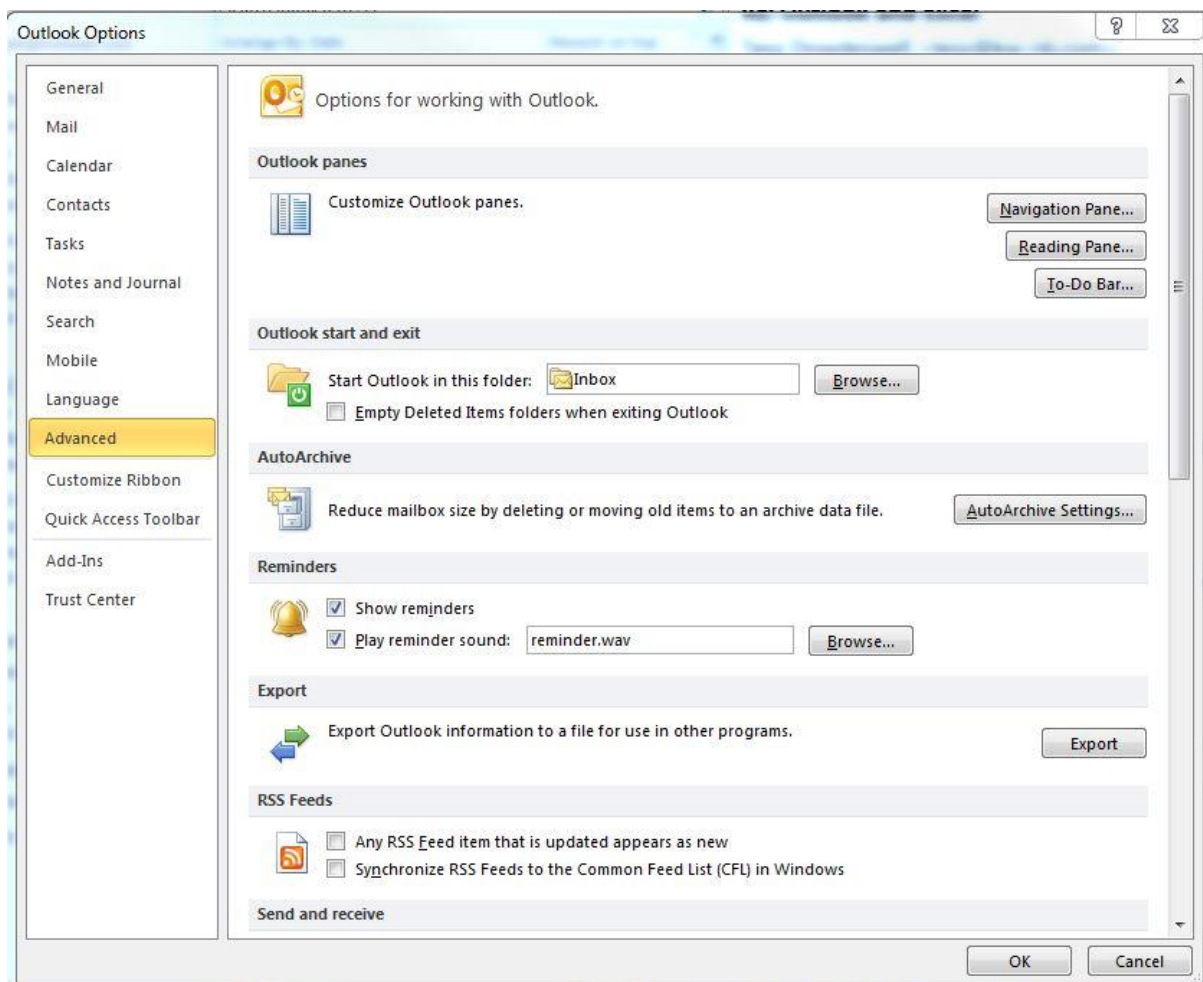


## Auto Archiving

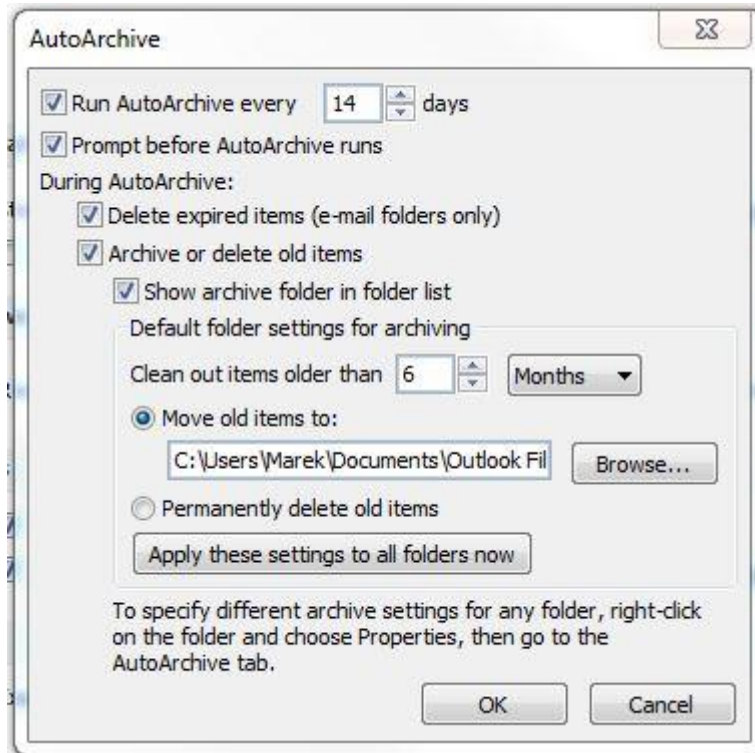


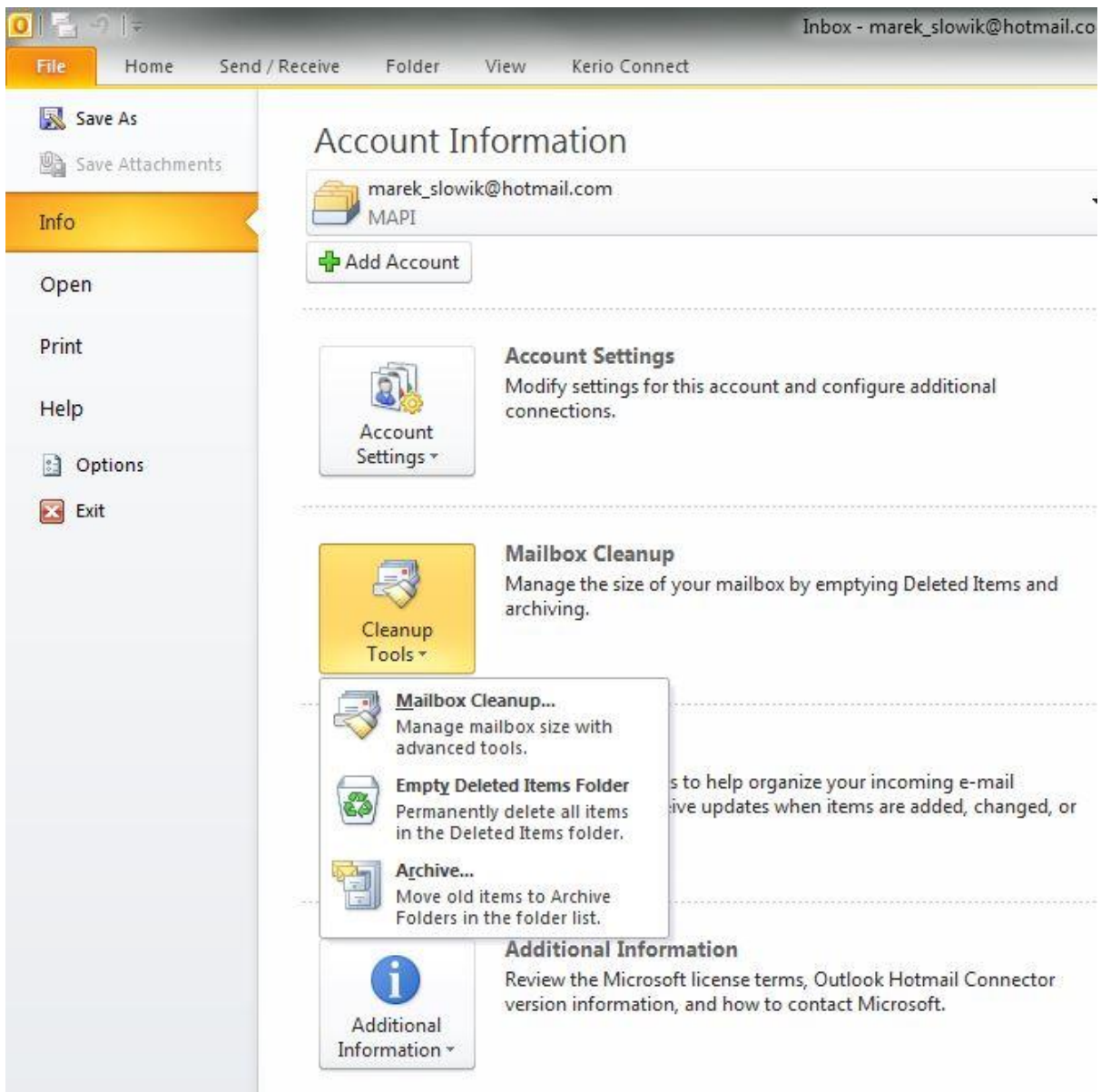
In Outlook,  
File - Options

Advanced on the left, then AutoArchive Settings on the right.

