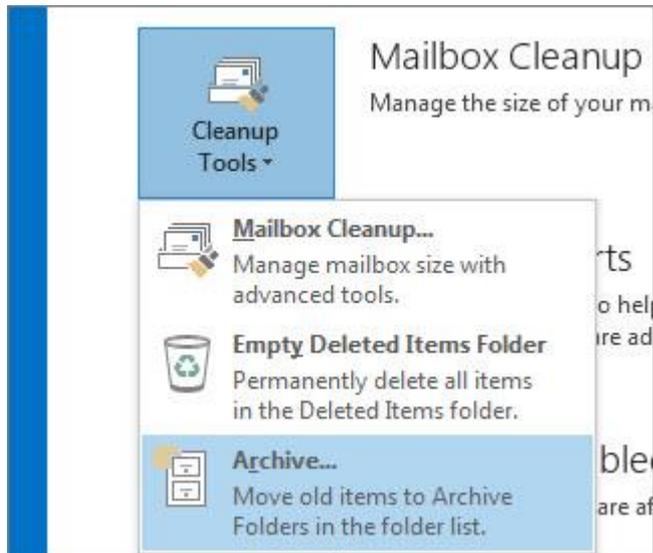
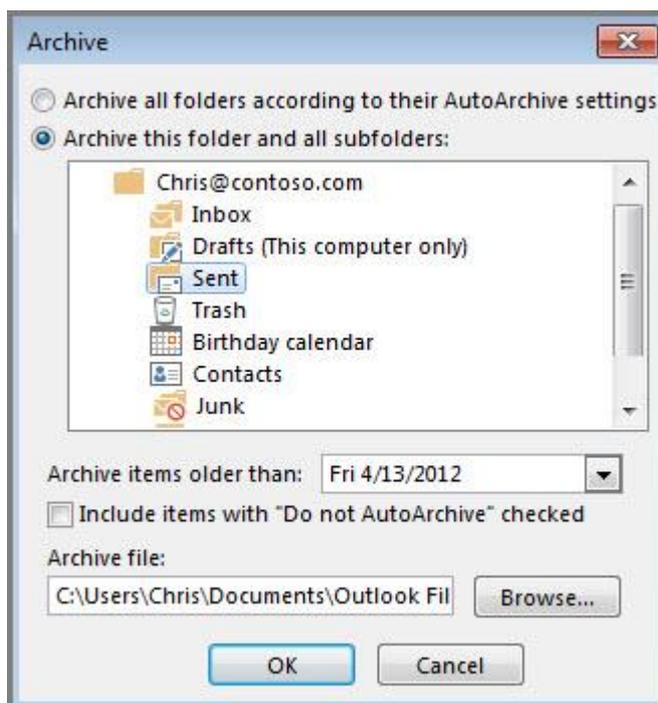


1. Click **File > Info > Cleanup Tools > Archive**.



2. Click the **Archive this folder and all subfolders** option, and choose the folder you want to archive.
3. Under **Archive items older than**, enter a date.



4. You can create multiple .pst files if you want to archive some folders using different settings. For example, you may want to keep items in your Sent folder longer than items in your Inbox folder.
5. Check the **Include items with "Do not AutoArchive" checked** box to archive individual items that are excluded from automatic archiving. This option doesn't remove that exclusion from these items, but instead ignores the **Do not AutoArchive** setting for this archive only.
6. Click **OK**.