21 Tampines Avenue
Singapore 529757

IT Services Department
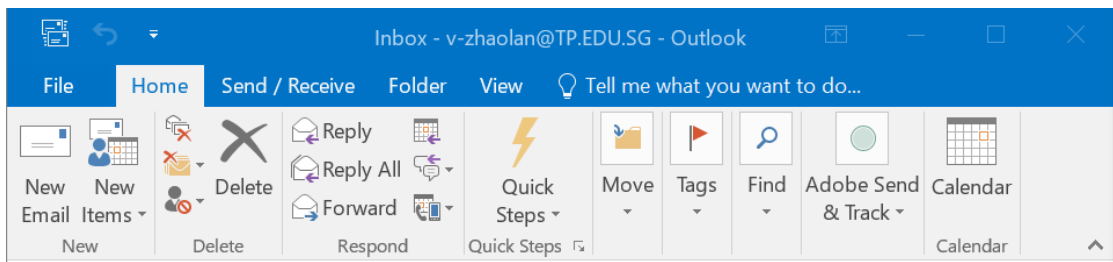
Temasek Polytechnic Student Guide for Archiving Outlook Emails on the App and Web

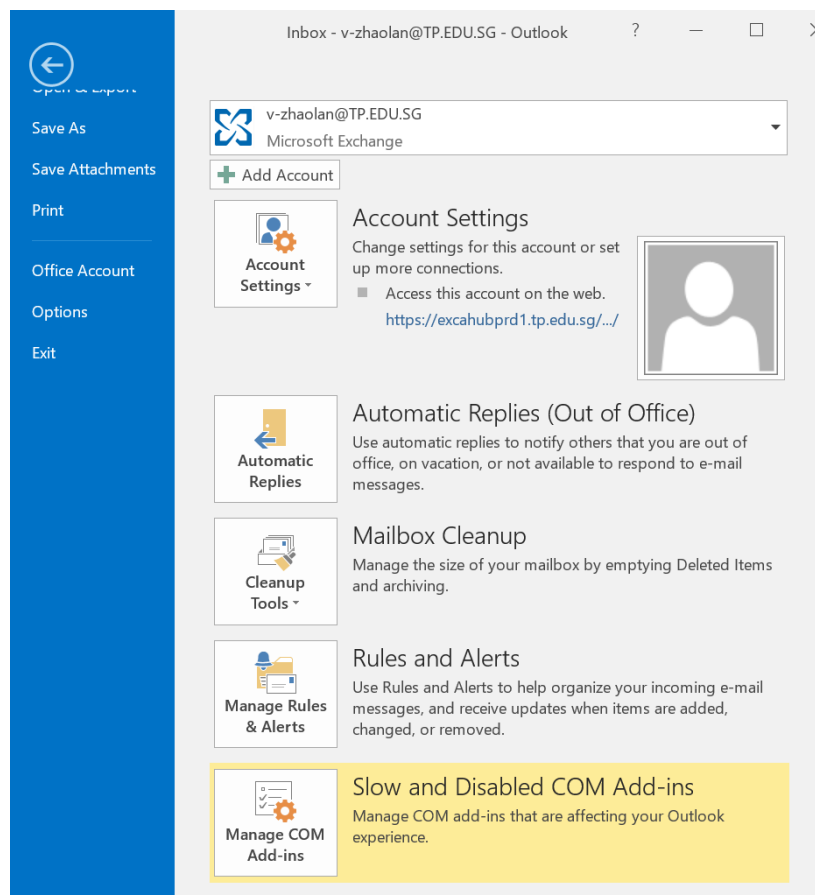# Contents

