

Email

How do I archive my emails in Outlook and free up space on the IMAP server?

The process is fairly straightforward, but we recommend that you consult an I.T. professional who can sit down with you and walk you through it if you have never attempted the procedure before, or are uncomfortable with such things. Detailed instructions for archiving emails in different versions of Outlook (back to 2007) can be found here:

<https://support.office.com/en-us/article/Archive-items-manually-ecf54f37-14d7-4ee3-a830-46a5c33274f6>

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Older versions of Outlook & Outlook Express may remain somewhat functional, but are not supported.

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