

# MICROSOFT 365

# Outlook Archiving

## Three types of Archives

### Archive Folder

- Part of Primary Mailbox of the user
- Doesn't reduce mailbox size
- Size = Mailbox Size = 10Gb
- Use the archive button  to move emails to the Archive Folder

### Online Archive (In-Place Archive)

- Cloud-based archive available to all NWU Staff Members
- It's a separate mailbox
- Size = 100Gb
- Easily accessible through Outlook Web Access (OWA)

### PST File (Archive to local drive)

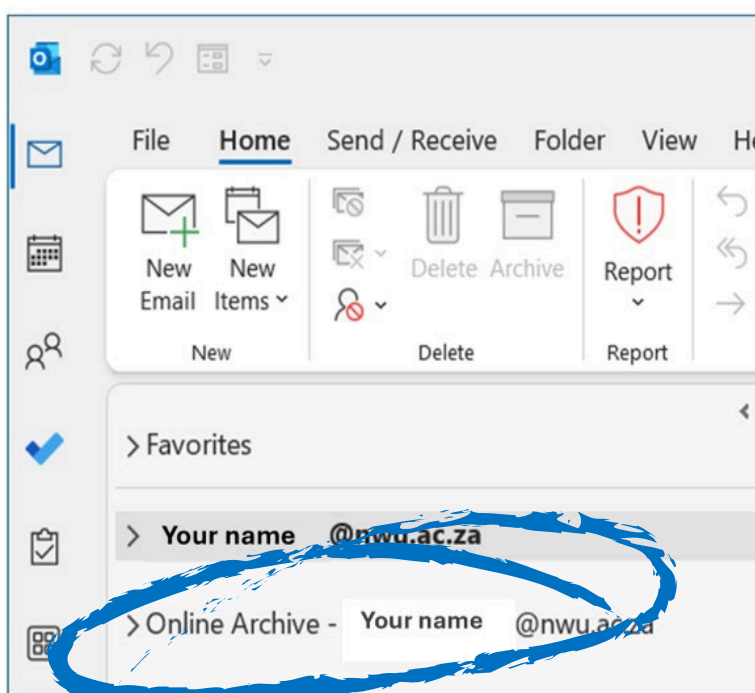
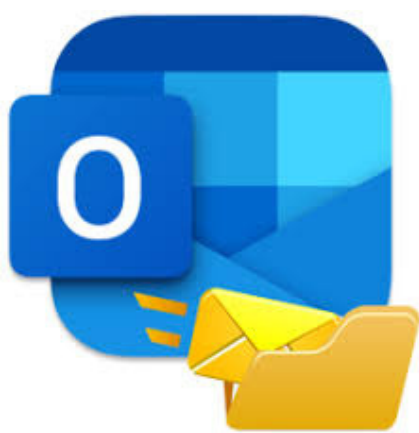
- Saved on a local disc
- Risk of losing archive if device is lost or hard drive crashes
- Size = Size available on local disc

## Using the Online Archive (In-Place Archive)

1

### OPEN OUTLOOK

Open Outlook and locate the **Online Archive** folder



2

### CREATE FOLDERS

- Right-click on the folder where you want to add subfolders and select New Folder.
- Type a name for the folder and press Enter.



3

### DRAG AND DROP

Drag and drop email messages between your online archive folders and mailbox folders as needed.

