## How to Assign An Archive Policy Using:

## **Outlook for the Web**

1. Login to Outlook on the Web <u>mail.office365.com</u>.

**2.** Right-click the folder to which you want to assign an archive policy.

**3.** From the pull-down menu that appears, select Assign Policy.

**4.** From the Archive Policy drop-down menu, choose the archive policy you wish to apply.

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## Microsoft Outlook 2016

**1.** In Outlook click the custom created folder to which you want to assign an archive policy.

- 2. From the Outlook Ribbon, select the Folder tab.
- **3.** From the folder menu, click the Policy button.

**4.** From the Online Archive Policy drop-down menu, choose the archive policy you wish to apply.

