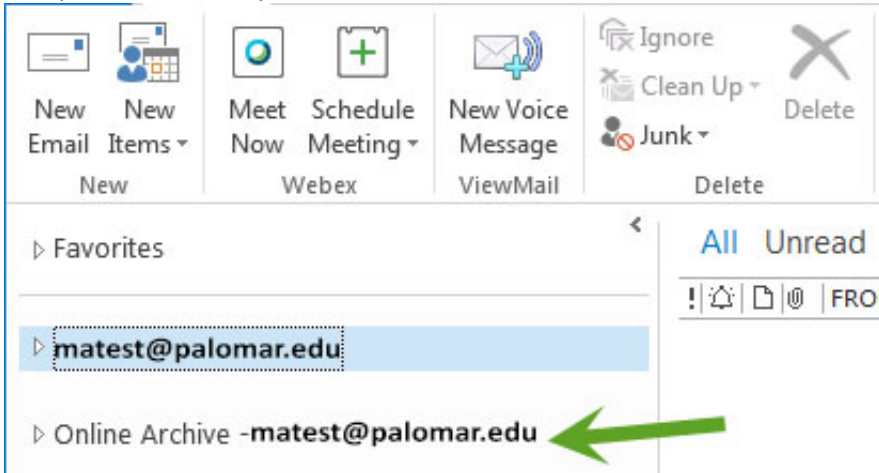


A Microsoft archiving feature for users of Microsoft Office 365 A5 license has been implemented by Microsoft.

You should be able to access your items that Microsoft has moved to the Online Archive folder. The folder where emails older than 2 years have been moved it is called **Online Archive – User Name.** folder

If you scroll down on your left hand side in Outlook you will see the Online Archived folder and if you click on the left arrow in front, it will expand the folder you can then find your inbox and look for your older messages.

This picture is the way the folder looks on Outlook



This picture is showing the name of the email account I use to do tests on Outlook for the web. If you noticed the name is also a bit different it is **In-Place Archive – User Name.** if you click on the left arrow in front of the folder name you will see the emails and any folders that you have in your Inbox.

