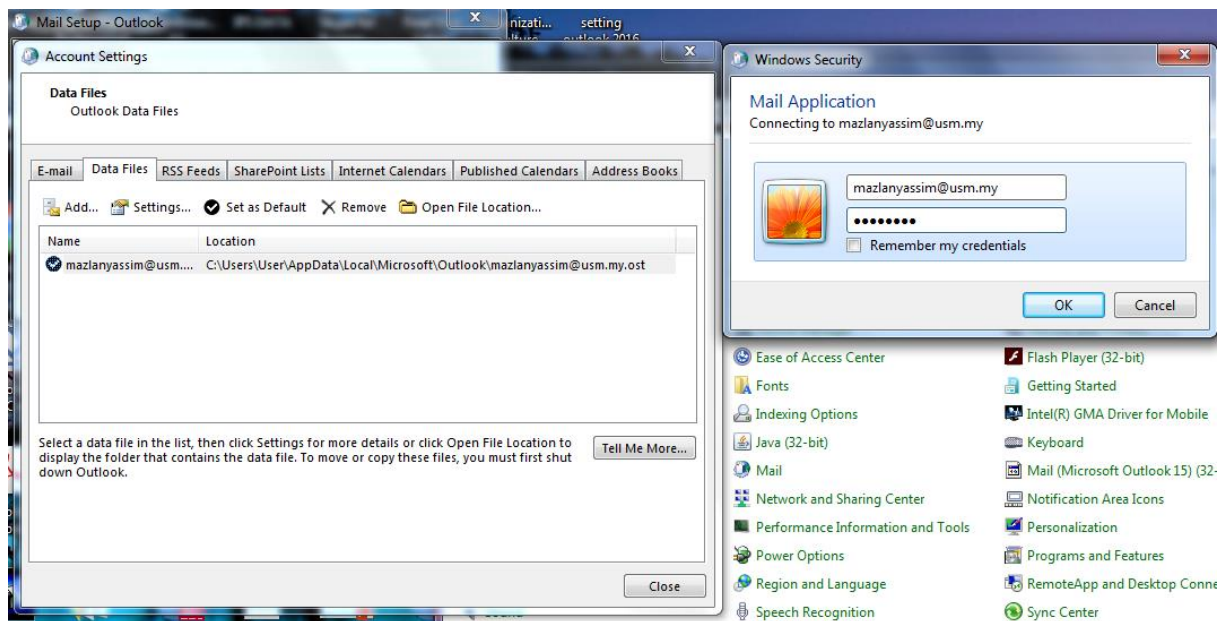


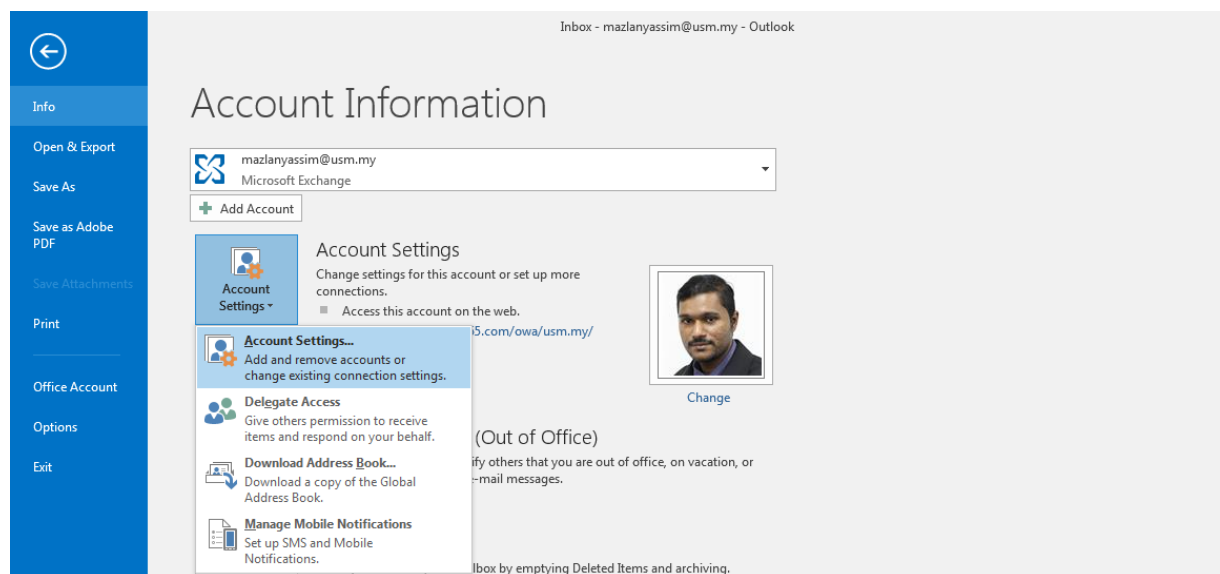
If you want to keep Outlook 2016 clean and run faster, one method is to set up the Archive feature. Here, we show you how to configure and manage the feature in Outlook 2016. Using Archive allows you to manage space in your mailbox or on the email server by moving older items to another location on your hard drive.

