Step 1.

Open Outlook, then go to Outlook>Preferences, and click General

Step 2.

Uncheck “Hide On My Computer folders”, then exit the Preferences menu.

Step 3.Under Inbox, create a New Folder under “On My Computer”
Step 4.

On the menu bar, click **Tools> Rules...**

![Outlook menu bar with Tools dropdown open](image)

Step 5.

Click `+` to add a new rule.

![Rules window with add icon](image)

Step 6.

Set a Rule Name.

```plaintext
Rule name: Auto-Archive, 120 Days
```
Step 7.
Under “When a new message arrives:”, click the “From” field, and change it to “Date Received”

Step 8.
Next to that, change “Is” to “Is Greater than or Equal To”

Step 9.
Set your time frame to whatever you wish, in this example we’ll use 120 days.
Step 10.
Under “Do the following:”, click the “Change Status” field and change it to “Move Message”.

Step 11.
In the next field, change “None” to “Archived Mail (On My Computer)”.

Step 12.
Remove the other action by clicking the minus sign “-”, then Click OK.

Step 13.
Under Home, click Rules> Apply> (Rule Name) to force the rule to start working.