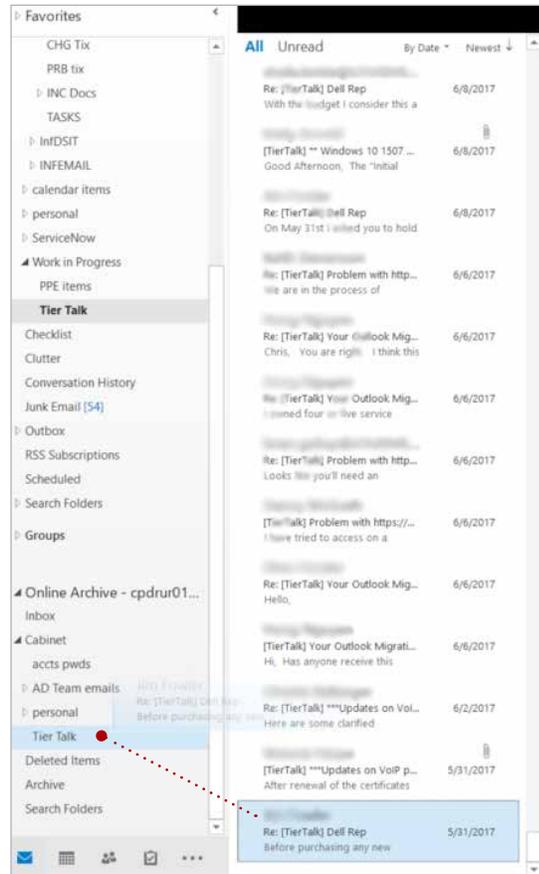


# How to Archive to Online Archives in Outlook 2016 for Windows

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

**1.** Drag and drop email messages from your mailbox to your Online Archive account is as simple as it sounds. Simply drag the email to the desired Online Archive folder.

See the email dated 5/31/2017 being dragged to the folder in the Online Archive Cabinet in the graphic to the right.



**2.** Assign archive policies to automatically move email messages from the primary mailbox to the desired destination.

- a. In Outlook click the custom created folder to which you want to assign an archive policy
- b. From the Outlook Ribbon, select the Folder tab.
- c. From the Folder Menu, click the Policy button.
- d. From the Online Archive Policy drop-down menu, choose the archive policy you wish to apply.

