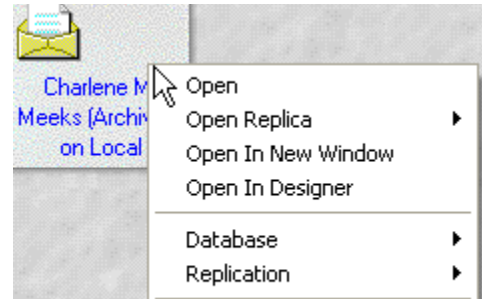


ENCRYPTING ARCHIVED DATABASE BEFORE SAVING.

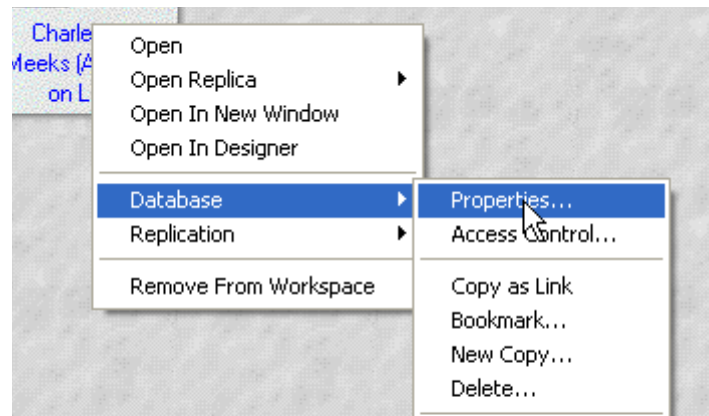
From the workspace in lotus notes:

1. Right click on the icon "Your Name (Archive) on Local"

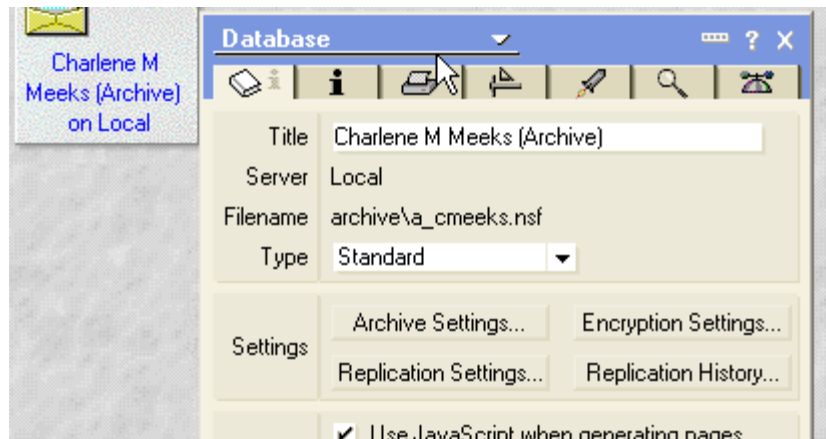


2. Left click on Database

3. Left click on Properties



4. Left click on Encryption Settings.....



5. Left click the radio button next to "Locally encrypt this database using....."
The box to the right should say "Medium Encryption".
Left click on the down arrow; left click on Medium Encryption. If you will be Storing confidential information left click on Strong Encryption.

6. Left click on OK.