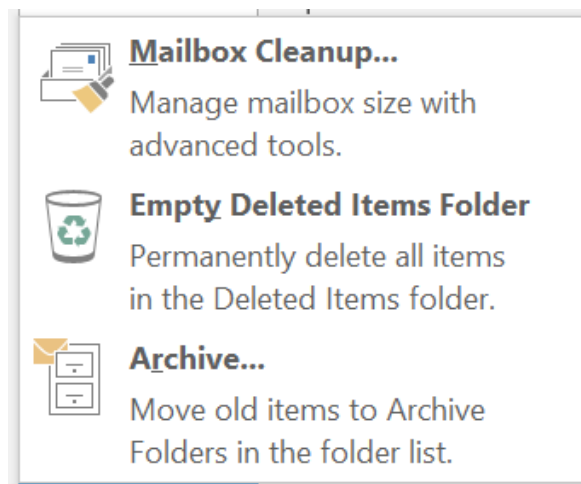## 1. Archive emails in Outlook Desktop App

Step 1: On the desktop app, click on the "**File**" tab at the top left of the screen.
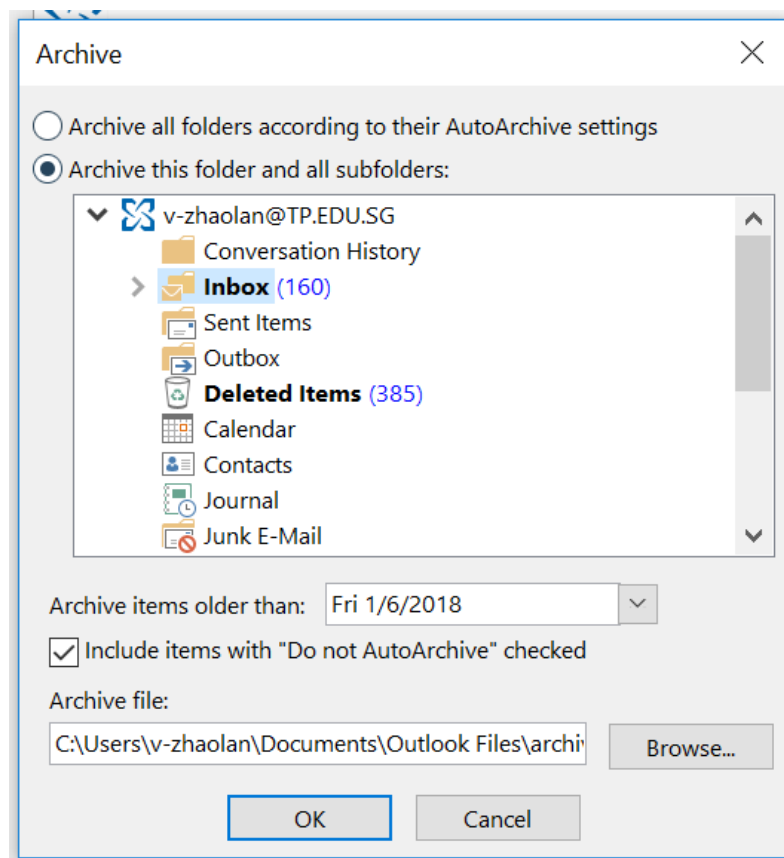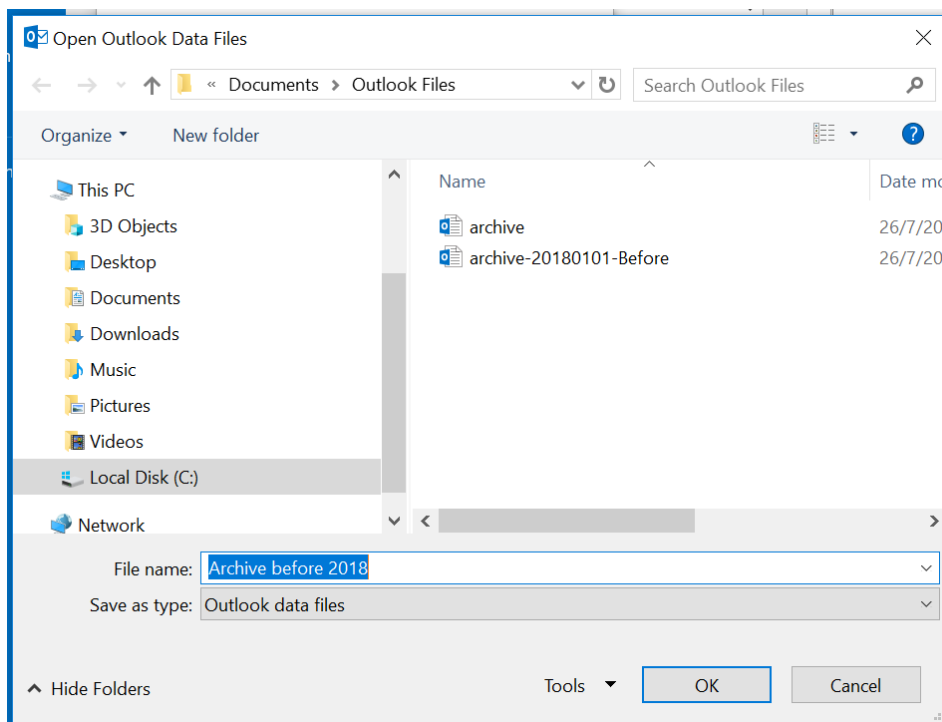

