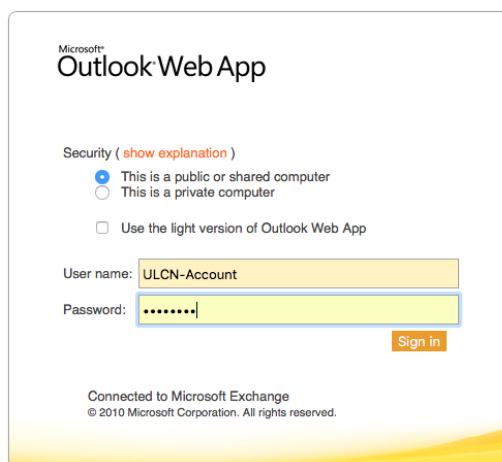


# Archiving mail in Mac Outlook 2016

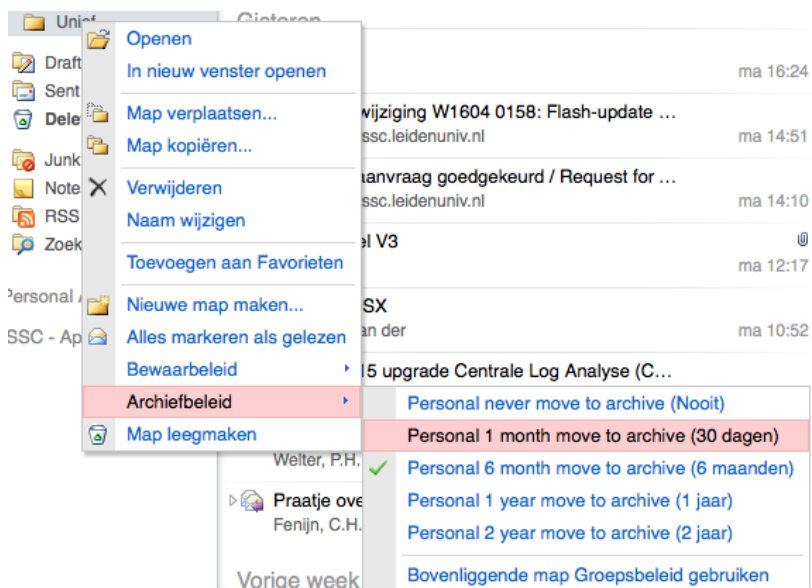
Outlook 2016 for Mac can make use of the mail archiving option of the Exchange mail server of Leiden University. Unfortunately, archiving cannot be switched on from within Outlook. But it can be done in webmail.

## Switching on the archiving option

1. Start Safari or an other browser and go to <https://webmail.campus.leidenuniv.nl>.



2. Log in with your ULCN-account and password. This will take you to your personal webmail.



3. Rightclick (of *control*-click) on the folder that you wish to archive. Then click *Archiefbeleid*(*Archive Policy*), and then the period after which you want to archive messages in this folder.

Example: If you set the period to 6 months, all messages older than 6 months will automatically be moved to the archive.

## Points of concern

- Archiving is an automatic process which is activated every night. Therefore, you will see new additions to the archive on the next day.
- Once the archiving option is switched on, it remains valid until you change it or switch it off again. Until then, the archiving process will move messages according to your settings every night.
- Sub folders inherit the setting of the parent folder. To assign an individual sub folder its own, different archiving period, just rightclick it and set the desired period.
- In both Outlook 2016 and webmail, the archive's folder structure is similar to the mailbox folder structure.

