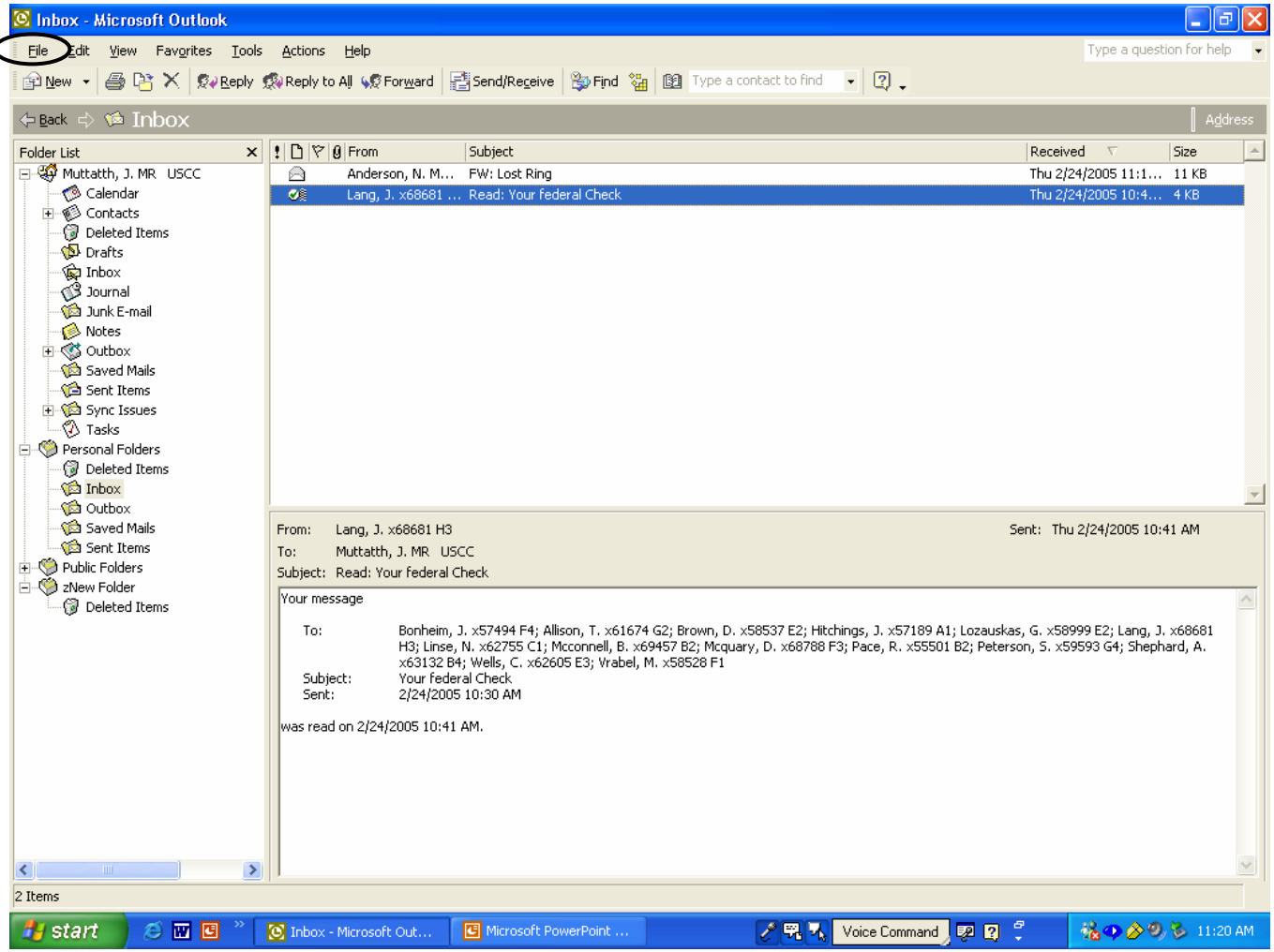
Please click on ‘File’ on your Outlook’s Top Menu Bar for starting the Archiving mails and mail folders.