Step 2: Click on "**Mailbox Cleanup**".

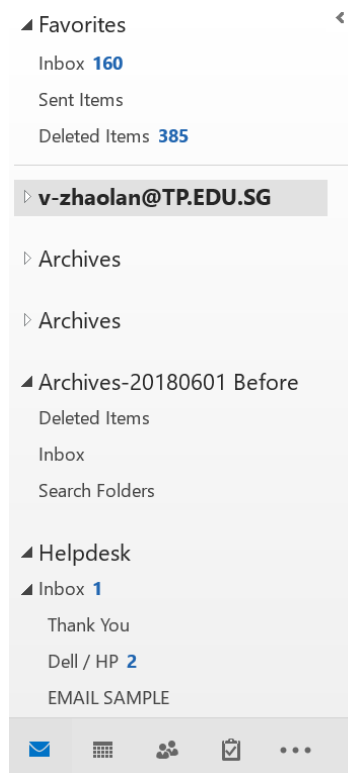**Step 3:** A pop-up will appear. Click on "**Archive**".

Step 4: Choose the emails that you want to archive in "**Archive items older than:**". To choose where to save the archived emails, click "**Browse**".

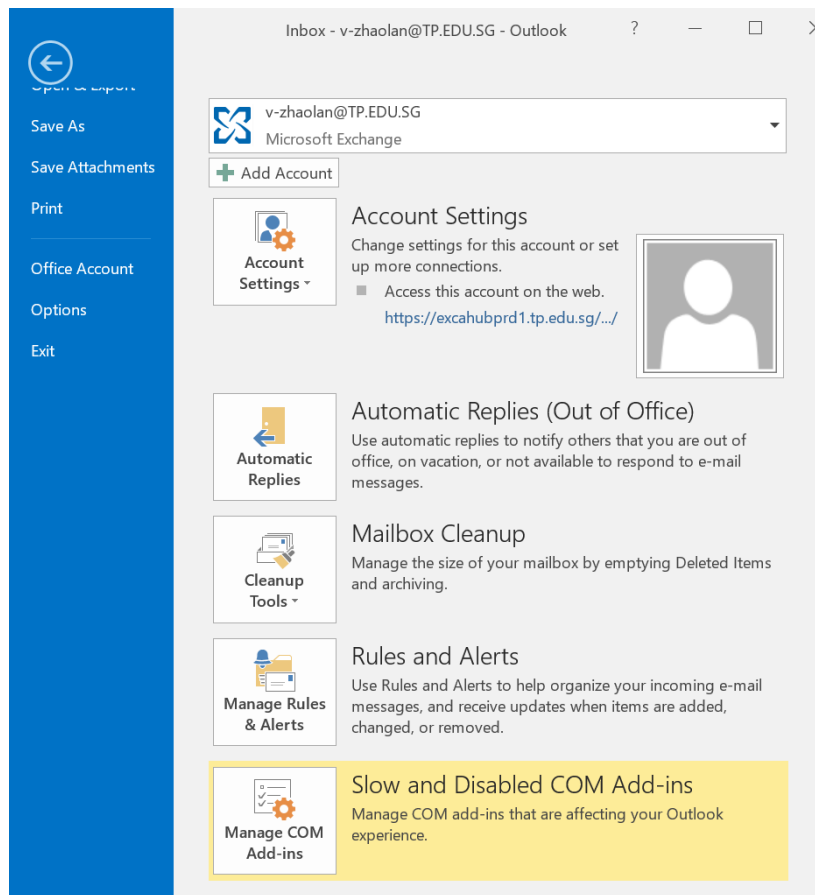**Step 5:** Choose your file location to save the archived emails and click "**OK**".

