

The start of a new semester is a great time to clean up your inbox, empty your junk mail and archive old emails. ^[1]

July 26, 2022 by [Employee Services](#) ^[2]

Emails serve as a great reference for past work, so people are often reluctant to delete them. However, if you exceed your inbox memory limit, you will be unable to send/receive new emails and keeping every email can make searching through 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 free 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 the following resources:

- 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]

[Outlook email](#) ^[6], [Archive](#) ^[7]

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