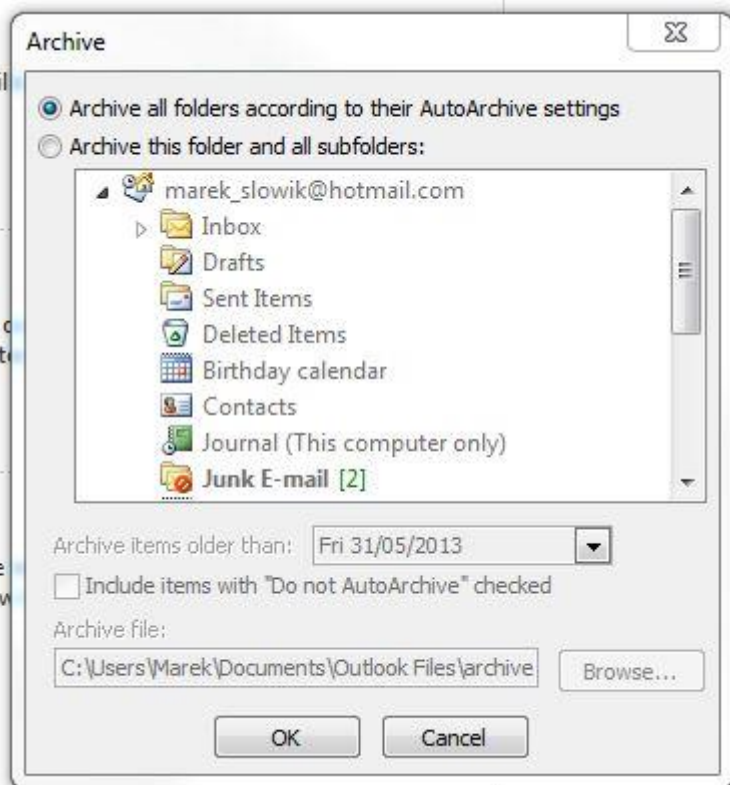


Here you can choose how often you would like the archive run. If you click 'Browse' you can choose where you would like the archive to be saved. I have set everyone's archives to go into the C: Drive within a folder of their name. The DeltaCopy will then backup these archives to the NAS box.





To manually kick off the archiving – Go to File, Mailbox cleanup, and Archive.



The Select 'Archive all folders according to their AutoArchive settings' and click OK.