After the archive is done, a folder called "**Archives**" will appear at the side of your email.
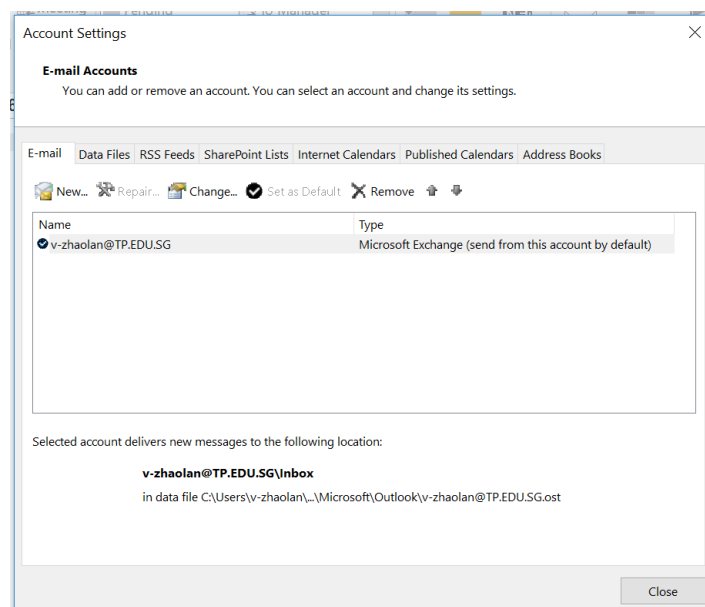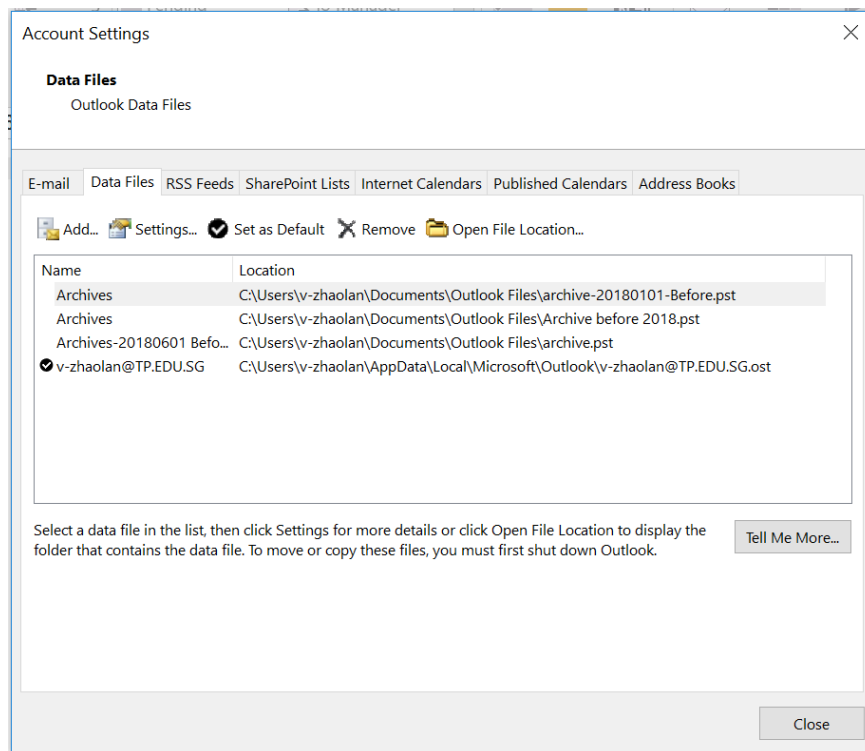
1.1 Change existing archive folder name

