Setting up Archive Folders to back up on the U: Drive

2. Click on the Tools menu and then on Options.
3. Click on the Other tab (green ellipse) and then on the AutoArchive button (purple ellipse).

Locating AutoArchive functions

4. Adjust the settings as you’d like. Set the "Move old items to:" option to u:\archive.pst, or any other location on the U: drive.

Auto-archive settings

5. Click on "OK".

Notes

This is a bad idea for laptops that don’t always have access to the U: drive.