1. Firstly, go to **Start → Control Panel → Mail → Data Files**. You may prompt to key-in your e-mail password. Please key-in the correct e-mail password.

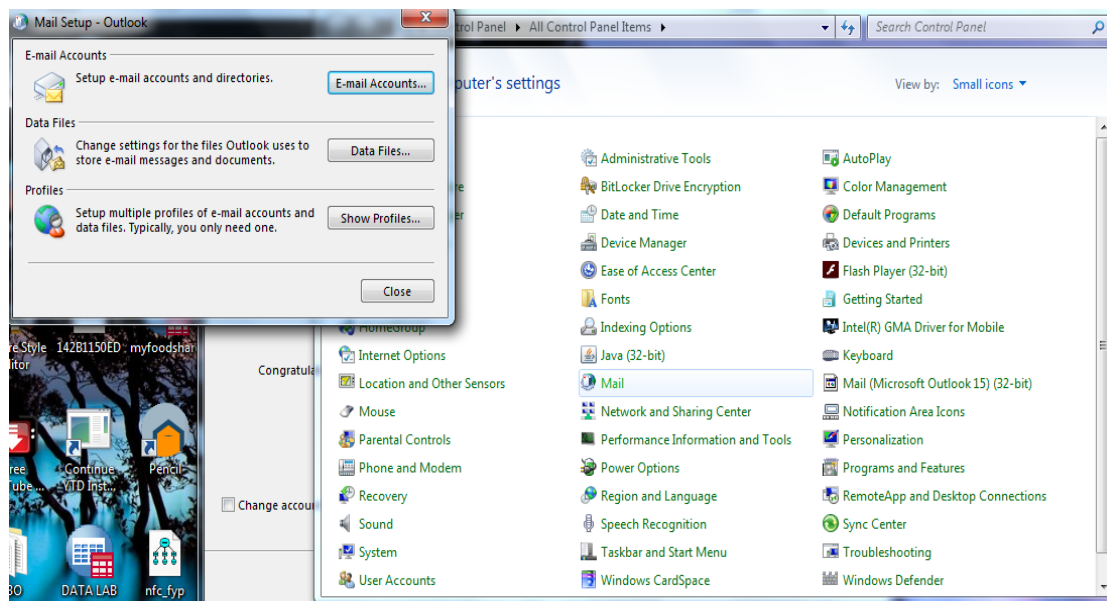
**Note:** Make sure you did not open the Microsoft Outlook 2016 while you do the following setting because it may interrupt the process of creating the archive file.