Click on ‘Archive’

Inbox - Microsoft Outlook

File Edit View Favorites Tools Actions Help

New
Open
Close All Items
Save As...
Save Attachments
Folder
Data File Management...
Import and Export...
Archive...
Page Setup
Print Preview
Print... Ctrl+P
Work Offline
Exit

Reply to All Forward Send/Receive Find Type a contact to find

Address

From	Subject	Received	Size
Anderson, N. M...	FW: Lost Ring	Thu 2/24/2005 11:1...	11 KB
Lang, J. x68681 ...	Read: Your federal Check	Thu 2/24/2005 10:4...	4 KB

Inbox
Outbox
Saved Mails
Sent Items
Public Folders
zNew Folder
Deleted Items

From: Lang, J. x68681 H3 Sent: Thu 2/24/2005 10:41 AM
To: Muttatth, J. MR USCC
Subject: Read: Your federal Check

Your message

To: Bonheim, J. x57494 F4; Allison, T. x61674 G2; Brown, D. x58537 E2; Hitchings, J. x57189 A1; Lozauskas, G. x58999 E2; Lang, J. x68681 H3; Linse, N. x62755 C1; Mcconnell, B. x69457 B2; Mcquary, D. x68788 F3; Pace, R. x55501 B2; Peterson, S. x59593 G4; Shephard, A. x63132 B4; Wells, C. x62605 E3; Vrabel, M. x58528 F1
Subject: Your federal Check
Sent: 2/24/2005 10:30 AM

