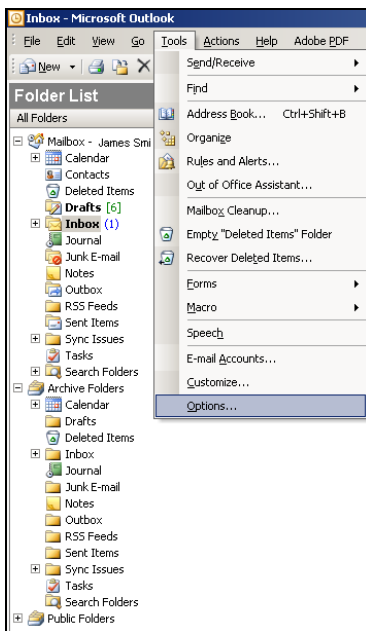


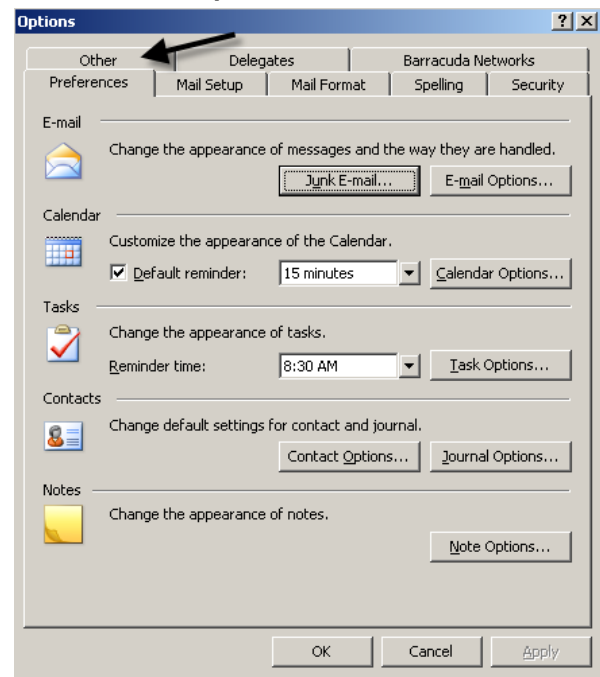


## NCDTech: FAQ Setting up AutoArchive - Outlook 2003.

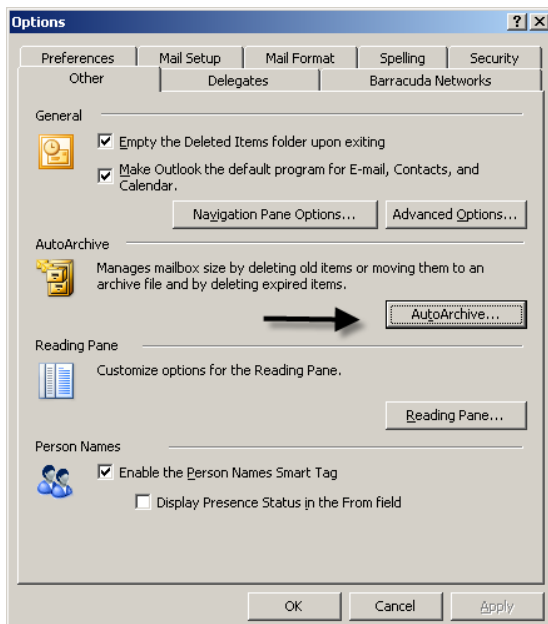
Step 1: Click "TOOLS" then click "OPTIONS"



Step 2: Click "OTHER"



Step 3: Click "AUTOARCHIVE"



**Step 4:**

Check **"RUN AUTOARCHIVE EVERY 14 DAYS"**

Check **"DELETE EXPIRED ITEMS (e-mail folders only)"**

Check **"ARCHIVE OR DELETE OLD ITEMS"**

Check **"SHOW ARCHIVE FOLDER IN FOLDER LIST"**

Select **"6 MONTHS"**

Select **"MOVE OLD ITEMS TO"**

Browse to your **"U:\ARCHIVE.PST"**

**Note:** If you do not have one, browse to **"U:\"** and it will create one for you during your next archive.

Click **"APPLY THESE SETTINGS TO ALL FOLDERS NOW"**

Click **"OK"**