Step 1: Go to "File" tab, click on "Settings" and then "Account Settings".
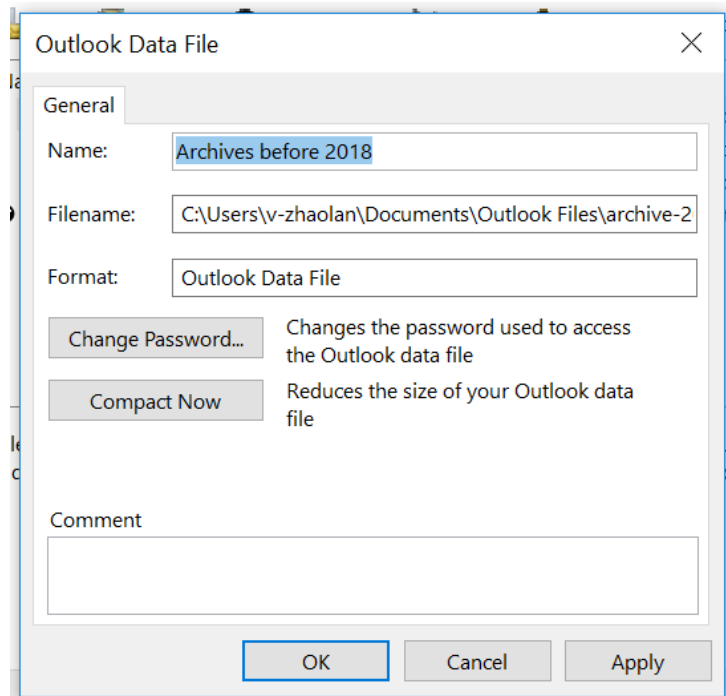

Step 2: A pop-up will appear. Click on the **"Data Files"** tab.

Step 3: Double-click on the folder you want to edit.
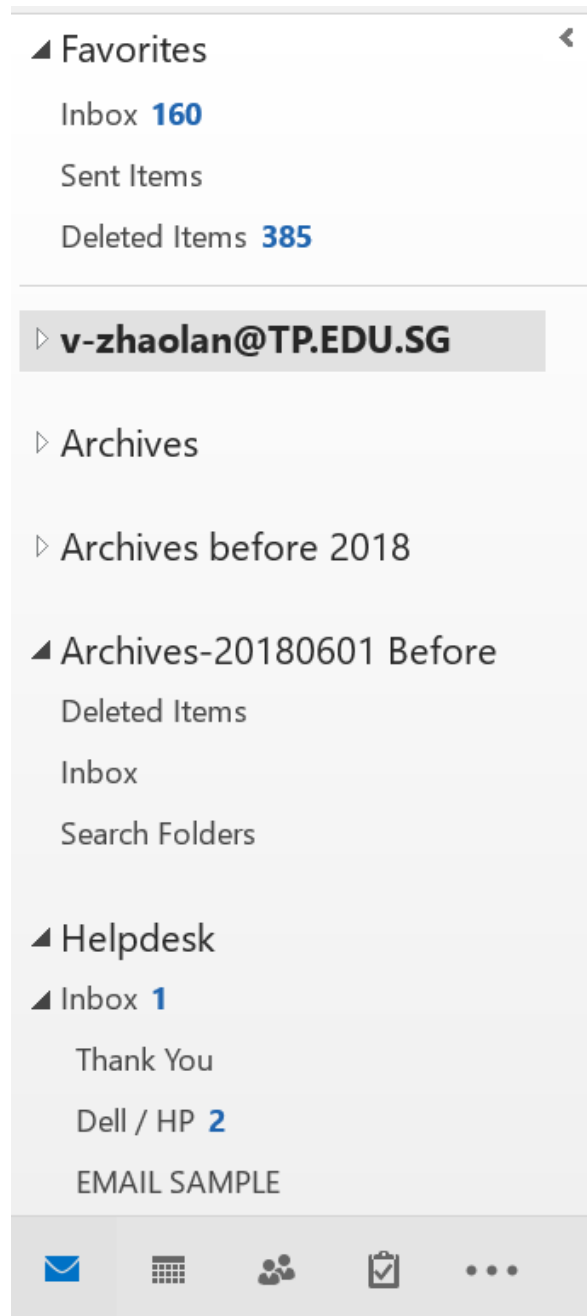