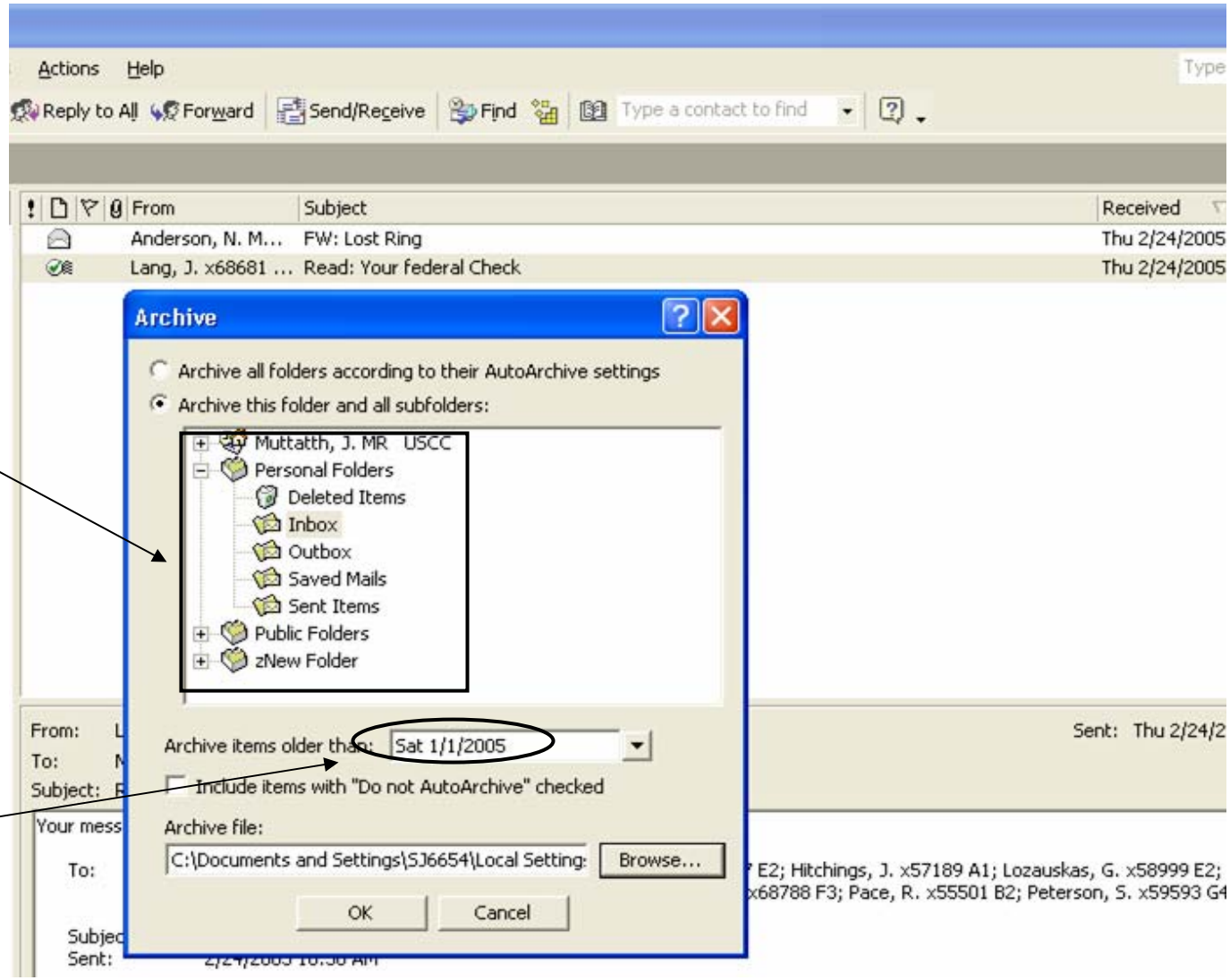
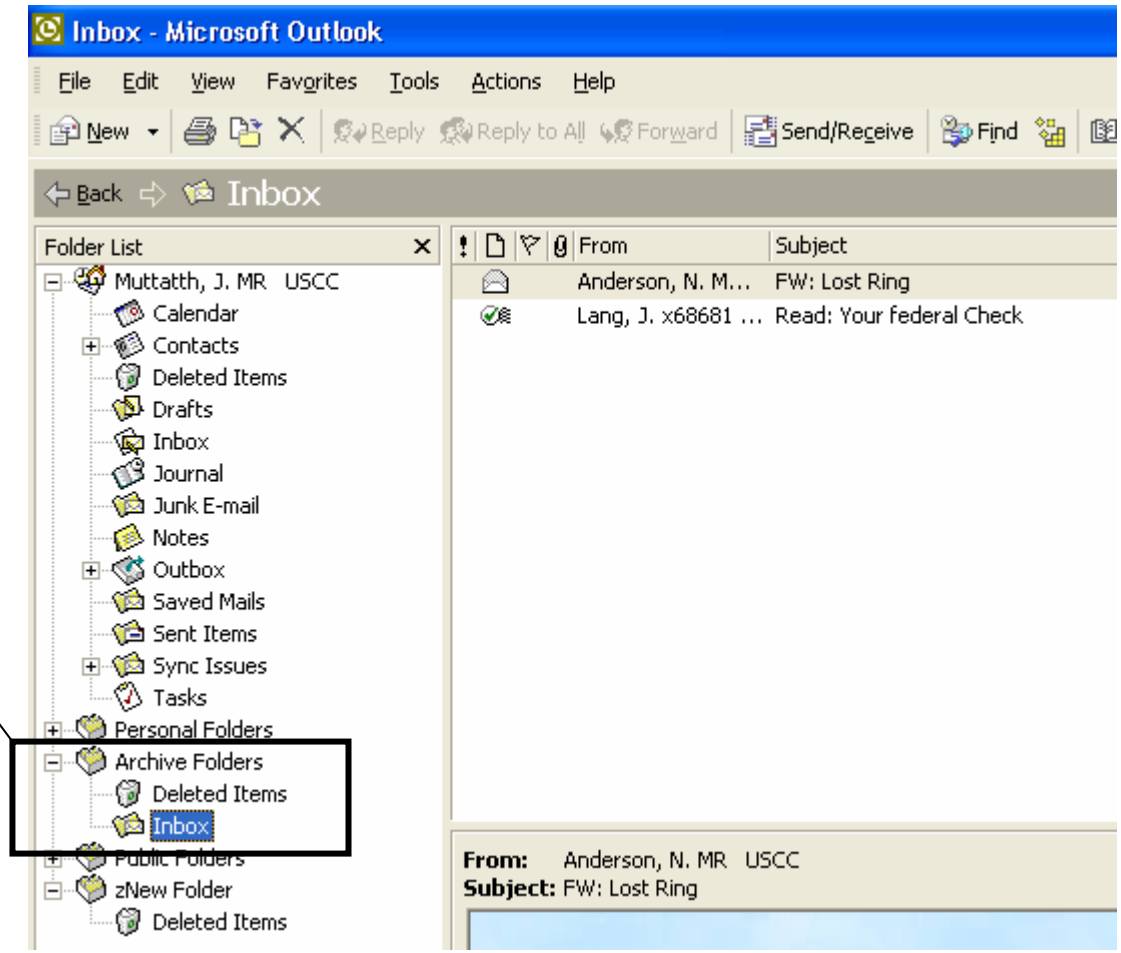
was read on 2/24/2005 10:41 AM.

2 Items

start Inbox - Microsoft Out... Microsoft PowerPoint ... Voice Command 12:32 PM

Here you will see the mail boxes and folders that can be archived. Select it by highlighting (clicking)

Over here you can setup up to any previous date that you want to be archived and then click ‘OK’ to proceed.



When it finished Archiving, a new folder named ‘Archive Folders’ will show up on Outlook Folder List. I had archived my ‘Inbox’ folder from ‘Personal Folders’. You can see a new ‘Inbox’ in Archive Folders that has the specified mails moved.