

How to Archive to Online Archives in Outlook 2016 for Mac

1. Drag and drop your email messages from the primary mailbox into the Online Archive. This process is limited to one email at a time.
2. For automatic processing from Outlook 2016, it is necessary to write a rule (otherwise known as assigning a policy in other documentation) to move an email to the Online Archive mailbox based on the length of time since it was received.

It is considered best practice to use Outlook on the Web Archive and retention policies to make sure your messages get archived.