Step 4: Rename to your desired folder name and click "OK".

The changes will be saved, and your folder should show the new name set.
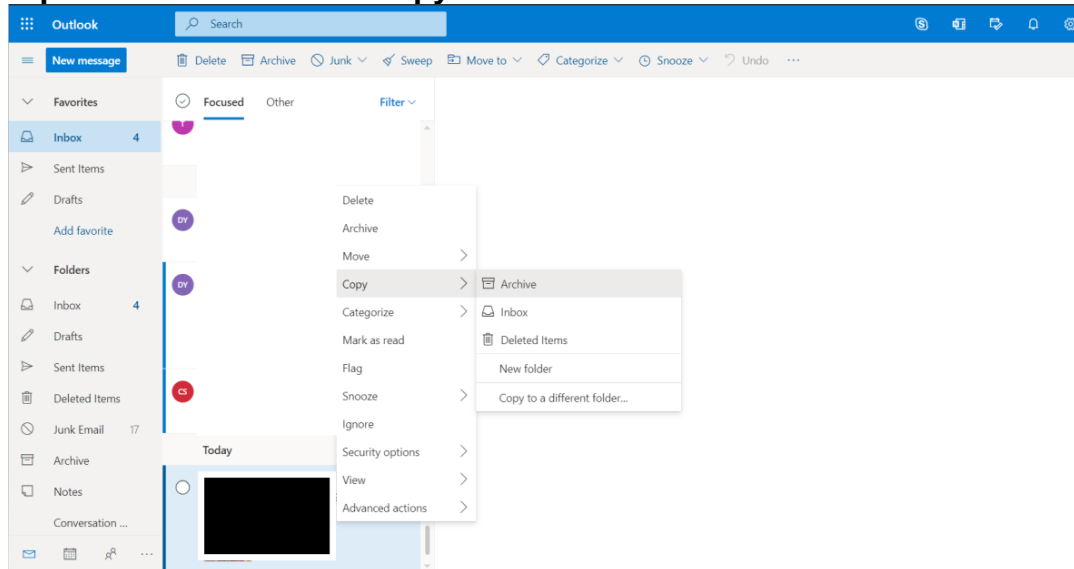
2. Archive Emails in Outlook on the Web

2.1 To archive a single email message

Step 1: Right click the email you wish to archive in your inbox.

Step 2: Hover over either "**Copy**" or "**Move**" and select "**Archive**".

2.2 To archive several continuous emails messages

Step 1: Press and hold the "**Shift**" key on your keyboard.

Step 2: Click on the first and last message in the group you wish to archive. (Outlook Web Access will select all of the email messages including and between those you selected).

