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## **Office 2010 Manual Archive**

Newer versions Office 2010 Office 2007 ... Manual archiving provides flexibility,

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and allows you to specify exactly which folders are included in the archive, and which archive Outlook Data File (.pst) is used. To manually archive Outlook items, do the following: Click the File tab.

### **Archive items manually - Outlook**

When we talk about archiving our

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Outlook data, it not only means archiving emails, but also Contacts, Mail folders (sent, deleted etc.), Calendar, Journal etc. Outlook gives you the option to choose between archiving automatically or manually. Here we will be discussing the Manual Archive feature of Microsoft Outlook 2010.  
Archiving Manually:

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## **Can I Archive Old Emails in Outlook 2010 Manually ...**

So let's get started with creating an email archive on Outlook 2010. Creating an Archive File. The first thing you need to do is create a new archive file which will store all the emails locally ...

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## **The Complete Guide to Archiving Emails in Outlook 2010**

Click the Archive item, you will view the Archive dialog box pops up. In the Archive dialog box, you can archive all folders according to their AutoArchive setting, or archive folders and their subfolders manually. Please note that Microsoft Outlook 2007's main window



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keeps classic view. However, you can also get the Archive item in File Menu.

## **Where is Archive in Microsoft Office 2007, 2010, 2013 and 365**

How to find the archive file location on your machine. If you cannot find the archive .pst file in any of the above locations, chances are that you chose to

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store it in a different place when configuring the auto archive settings.. Here's a quick way to determine the exact location of your Outlook archive: right-click the Archive folder in the list of folders, and then click Open File Location.

## **How to archive in Outlook**

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## **automatically or manually**

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afterward some harmful virus inside  
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Archive items manually Office 2010. To manually archive Outlook items, do the following: Click the File tab; Click

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Cleanup Tools. Click Archive. Click the Archive this folder and all subfolders option, and then click the folder that you want to archive.

## **Archive items manually Office 2010 | Bir Tips**

In Outlook 2010 Auto Archive is not enabled by default. To turn it on, click on

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the File tab to access Backstage View, then click on Options. The Outlook Options window opens then click on Advanced then the AutoArchive Settings button.

## **How to Manage AutoArchive in Outlook 2010**

Manual Archive Office 2010 Manual

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Note: For Microsoft 365, Exchange,  
Exchange Online, and Outlook.com

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accounts, your Archive folder already exists, even if you've never used the feature before. You'll find it in your Outlook folder list. If you don't see the folder and you're using Outlook 2016 or Outlook for Microsoft 365, go to File > Office Account > Update Options > Update Now.

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## **Archive in Outlook for Windows - Outlook**

I use Outlook 2010 and successfully configured the auto-archive as per above steps, but my mailbox size still the same and e-mails not moving into the archive.pst.Please advice Reply  
Sachin

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## **How-To Configure and Manage AutoArchive In Outlook 2010**

Option 3: Manual Archive settings. You can manually start the Archiving process via; Outlook 2007 File-> Archive...

Outlook 2010 and Outlook 2013 File-> Cleanup Tools-> Archive... Outlook 2016, Outlook 2019 and Office 365 File-> Tools-> Clean Up Old Items...

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When Archiving is in progress, it is displayed in the Status Bar. Archive command not ...

## **AutoArchive not Working - HowTo- Outlook**

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When auto-expanding archiving is turned on, and then the initial storage quota in a user's archive mailbox is reached, Office 365 automatically adds additional storage space. This means that users won't run out of mailbox storage space and you won't have to manage anything after you initially



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enable the archive mailbox and turn on auto-expanding archiving for your organization.

## **Enable archive mailboxes in the Security & Compliance ...**

If you don't disable the AutoArchive feature in Outlook 2003 or Outlook 2007 and upgrade to Outlook 2010 or later

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versions, the AutoArchive feature remains enabled. The Difference Between Archiving and Exporting Items. When you archive items, you can only archive the items to a personal folders (.pst) file.

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