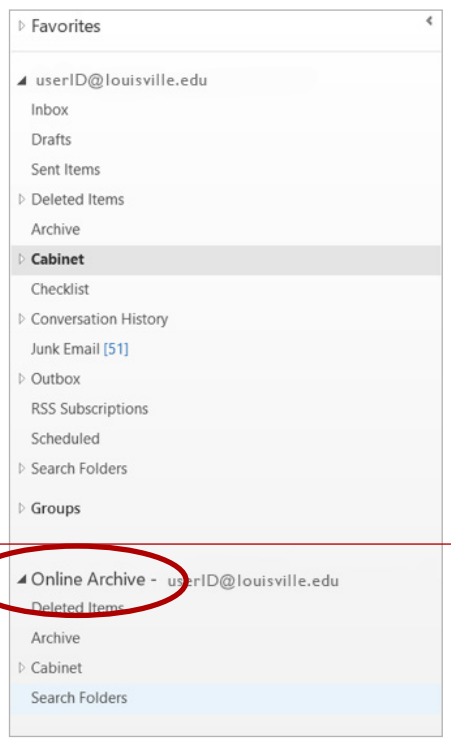


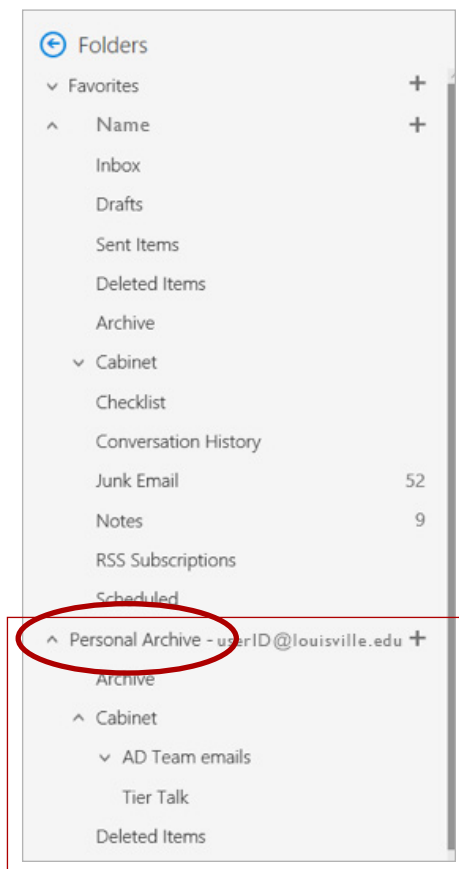
Using the Online or Personal Archive Mailbox

(Desktop Client) Outlook 2016



Your Netmail Archive has been migrated. It is located in either your Online or Personal Archive mailbox depending on where you are accessing email. 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 Web Client



- **Unlimited archive email storage** does not use your primary mailbox quota
- Messages can be moved to the **archive automatically** or manually
- Messages in the archive mailbox **are searchable**