Step 3: Release the "**Shift**" key and click on the "**Move**" option in the middle of the screen.
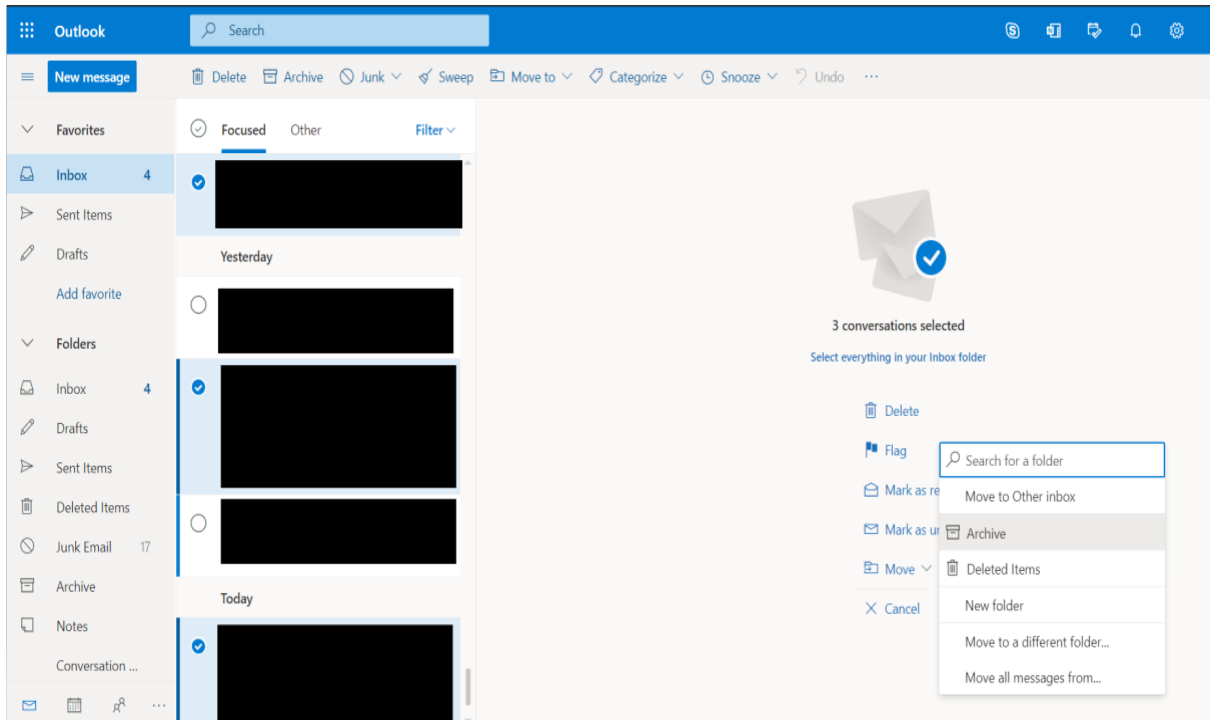
Step 4: Click on **"Archive".**
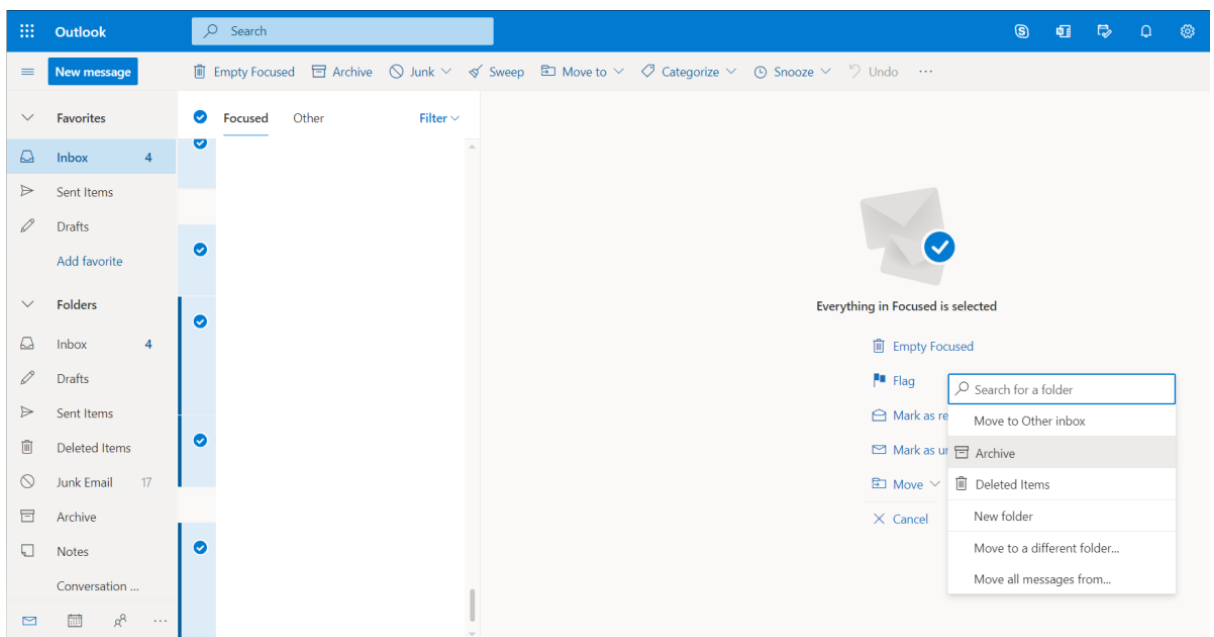
2.3 To archive several separate email messages

