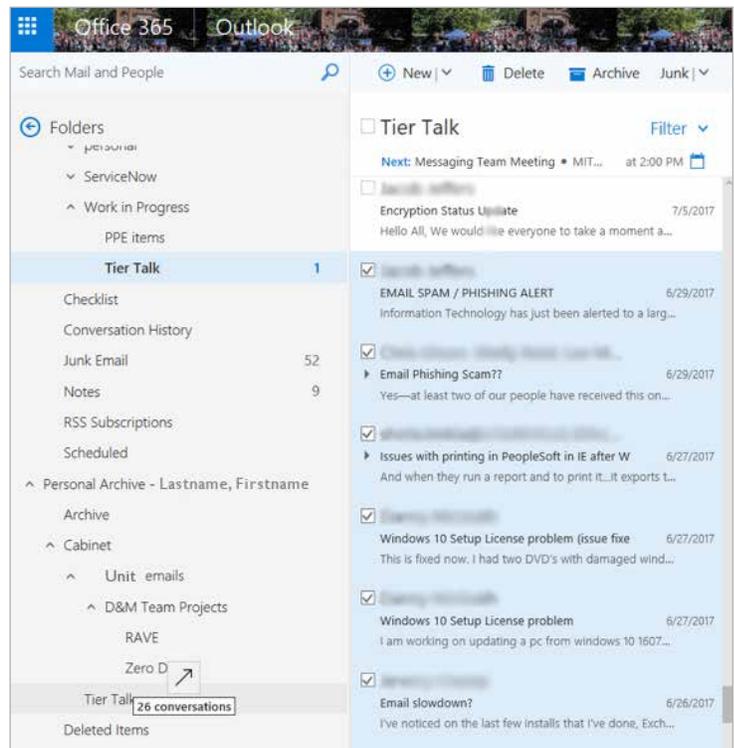


How to Archive to Personal Archives in Outlook for the Web

Users can import data to the Personal Archive in the following ways:

1. Drag and drop email messages from your primary mailbox into the Personal Archive.



2. Assign Archive Policies to automatically move your email messages from your primary mailbox to the desired destination.

- Login to Outlook on the Web mail.office365.com.
- Right-click the folder to which you want to assign an archive policy.
- From the pull-down menu that appears, select Assign Policy.
- From the Archive Policy drop-down menu, choose the archive policy you wish to apply.

