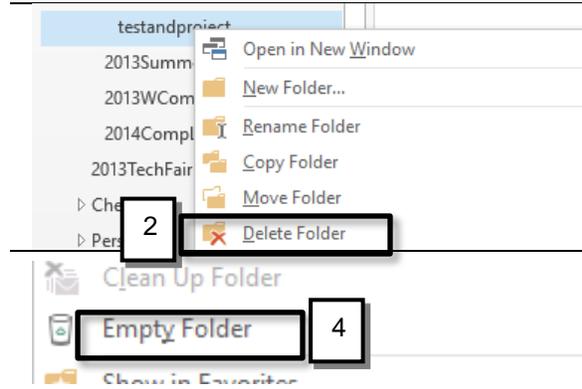


# Delete and Move Outlook Folders to the Office 365 Cloud

## Clean up PST Folders

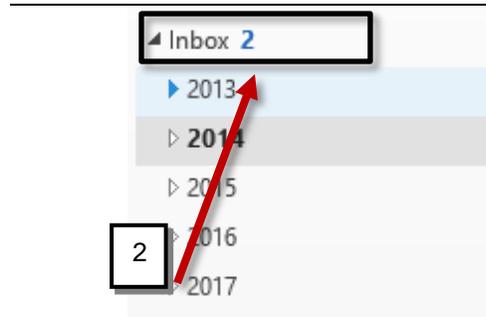
Outlook users create PST Folders to store saved email. Prior to moving your PST folders, take a few minutes to review them. You may want to delete any mail over 5 years old or relates to topics that are not current.



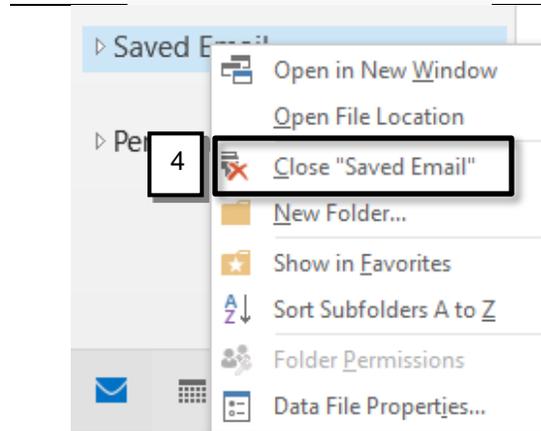
1. Open a PST folder and review its contents.
2. Drag the item to the deleted items folder, or right click **on the item (or folder)** and click **Delete Item or Delete Folder**
3. When finished, right click on the *Deleted Items folder*
4. Click **Empty Folder**

## Move PST Folders to the Cloud

The next step is to move the folders into the cloud. Moving PST files to the cloud, frees up both space on your hard drive, and eliminates the need to archive monthly. In addition, all folders moved to the cloud may be accessed on any device with Office 365 cloud access, including mobile devices.



1. Locate your *PST Folders* in Outlook
2. Click and drag the folders below the **Inbox** (yours may be named differently than the example)
3. This will relocate the folder to the cloud.



4. After moving your folders, right-click your personal folder (yours may be named differently than the example) and click **Close "Folder Name"**