

Archiving messages in Outlook ^[1]



January 4, 2022 by [UIS Communications](#) ^[2]

The new year is a great time to clean up your inbox, empty your junk mail and archive old emails.

Emails are a great way of communicating and serve as a reference for work done in the past, so it's important to be able to have a way to access old emails. However, each user has a 99 GB mailbox limit. If your mailbox gets too full, you will be unable to send/receive new emails and can make searching through old emails painstakingly slow. Don't fret! You can easily clean up storage space without having to resort to deleting any messages. Archived messages don't count toward your 99 GB limit.

Archiving your emails provides an easy, reliable way to clean up storage space while still providing you access to all the emails you've ever sent and received. Outlook also allows you to be in control of the method and frequency of archiving and has provided a number of resources to help:

- For those who prefer to 'set it and forget it', follow these steps: [Archive older items automatically](#) ^[3]
- For those who want to have more control over when emails are archived or need to clean up space immediately, follow these steps: [Archive items manually](#) ^[4]
- For more information on the different ways to archive Outlook messages, check out this Office article: [Archive in Outlook for Windows](#) ^[5]

[Microsoft](#) ^[6], [email](#) ^[7]

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