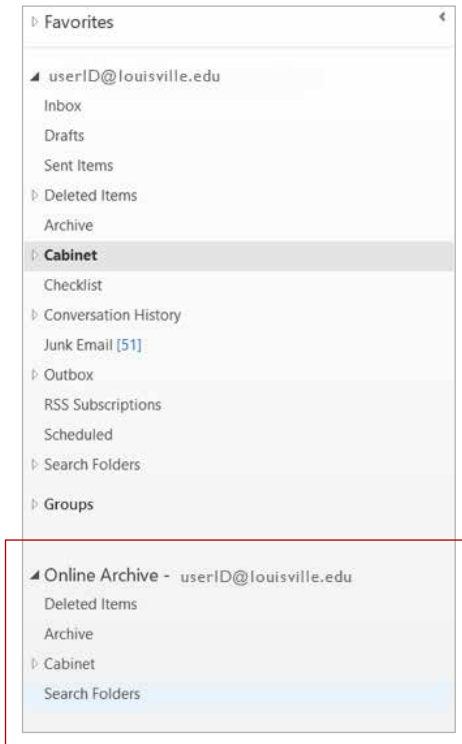


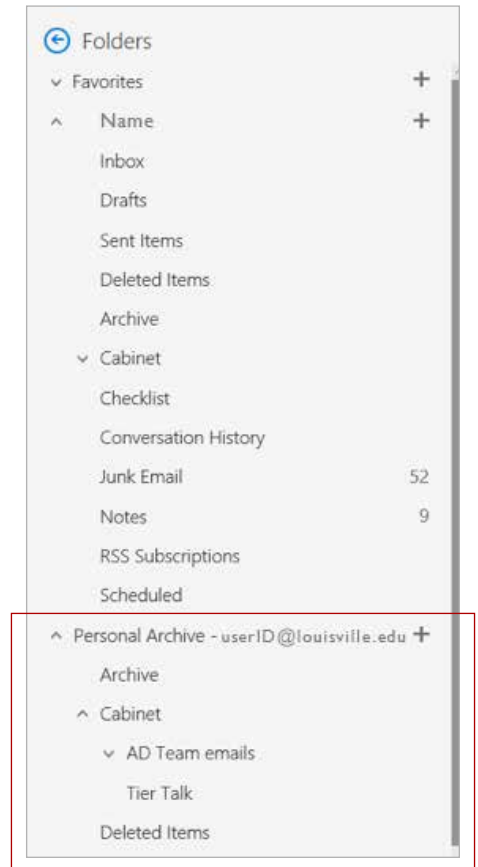
# Features of the Online or Personal Archive Mailbox

Outlook 2016



Each Office 365 account features an Online or Personal Archive mailbox. The archive mailbox is a specialized mailbox that appears below the users' primary mailbox folders in Outlook 2016 or Outlook on the Web. Users can access their archive in the same way that they access their primary mailboxes.

Outlook on the Web



- **Unlimited archive email storage** that does not use your primary mailbox quota
- Messages can be moved to the **archive automatically** or manually
- Archive mailbox is accessible through the Outlook on the Web and Microsoft Outlook 2016
- Messages in the archive mailbox **are searchable**