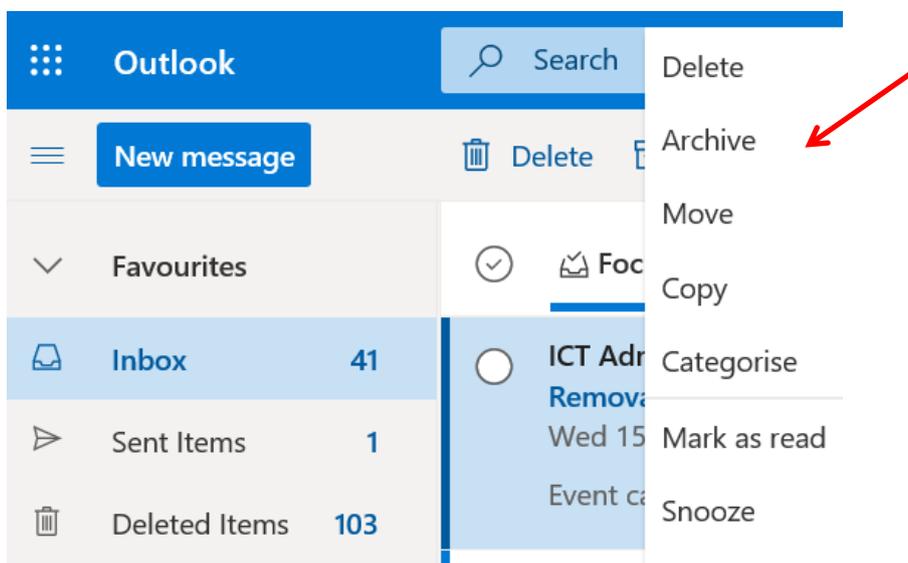


How to archive emails in Office 365 and your local Outlook app

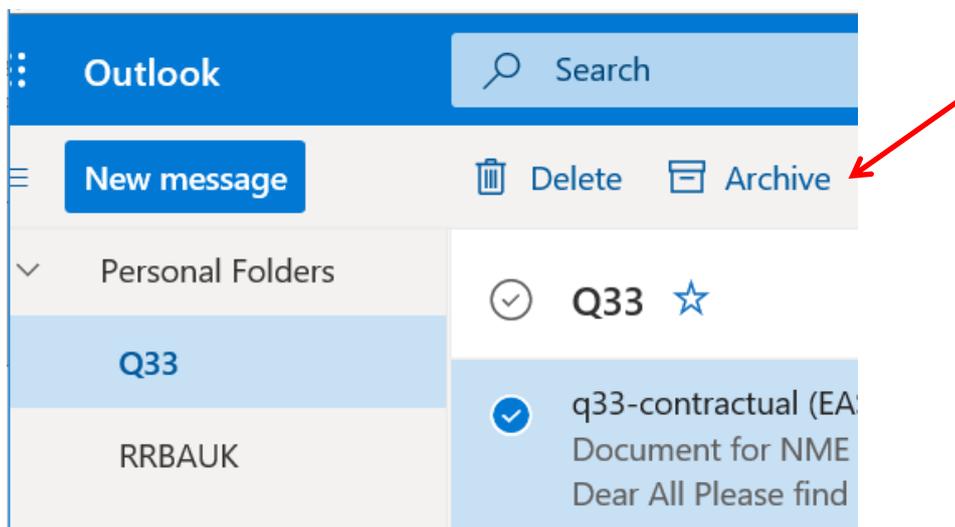
It is important that you move your personal PST folders to the archive before your mailbox is migrated on 21st April. If you do not move your personal folders they may be lost during the migration process.