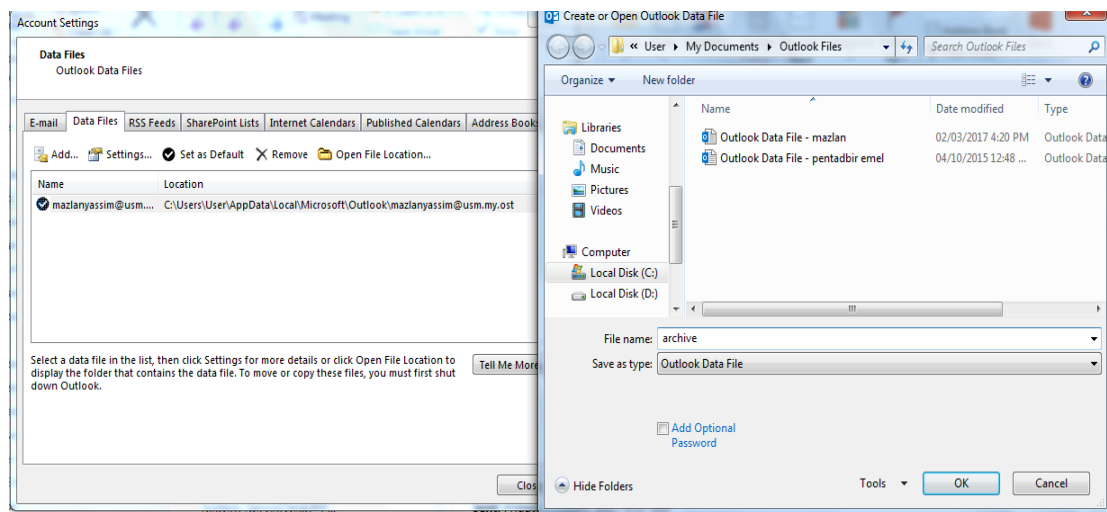
2. Other alternative entry to access the Data Files is go to **File → Info → Account Settings**.



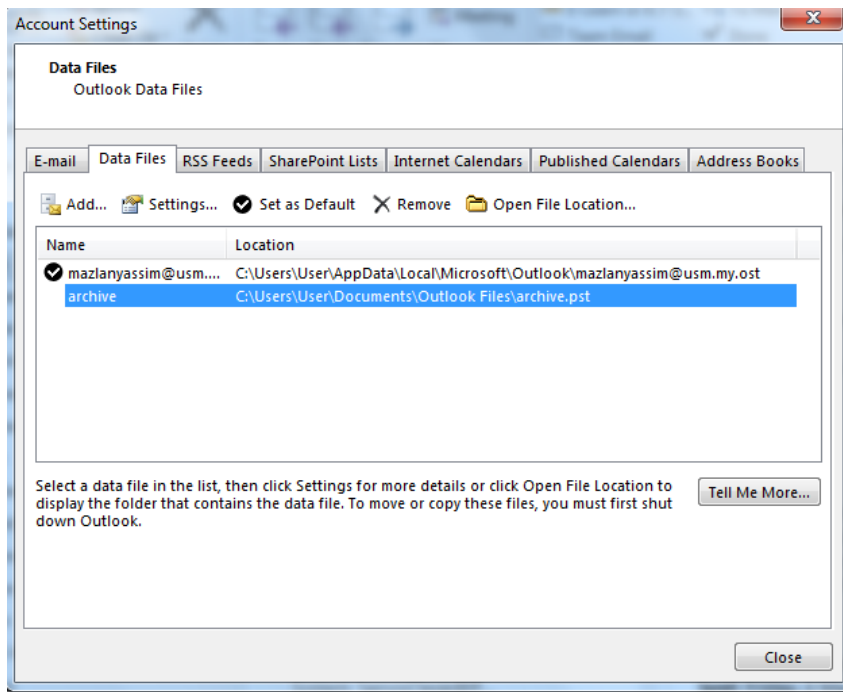
3. Then, click on the **"Data Files"** button.



