How to archive e-mail in Outlook 2007

AutoArchive is turned on by default in Outlook 2007 and will actually remove some of the oldest files (you determine the amount of time) completely.

Open Outlook and click on Tools \ Options

Now click on the Other tab and click the AutoArchive button.
This opens up a whole menu of options and settings to pick from: for instance you can choose how often AutoArchive runs. In this example I picked 20 days. I also place a check next to “Prompt before AutoArchive runs” just in case there is something I do not want deleted.

AutoArchive

- Run AutoArchive every 20 days
- Prompt before AutoArchive runs

During AutoArchive:
- Delete expired items (e-mail folders only)
- Archive or delete old items
- Show archive folder in folder list

Default folder settings for archiving:
- Clean out items older than 0 Months
- Move old items to: C:\Users\Vistapan\AppData\Local\Microsoft\C

- Permanently delete old items

To specify different archive settings for any folder, right-click on the folder and choose Properties, then go to the AutoArchive tab.

Retention policy

The network administrator has not set retention policies.

RetentionPolicy Information...