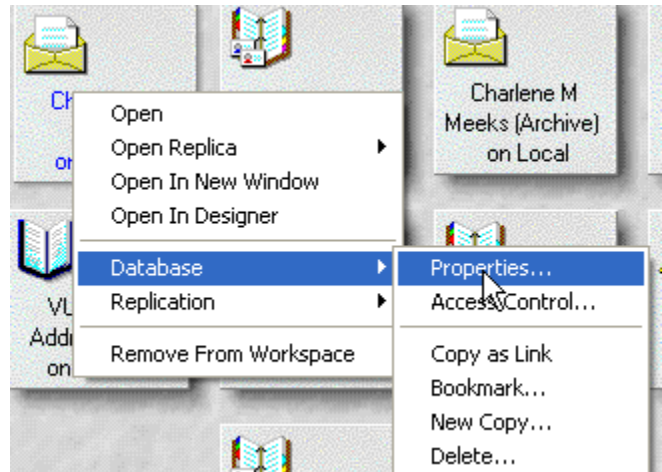


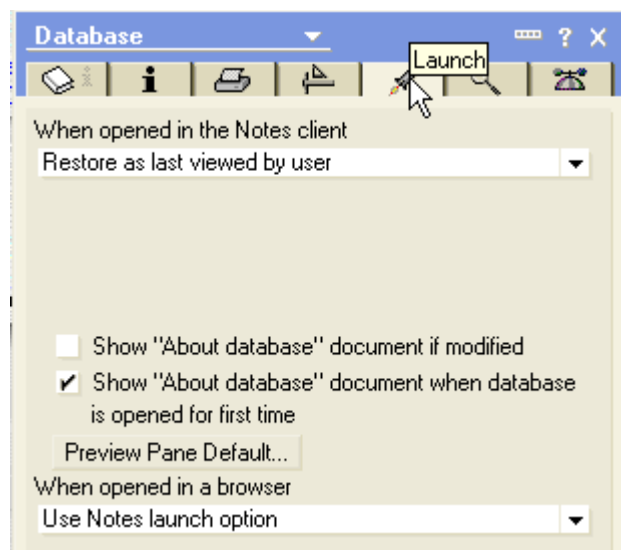
HOW TO ARCHIVE THE STATIONERY FOLDER

These instructions are to be followed **AFTER** you have performed the Archive your Mail instructions. If you use stationery on a daily bases you will want to perform the following instruction:

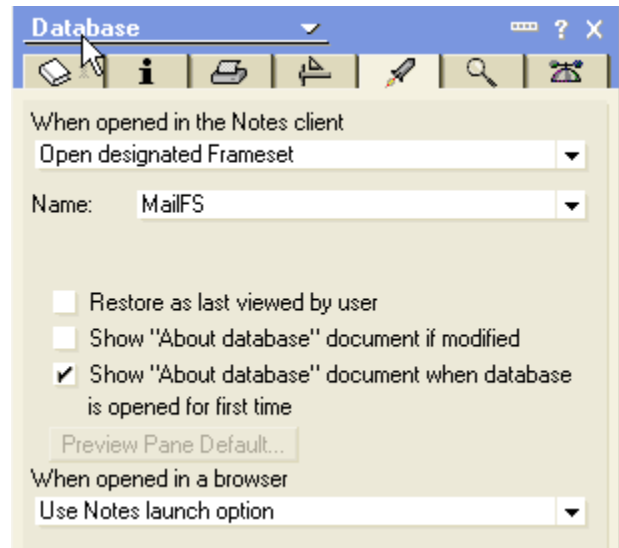
1. From the lotus notes workspace **RIGHT CLICK** on your **mail icon**. Then **LEFT CLICK** on **Database**



2. **LEFT CLICK** on the tab that looks like a rocket it will say "Launch" when you put your cursor on this tab.

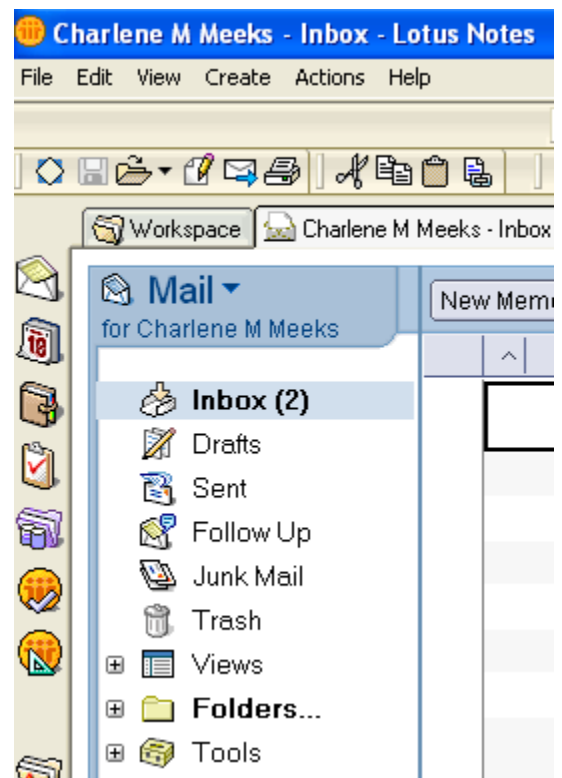


3. **LEFT CLICK** on the down arrow next to Restore as last viewed by user and change it to **Open designated Frameset**. **LEFT CLICK** on the X in the right hand corner.



4. Now **close Lotus Notes completely**. When you sign back on and click on your icon on your workspace the view will be different. It will look like this.....

At the very top **LEFT CLICK** on **Actions**.
LEFT CLICK on **Archive**.
LEFT CLICK on **Archive Now**.
"Do you wish to Archive Now?" **LEFT CLICK YES**.



Now if you go to your workspace and **DOUBLE LEFT CLICK** on your Archive on local icon the left side will look like this... You now have the

Stationery folder under Tools. Now you need
To **open your mail icon on Indian and copy and Paste your stationery into your Archive.**