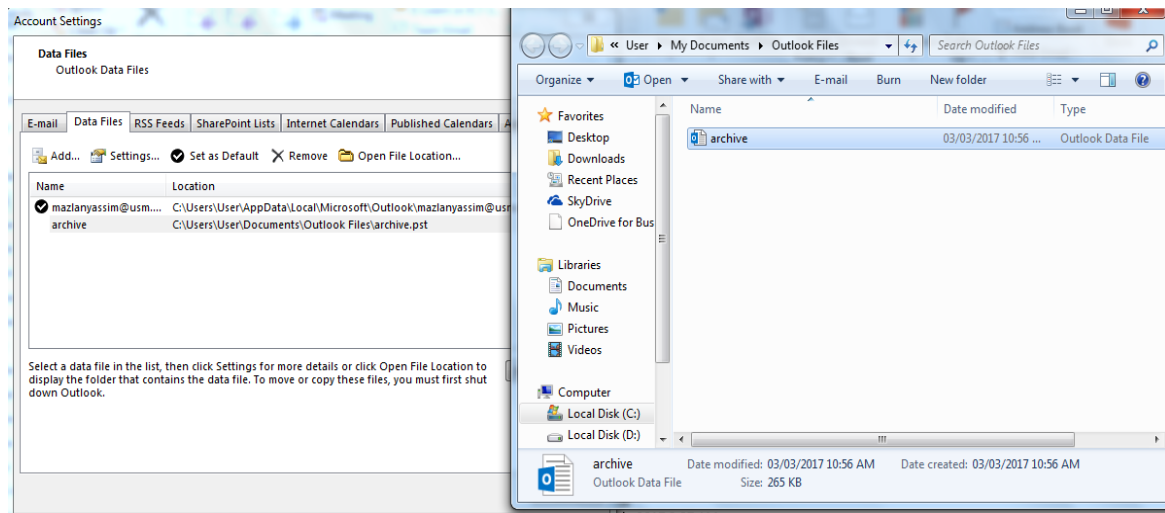
4. Then, click on **"Add"** menu in **Data Files**. Subsequently, you will be prompt with a window to add in a new outlook file which is in .pst format. Choose the appropriate location to save the new archive file in your hard drive. Name your archive file and click **"OK"**.



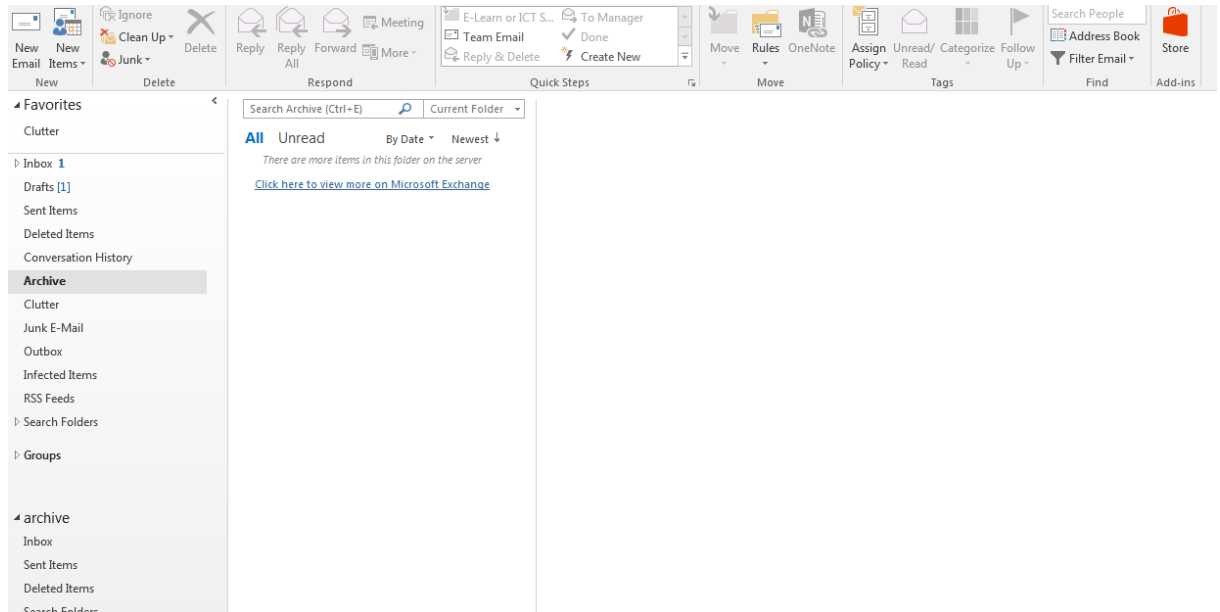
5. Your new archive file, archive.pst is saved in the chosen location in your hard drive.



