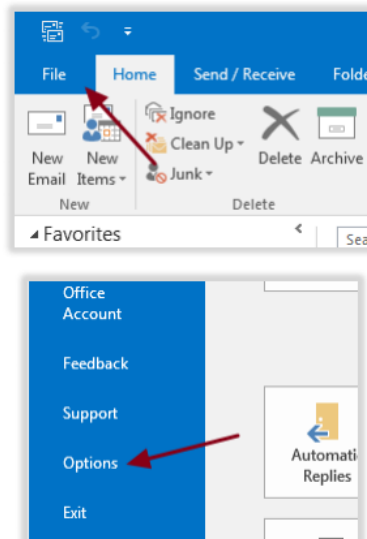


Disabling AutoArchive Outlook 2010/2013

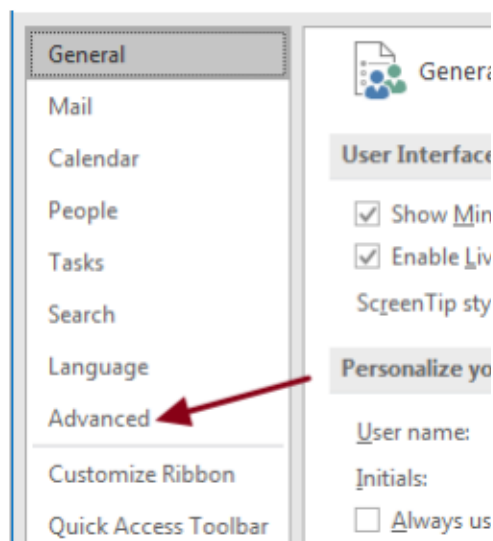
With the implementation of Office 365, the mailbox space has increased to 50 gigabytes. The increase in storage space should result in users no longer having to archive emails.

Note: Outlook 2010 may have different colors or icons, but the steps are the same.

Step 1: Open Outlook and click **File > Options**

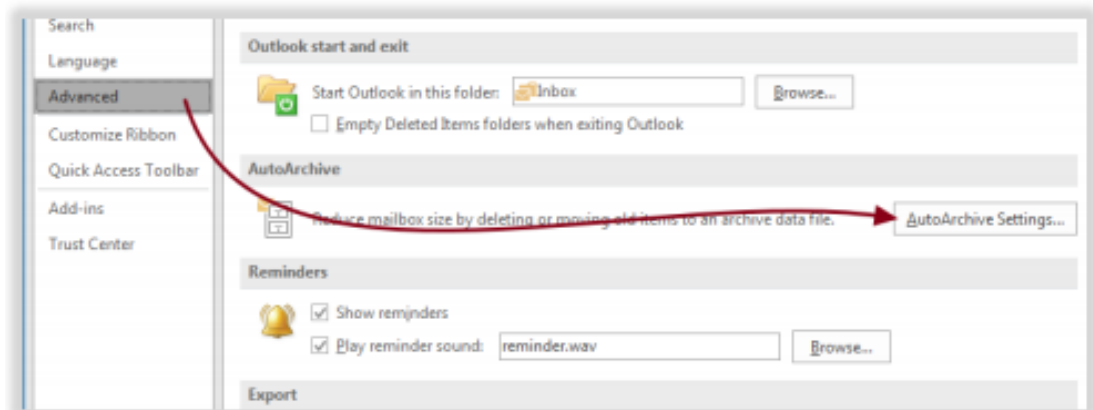


Step 2: Click the **Advanced** option from the **Outlook Options** window

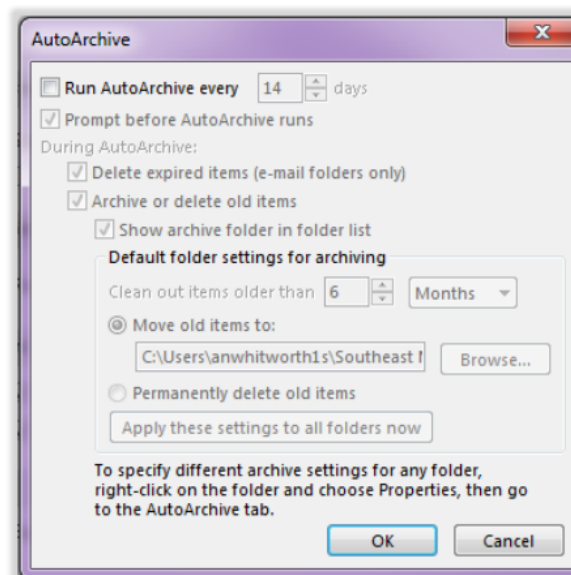


Disabling AutoArchive Outlook 2010/2013

Step 3: Click on **Auto Archive Settings**



Step 4: Remove the check in the box next to **Run AutoArchive Every**, and then click **OK**.



Didn't work for you? If your problem still persists, call the IT Help Desk at
573-651-4357