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Manage email messages by using rules - Outlook

Step 1, Open Microsoft Outlook 2010. If you are using Microsoft Outlook on an Exchange Server account this function is most likely not available to you.

Archiving is controlled by server administrators, rather than individuals. Step 2, Click on the "File" tab on the top horizontal bar. Step 3, Select "Cleanup Tools" from the options.

How to Archive in Outlook 2010 (with Pictures) - wikiHow

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