Outlook 2011 uses “Rules” to automatically move messages to an archive location on the computer. Any rules setup for this function will need to be disabled. After opening Outlook 2010 or Outlook 2013 on your desktop, complete the following steps:

1. Select **Tools** at the top of the screen.
2. Select **Rules**.

3. Select **Exchange** on the left side of the new window.
4. Double click the rule name to view or edit. This will open an **Edit Rule** window.

5. Disable any rules that move messages to any folder that states **On My Computer** by unchecking the **Enabled** checkbox.
6. Select **OK**.