Step 1: Press and hold the "**Ctrl**" key on your keyboard.

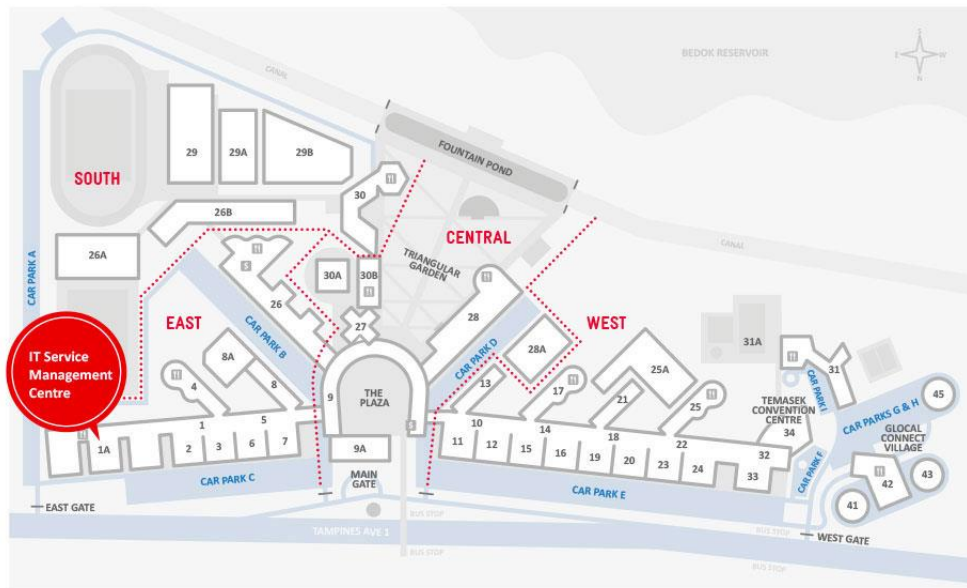**Step 2:** Click on each email you want to archive.

Step 3: Release the "**Ctrl**" key and click on the "**Move**" option in the middle of the screen.

Step 4: Click on "**Archive**".

3. Contact Us

For any further enquiries or issues, contact TP's IT Service Management (ITSM) Centre at 6780 5933 or email at itsm@tp.edu.sg. Our center is located at East Wing Building, Block 1A, Level 4, Unit 02.

IT Service Management Centre East Wing Building, Block 1A, Level 04, Unit 02
Locate us via lift lobby 57, 58, & 59 (turn right when exit the lift)

CAMPUS MAP

The operating hours of the Centre are:
Mondays to Fridays: 8.00am to 9.30pm (except for September vacation period where closing time will be at 6.30pm)
Saturdays: 8.00am to 1.00pm