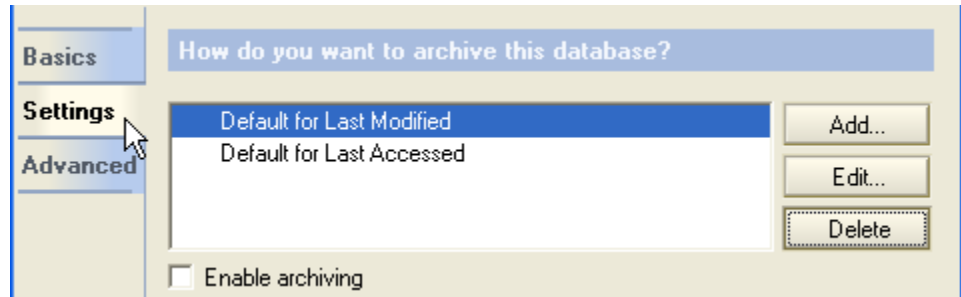


Archiving your Mail

Follow these instructions to activate the Archive feature. After the archive setting and location are created, you can move selected e-mail to your archive.

1. While in the Lotus Notes Mail Inbox, select **Actions > Archive > Settings** on the top menu.

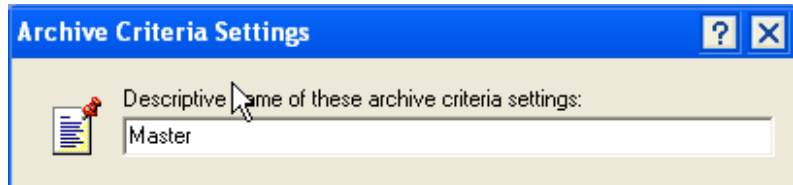


2. In the Archive Settings dialog box, click the **Settings** tab on the left.

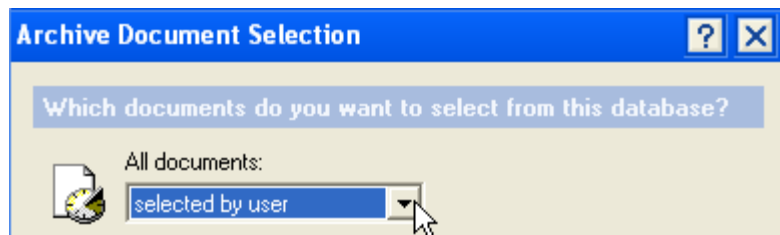
The Settings window may be empty or there may be old settings (Default for last Modified or Default for Expired). If the old settings have check marks next to them, **disable each setting by highlighting it and un-checking the "Enable archiving" check box. All items should be unchecked.**

3. Click on the **Add** button.

4. In the Archive Criteria Settings dialog box, enter a **"Descriptive name..." example Master**. This name will show in the left panel of your Mail database screen, under Tools, Archive. Next, **Click on the Select Documents button.** (bottom right hand corner of this dialog box)

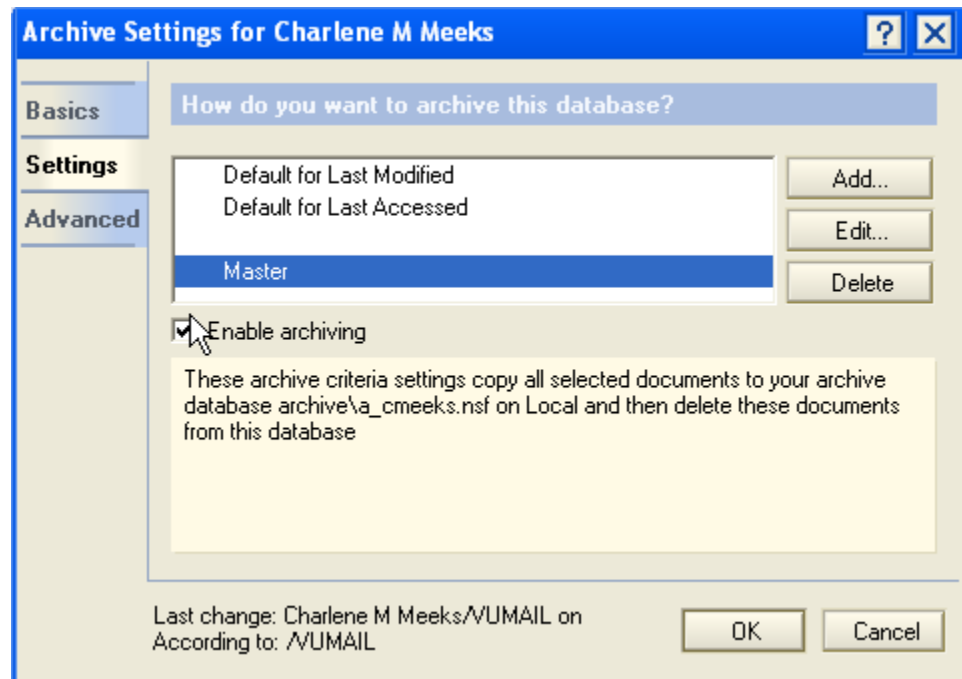


5. In the Archive Document Selection dialog box, under the Heading "Which documents do you want to select", change the **"All Documents"** setting from "not modified" to **"Selected by user"**, by using the drop down arrow. Then **Click on the OK** button.

