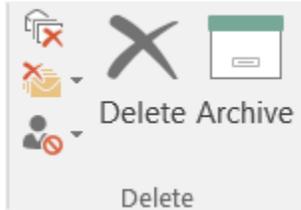


Archive in Outlook

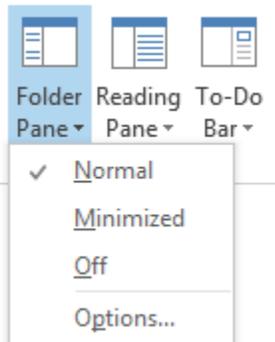
1. Select one or more messages in your Inbox or other folder to archive.
2. In the **Delete** group, select **Archive**. You can also use the Backspace key to immediately archive one or more selected messages.



3. Your messages will be moved to the Archive folder. If you archive a message by mistake, go to the Archive folder and move the message back to your Inbox.

How do I find the Archive folder?

Your Archive folder is in the folder list. To display the folder list, select **View > Folder Pane > Normal**.



How do I search the Archive Folder?

By default, when you search for Outlook items by using the Search Current Mailbox feature at the top of your folder list, Outlook searches your entire mailbox.



If you want to scope the search to your Archive folder only, first select the Archive folder in the folder list. Your search box will now search only the Archive folder.



What about Auto Archive?

There is a way to archive several emails at one time.

1. Click **Folder – Properties – Auto Archive Settings**.
2. In the Inbox Properties dialog box, you can set it to where your inbox will archive after a designated time period. You can also set it to go to a specific folder in your Outlook account, or on to your computer for ease of access.