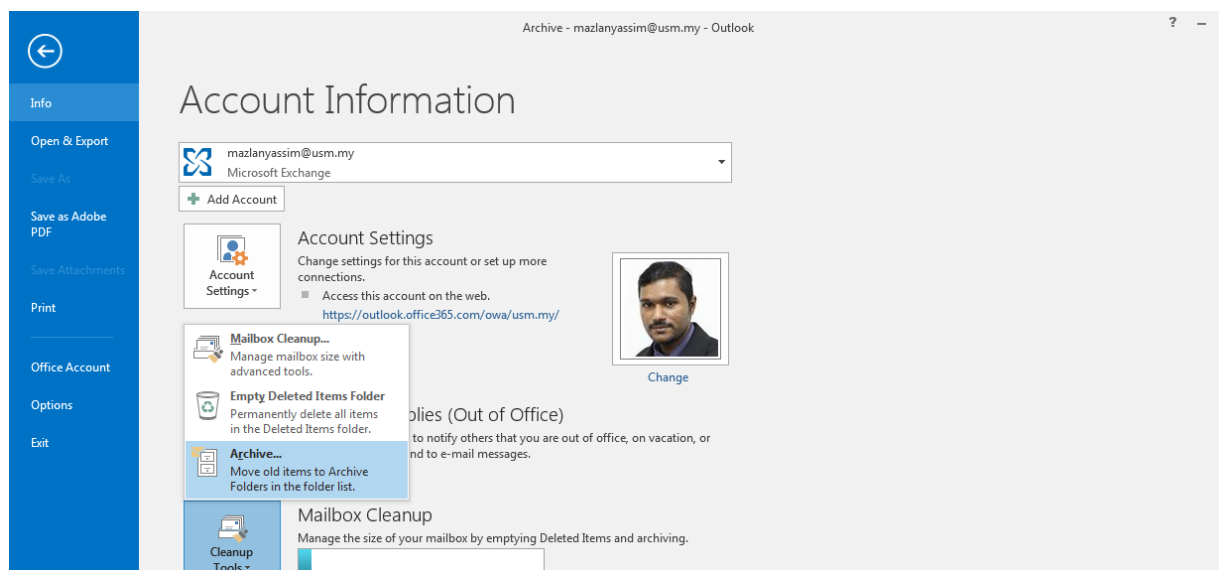
6. If you are about to retrieve the archive file, you may click to **“Open file location”** menu. Then, browse for the archive file .pst path/location which you have saved in your hard drive previously.



7. Then, start your Microsoft Outlook 2016. You can view the created archive folder at the bottom of your e-mail "Inbox". You may create archive sub-folder if you wish by right-click on the archive folder and choose **"New folder"**. Then, name the folder accordingly.

