

☐ Outlook Mailbox Auto Archive (In-Place Archive)

Overview

When your Outlook mailbox reaches **96% of its storage capacity**, the system will automatically move older emails to your **Online Archive (also known as In-Place Archive)**. This helps prevent mailbox overflow and reduces the need for manual cleanup.

How It Works

- Once your mailbox hits **96% capacity**, Outlook triggers an **automatic archiving process**.
 - **Older emails** are moved from your primary mailbox to your **Online Archive**.
 - This process runs in the background and requires **no user action**.
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Where Do Archived Emails Go?

- Emails are moved to your **Online Archive mailbox**, which appears in Outlook as a separate folder tree.
 - You can access it in:
 - **Outlook Desktop App** (left-hand folder pane under “Online Archive”)
 - **Outlook Web (OWA)**
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Important Notes

- ☐ The Online Archive is **still part of your overall storage allocation** (not external storage).
 - ☐ Archived emails are **fully searchable** and accessible anytime.
 - ☐ This process helps keep your **primary mailbox performant and under quota**.
 - ☐ Moving emails to the archive does **not free unlimited space**—it simply redistributes usage within your account.
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Benefits

- Reduces risk of **mailbox full errors**
 - Improves **Outlook performance**
 - Minimises need for **manual cleanup or PST files**
 - Keeps older emails accessible without cluttering your inbox
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What You Should Do

- No immediate action is required when this happens.
 - However, you may want to:
 - Regularly review and delete unnecessary emails
 - Empty Deleted Items and Junk folders
 - Be mindful of large attachments
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Revision #2

Created 2026-03-25 01:33:44 UTC by 10020431

Updated 2026-03-25 01:42:32 UTC by 10020431