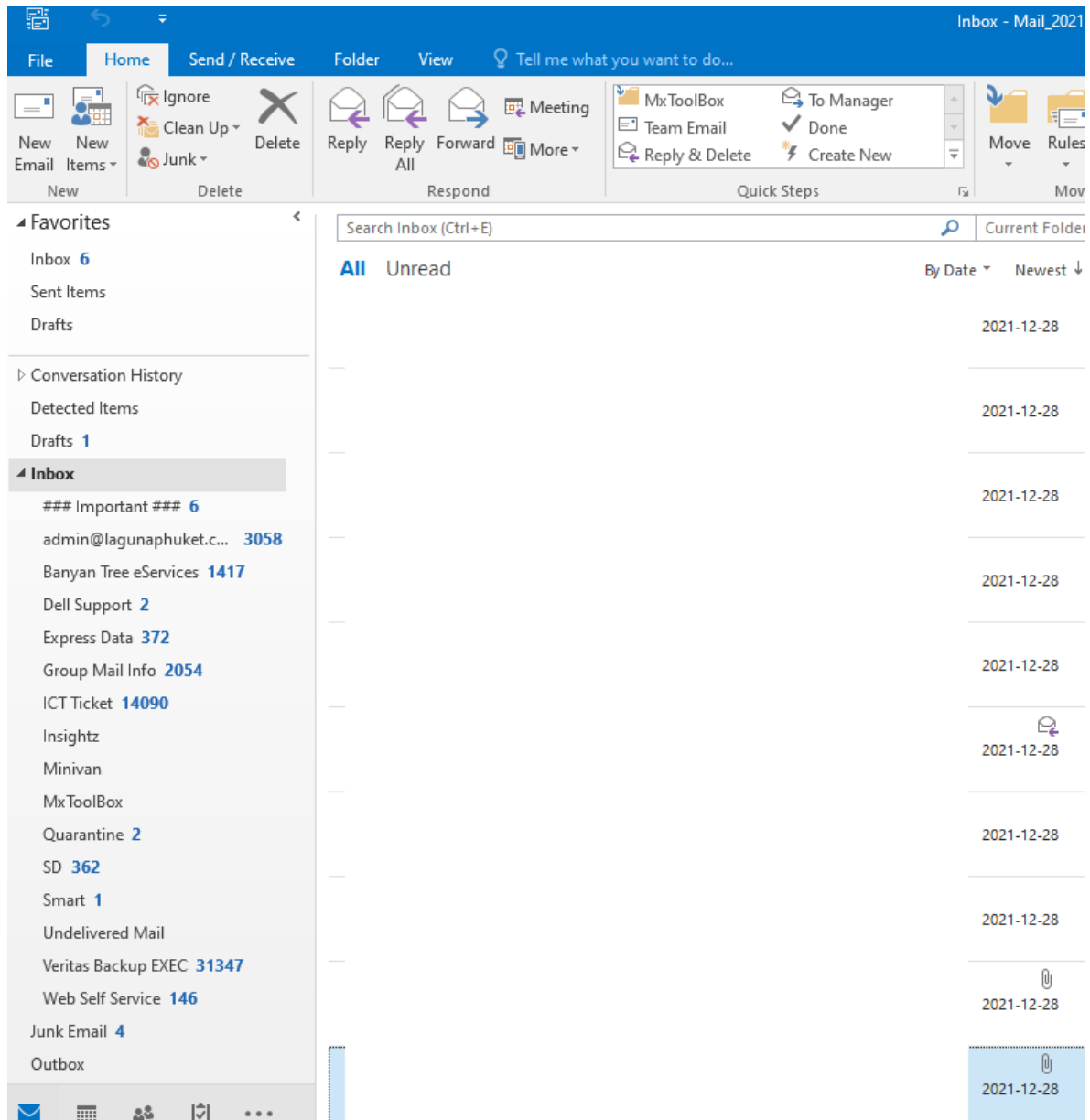
- Click on your Email account (Default Email box) enter the date as Email you want to archive (for an example Mail 2021 will archive old Email in 2021 and Enter 1 Jan 2022),
Tick Include items with "Do not AutoArchive" checked,
Select Data Files in Part 1 (Mail 2021) and click "OK".



- Wait until Archive process finish, this process will take time depend on old Email size.



- After Archive process finish your old Email will move to Data file (Mail 2021) and the folder will the same with your current.



END