Outlook for the Web

1. Login to Outlook on the Web mail.office365.com.

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.
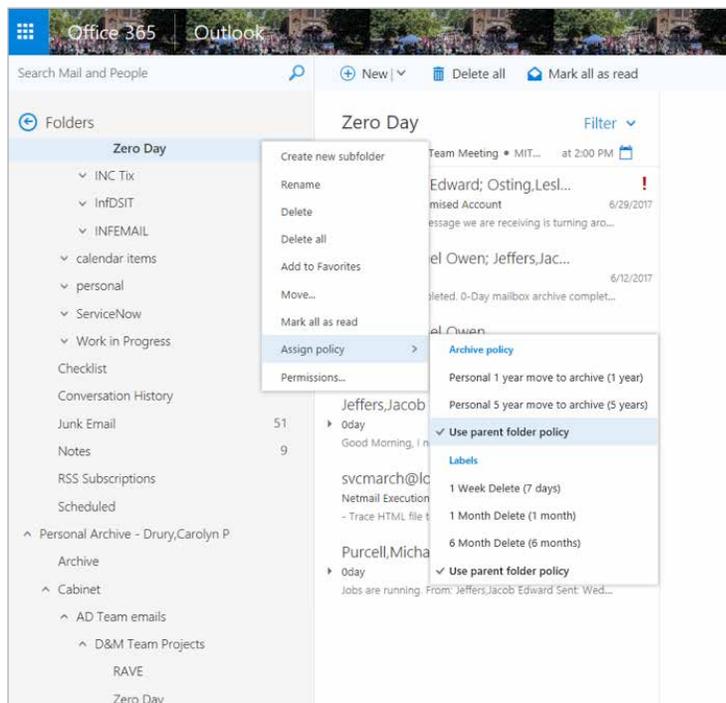
Microsoft Outlook 2016

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.