

Outlook Online Archiving

In order to maximize performance, emails that are 3 years or older will automatically be moved to your online Archive. You will still have full access to these emails, and will still be able to do all of the same things that you are able to do in your live email (search, save, etc). You will also be able to manually drag emails into the Archive, or move emails out of the Archive back into your main mailbox.

These archived emails will be located in the “**Archive – UserEmail**” Container located below all of your normal online folders on the left menu of your Outlook client. If for some reason you want to prevent a specific email (or emails) from being moved to the archive, you can simply **Right-Click** on the email(s), and then select the “**Assign Policy**” option, and choose the Archive Policy “**Never**.” That will prevent the email from being automatically moved after the 3 year mark.

