Outlook AutoArchiving

1. One of the first few things users need to do when Microsoft Outlook becomes their new email program is to turn off the AutoArchiving feature. The state’s CIO is not ready to archive email and when they are they will turn it back on for everyone.

2. To stop or remove the AutoArchiving feature, go to the Tools menu, and then click on Options.

3. When the Options dialog box appears, click the Other tab, then the AutoArchive button.
4. When the AutoArchive dialog appears, uncheck the first checkbox that reads “Run AutoArchive every”. It should appear as below.

![AutoArchive dialog](image)

5. Click the **OK** button to this dialog box and then **OK** to the Options dialog box to return back to the Outlook program interface.