

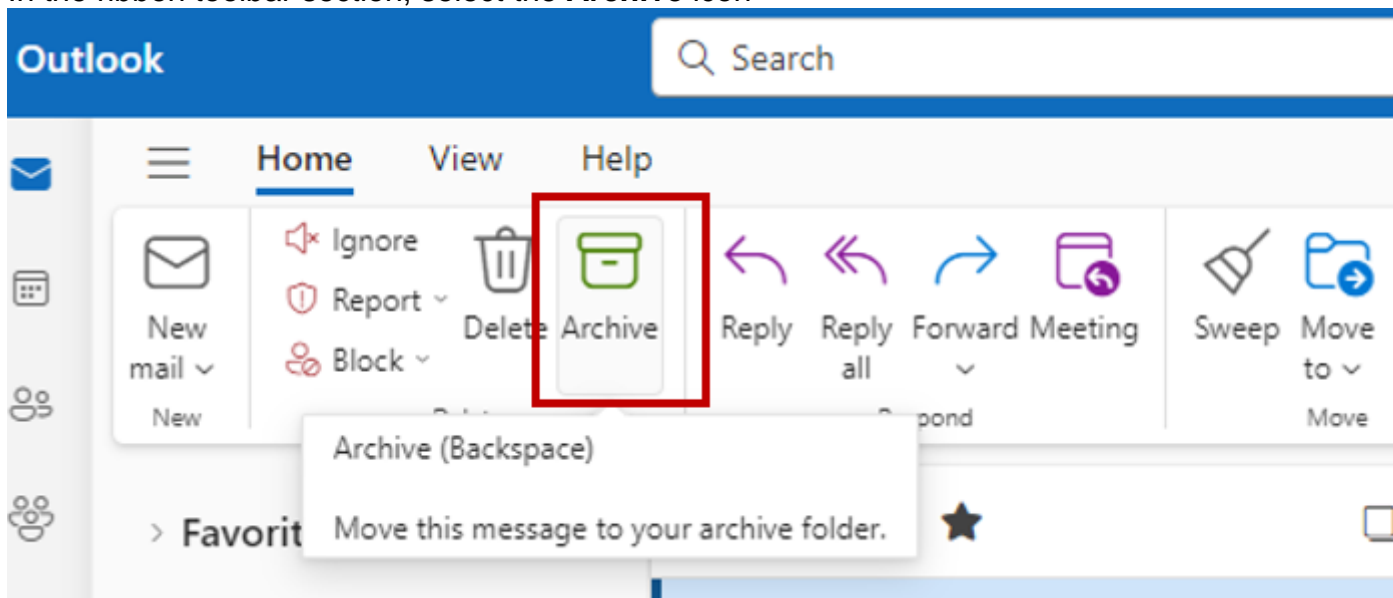
## Archiving Emails in Outlook <sup>[1]</sup>

November 6, 2023 by [ES and UIS Communications](#) <sup>[2]</sup>

A cluttered inbox can be difficult to manage and can impinge on your overall productivity. Archiving emails is an easy way to clear out your primary inbox without being concerned about deleting important emails.

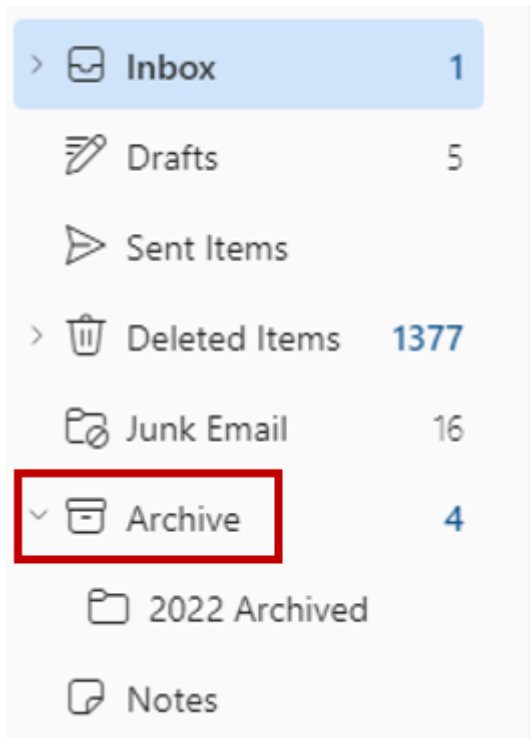
### How to archive emails

1. Open the Outlook app.
2. Select the message(s) or folder you would like to archive.
3. In the ribbon toolbar section, select the **Archive** icon

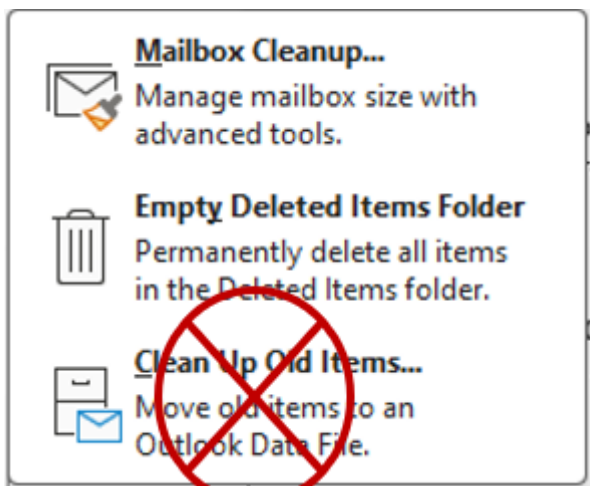


4. The message(s) will be moved to the archive section.

Emails that have been moved to the archive section can be accessed by selecting the **Archive** inbox in Outlook.



While most CU System employees have ample mailbox space, if you are running low, schedule an appointment with the UIS Service Desk. We recommend you do **not** use the **Clean Up Old Items** option under Mailbox Settings. It will create an Outlook Data File and the Service Desk may not be able to help you retrieve mails from that data file, if it becomes damaged



Outlook email <sup>[3]</sup>

#### Display Title:

Archiving Emails in Outlook

#### Send email when Published:

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