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How to archive in Outlook automatically or manually

Click the FILE tab, Cleanup Tools, and Archive. The main difference between this tool and AutoArchive is that you initiate the archive manually. If you have already set up AutoArchive, you can select Archive all folders according to their AutoArchive settings, and the archive will start as soon as you click OK.

Can I Archive Old Emails in Outlook 2010 Manually?

The manual archive tool is a good one to manage your mailbox . From Office.Microsoft.com: "Manual archiving provides flexibility, and allows you to specify exactly which folders are included in the archive, and which archive Outlook Data File (.pst) is used. " 2. Click on the File tab on the top horizontal bar.

How to Archive Old Emails in Outlook 2010 - Solve Your Tech

Describes an issue that prevents your Online Archive from being displayed in Outlook 2010. Or, the Online Archive contents are displayed in your mailbox. A solution is provided. ... Online Archive is not displayed or it's displayed instead of your mailbox in Outlook 2010. ... (Exchange or Office 365) either enabled or disabled the MAPI over ...

Office 2010 Manual Archive

To manually archive Outlook items, do the following: Click the File tab Click Cleanup Tools. Click Archive.

How Do I Archive Items Manually in Outlook 2010

Microsoft Outlook allows individuals to archive items in order to free up space in their inbox. They are saved in Outlook data file format, or ".pst. " You can either set up an automatic archive feature or manually archive emails and items regularly. This article will tell you how to archive in Outlook 2010.

How to Archive your Outlook 2010 Email

Enable and Configure Auto Archive In Outlook 2010 Auto Archive is not enabled by default. To turn it on, click on the File tab to access Backstage View, then click on Options. The Outlook Options window opens then click on Advanced then the AutoArchive Settings button.

How to Archive in Outlook 2010 (with Pictures) - wikiHow

When we talk about archiving our Outlook data, it not only means archiving emails, but also Contacts, Mail folders (sent, deleted etc.), Calendar, Journal etc. Outlook gives you the option to choose between archiving automatically or manually. Here we will be discussing the Manual Archive feature of Microsoft Outlook 2010. Archiving Manually:

Outlook 2010 - Archiving Email

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Archive items manually - Outlook - support.office.com

Click the Archive this folder and all subfolders option, and then click the folder that you want to archive. Any subfolder of the folder you select is included in this manual archive. Under Archive items older than, enter a date. Under Archive file, make sure the location will have enough disk space to support manual archiving.

Microsoft. Office. 2010. Professional - Internet Archive

The tutorial explains how to archive emails in Outlook 2013, Outlook 2016 and other versions. You will learn how to configure each folder with its own auto archive settings or apply the same settings to all folders, how to archive in Outlook manually, and how to create archive folder if it doesn't appear automatically.

Video: Archive your mailbox manually - Outlook

How to create Data Entry Form in Excel - Ms Office? - Duration: 5:06. ... How to restore your archive .PST files in Microsoft Outlook 2010 - Duration: 1:50. Rob Kershaw 41,643 views.

MS Office 2010 - Internet Archive

Manually Archive Emails in Outlook 2010 . The process for doing this is actually pretty simple and, considering the benefit that you will gain be archiving your old messages, is something that you should consider doing frequently to keep Outlook running lean and mean. Step 1: Launch Outlook 2010.

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