How to archive emails in O365:-

- Select the specific **emails** and right-click on them. A wizard will appear on the screen
- Click **Archive** to move these **emails** to the **archive mailbox**



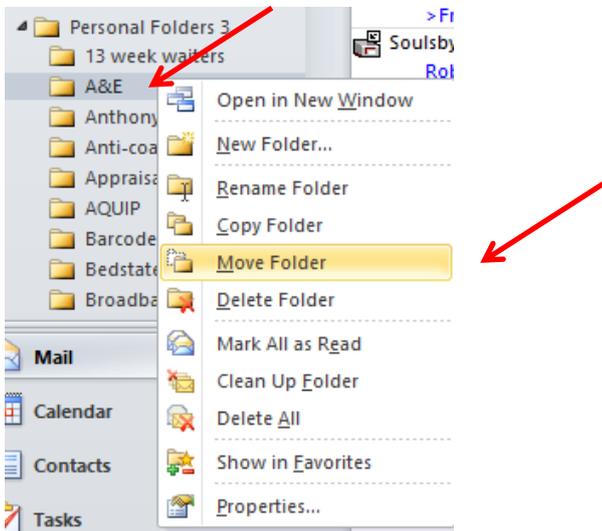
Alternatively you can also perform this action by selecting the specific **emails** and then clicking on the **Archive** icon on the top pane of your **Office 365** account.



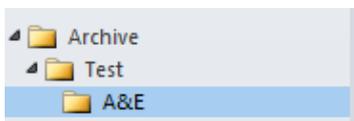
Please note these actions place the emails in the top of your archive folder.

How to archive emails in your local outlook app, move your personal PST files into archive folders:-

- Go to your personal folders and select the first folder you would like to move and then right-click and select **Move Folder**:



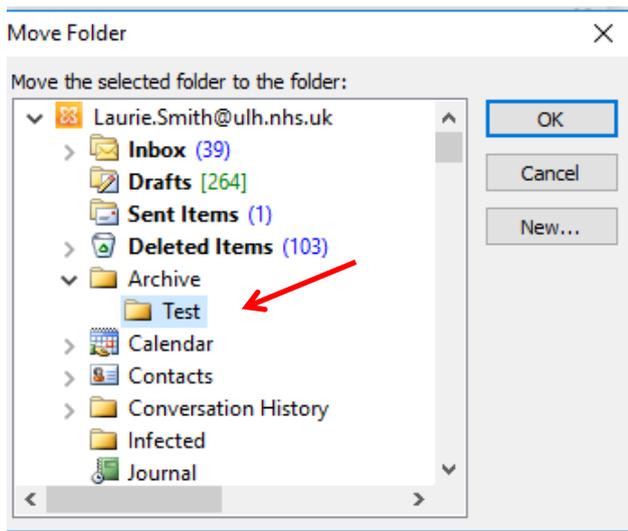
- The whole folder will move from your personal folder to your archive folder as below:



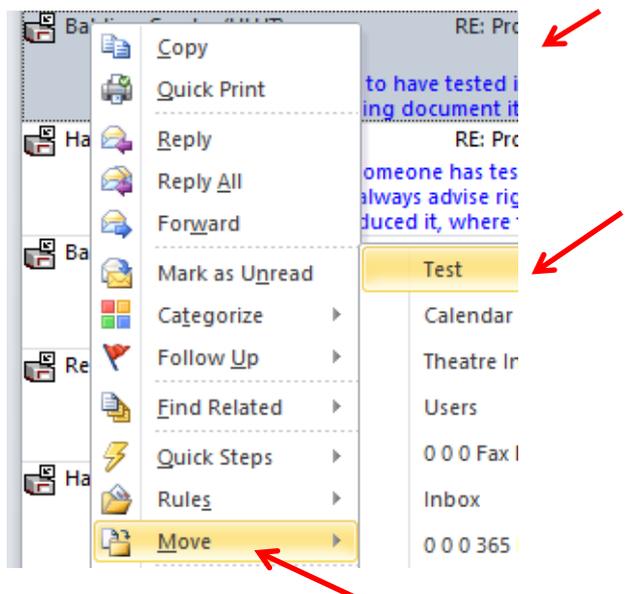
- Alternatively you can perform this action by creating the folders first and selecting the specific **emails** you would like to move.
- Right-click on your archive folder and select new folder. A wizard will appear on the screen. Enter your folder name:



- Check to make sure your folder has been created:



- Select your emails



- Right-click on the emails, select **Move** and select the folder you created under your archive folder