

# How to Archive email in Outlook 2010(chn)

Contributed by Administrator  
Monday, 21 October 2013  
Last Updated Wednesday, 18 June 2014

:U •Xc •@ - úCE¥6yí ", Microsoft Outlook ®± ž' â•j ®±- @®ö jh  
„zô "ĩâ ^Í•F^ •(„çyíú0XcMn dX"Ç •(ê"XcYýê"gL F/"ĩâêšl'è Ø±¾n Xcý>(ê Xcťö/\*°ťö9ťö (.pst) Û/ ÍyŠ{„pnťö -!DLê"Xcö Outlook (  
C:\Users\"„(7 \Documents\ Outlook Files\Archive.pst| Windows Vista  
C:\Users\"„(7 \AppData\Local\Microsoft\Outlook\Archive.pst| Windows XP C:\Documents and Settings\"„(7 \Local  
Settings\Application Data\Microsoft\Outlook\Archive.pst ,U úXc Outlook 2010; Xcťö Ø±Åµ (7Å{K"ÛL ú æ údťö " •Åâê"Xc¾n -/

1. S Outlook 2. é:ťö>áo> âw ®± d 3. Uû É hF-,Rcťö 4. (S —ã-ĩâô9„¾nXc o @ ťö9CEPťö9 o U\*ťö9É@ Pťö9 o  
Outlook 6. XcÇ •("âM"e„¾n " é„â KM@60„@ 5P®ö «û"0Xcťö : John Doe „ťö9ÛL5P®öXcö : John Doe „ťö9 X"(Xcťö-  
,œťö9öô éŽXcöô (á³aöKMâťö9 úXc è: ÷°OXcX>í„v •i9ťö9 ö(ÍÁûßMZ} ý

è â•â XcÛ /&c(ĐL â Outlook OU„ó Ò ,U¾nê"ĐLXc ¾nXcCEê"XcĐLöô  
1. ÷l0 ťö> y>Ø§ 2. Ú" ô0"~0ê"Xc 6 Uûê"Xc¾n 3. ("S „—ã ĩâ¾nâ y o ĐLê"Xcĩ" XX ) o ĐLê"XcMĐ: o dÇ „yí ÁP5P  
dy ,\* ê"Xc Ø±¾nĐL o (ťö9 h->:Xcťö9 o ¾nXc á déŽ XX \* „5P®ö o é ç5P®ö ÝYØ±¾n 0Xcťö9 o 8E d1yí dy dúUÇ yí  
ù@ ťö9"(Û)¾n dy "(ê"Xc„¾n îô90@ ťö9 ,US Xcťö :ť•è „j—:D• }YY"Xcťöòsívê •ôS f  
1. ÷l0 ťö>S >S Outlook pnťö 2. é"• vS 6 Uûñš„Xcťö Xcťö >: „8Ä5P®öťö ,Ub ®ö0 „;íU- S Xcťö-đ„e± ,US Xcťö „„c85F