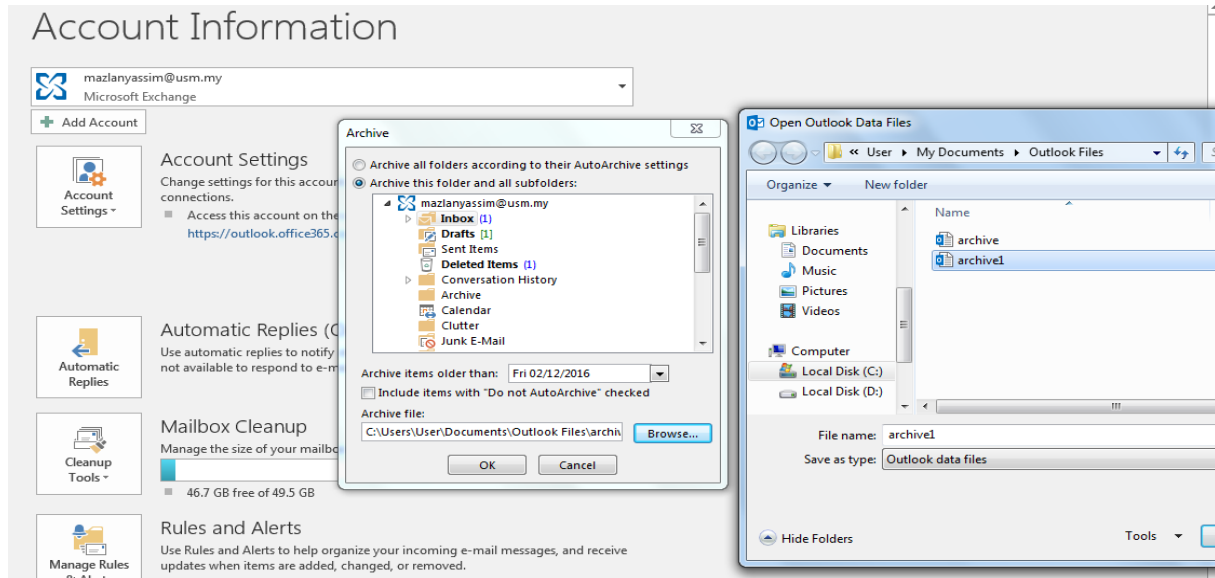


8. Finally, you may manually archive individual folders by choosing the selected e-mail from your mailbox and drag it to the "Inbox" folder in your archive folder which you have created previously.
9. If you plan to archive and backup the folders and subfolders from your mailbox, then you may go to **File → Info → Archive**.

