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.

Archive		3
C Archive	all folders according to their AutoArchive settir	ng
Archive	this folder and all subfolders:	
	Chris@contoso.com	•
	📑 Inbox	1
	Drafts (This computer only)	
	Sent :	111
	Trash	
	Birthday calendar	2
	North Contraction of the second secon	-
Archive i	tems older than: Fri 4/13/2012	
Inclu	de items with "Do not AutoArchive" checked	
Archive f	ile.	
Archiver		
C:\User	s/Chris/Documents/Outlook File Browse	

- 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**.