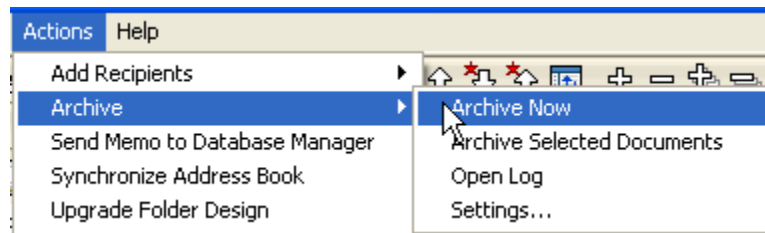


6. You will return to the Archive Criteria Settings dialog box. **Click on OK** to save your settings and close the dialog box.

7. You will return to the Archive Setting dialog box which will now display the name (Master) Click on the archive setting name you just created. Then, click in the "enable archiving" check box to enable your new archive. Click the OK button to save the Archive Setting and return to your Mail Inbox.



8. While in the Lotus Notes Mail Inbox, select **Actions > Archive > Archive Now**. You will receive a message box asking "Do you wish to archive now?" Click on the **Yes** button to build your local archive location. Be patient as it could take a few minutes to build your archive.



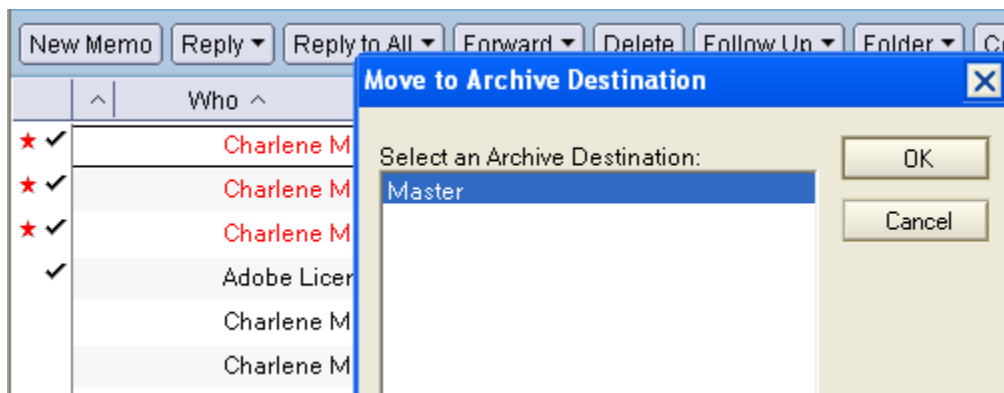
After the hour glass goes away, your archive will be built and you will be able to access it by **Clicking on the mail bookmark icon (on the left side of lotus notes workspace)**.
Click on the Tools folder (left side of screen next to the Tool Box icon)
Click on Archive.
Click on the archive name you created (Master) to open it; you will see that your whole folder structure in your mail file has been duplicated in your archive on your local hard drive. No e-mail has been moved, you now need to select the e-mail you will move to the archive.
You should exit out of your archive folder before doing the next set of instructions.



To move e-mail to the archive, follow these instructions

1. Open the folder (or Inbox) that contains the e-mail you want to archive.

2. Select multiple messages by clicking in the blank column to the left of each message (a check mark will appear). Or press the Ctrl and A key at the same time.



This puts a check mark next to all of your documents.

3. From the menu select **Action > Archive > Archive Selected Documents**.

The Move to Archive Destination dialog box will open and will show the location name (**Master**) for your archive. Click on the **OK** button. The e-mail message(s) you selected to be archived will now be moved to the archive on your local PC in the same folder location as it had on the server.

You can now view any of the archive messages by simply opening your Archive.

Clicking on the mail bookmark icon

(on the left side of lotus notes workspace).

Click on the Tools folder (left side of screen next to the Tool Box icon)

Click on Archive.

Click on the archive name you created (Master).

You can view, print, reply to, or forward any message just like when it resided on the Notes mail server.

When you make your backup of your data files, be sure to back up your archived e-mail.

Add this folder to your backup routine: **C:\Program Files\Lotus\Notes\Data\Archive**

NOTE: If you use Drafts and Stationery be sure and archive the memos in these folders.