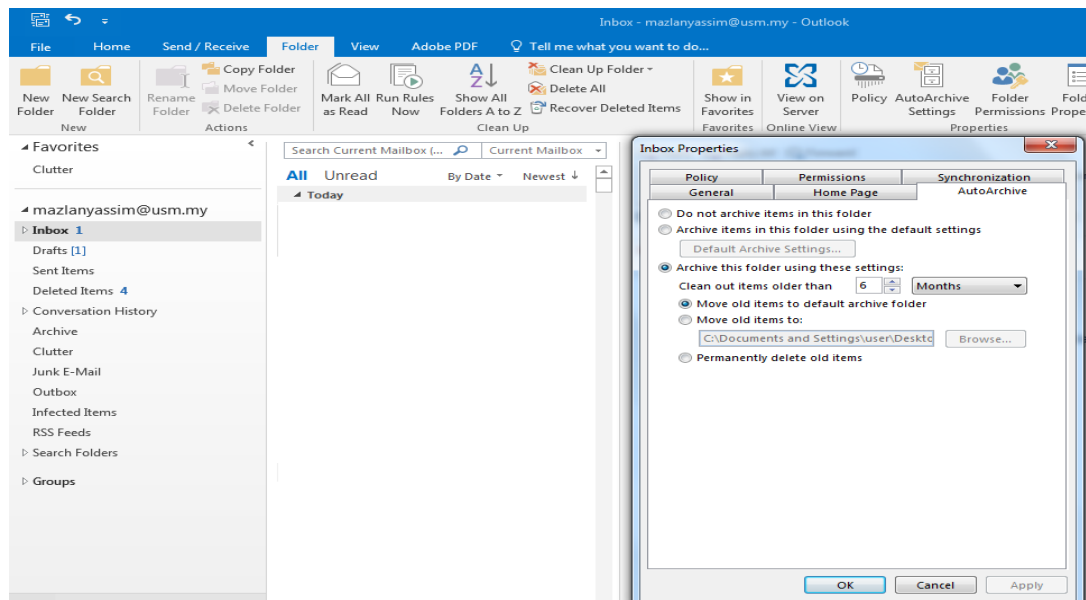


10. Choose the **"Archive this folder and all subfolders"** and click **"OK"**. Select the folder you want to archive.

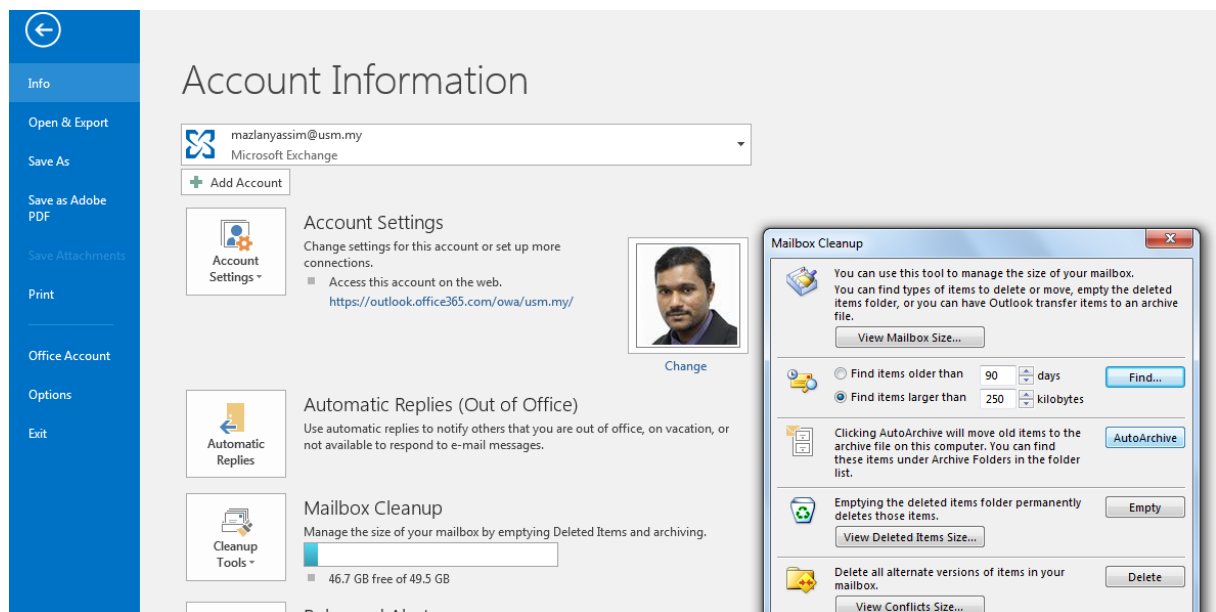
Once you start your Microsoft Outlook 2016, you may discover all the mailbox folders and subfolders will create a copy in your archive folder and the e-mail will start archiving into your archive folders accordingly.



11. Optionally, you can auto-archive items any time by clicking **Folder → AutoArchive Settings**. Now you can choose the settings for how you want to manage the AutoArchive feature. Select how often you want it to run, prompt before the feature runs, where to move items, and other actions you want to happen during the process. After you've made your selections click OK.



12. You may also access the AutoArchive by going to **File → Info → Mailbox Cleanup** and click at **AutoArchive** button. After you've setup AutoArchive you can find items in the archived files.



Archiving old emails is a good way to help keep a nice clean mailbox, help speed up your Outlook experience, and save space on the email server. The other nice thing is you can configure your email archives and specific folders to meet your email needs.

Note: This user manual is also applicable for the previous version of Microsoft Outlook such as Microsoft Outlook 2013.

Thank you.