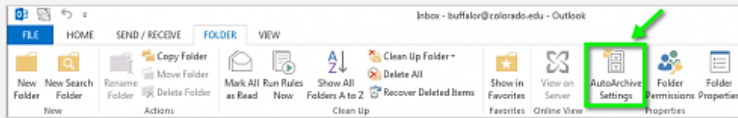


## Outlook 2013: AutoArchive in Outlook 2013

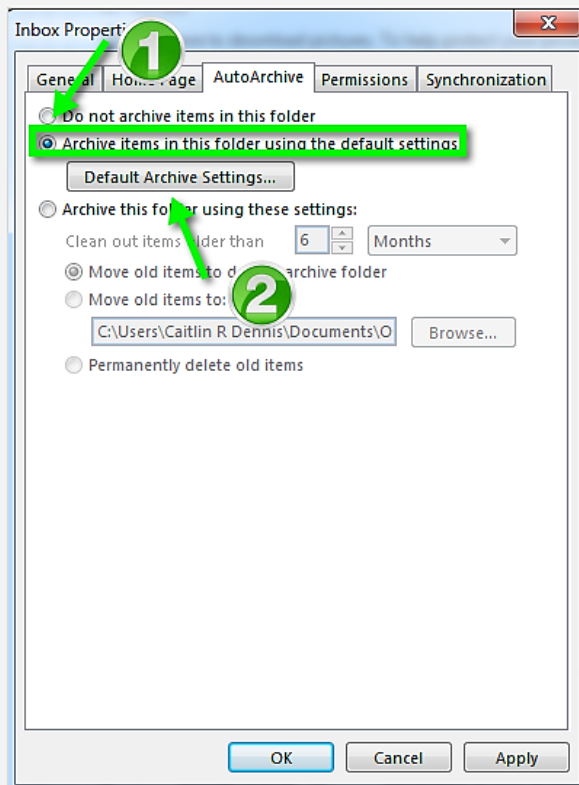
### Step 1

Open Microsoft Outlook. From the **Folder** menu click the **AutoArchive Settings** button.



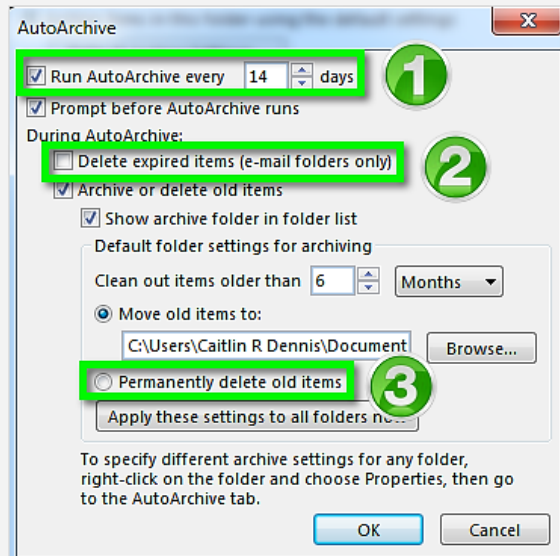
### Step 2

Select **Archive items in this folder using the default settings**. Next click the **Default Archive Settings** button.



## Step 3

Check **Run AutoArchive every...** (you set the number of days, default is 14). Uncheck the **Delete expired items (e-mail folders only)** checkbox. Finally make sure that the **Permanently delete old items** radio button is not selected.



## Step 4

Click **Apply these settings to all folders now**. Click OK.

