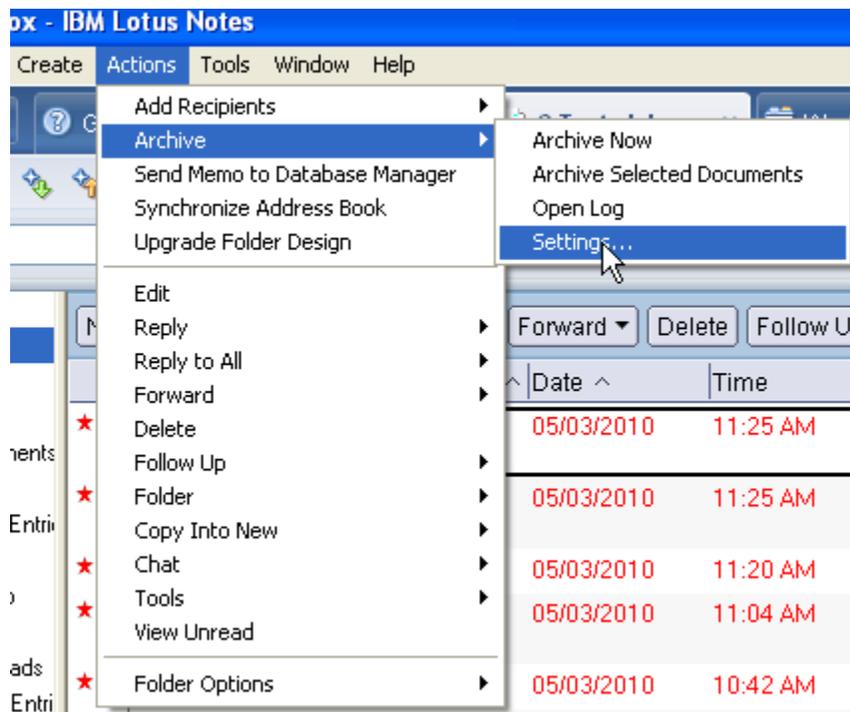


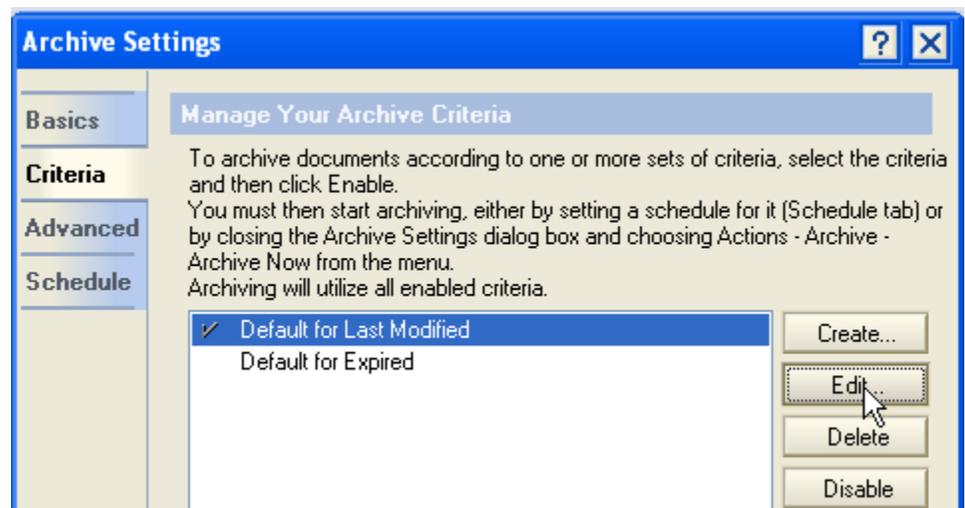
Archiving your Mail (R 8.5.1)

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. **If you have already set up your archive, you only need to do the last page.**

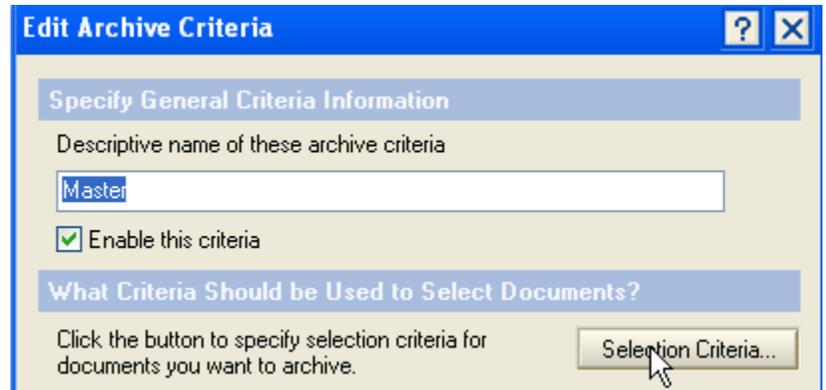
1. While in the Lotus Notes Mail Inbox select **Actions > Archive > Settings** from the top menu.



2. In the Archive Setting dialog box, click the **Criteria** tab on the left. The Manage Your Archive Criteria may be empty or there may be these settings (Default for last Modified or Default for Expired). If these settings have a check mark next to them, **disable each setting by highlighting it and left click on Edit and un-checking the "Enable this criteria" check box. All criteria items should be unchecked. Now click on the "Create" button.**



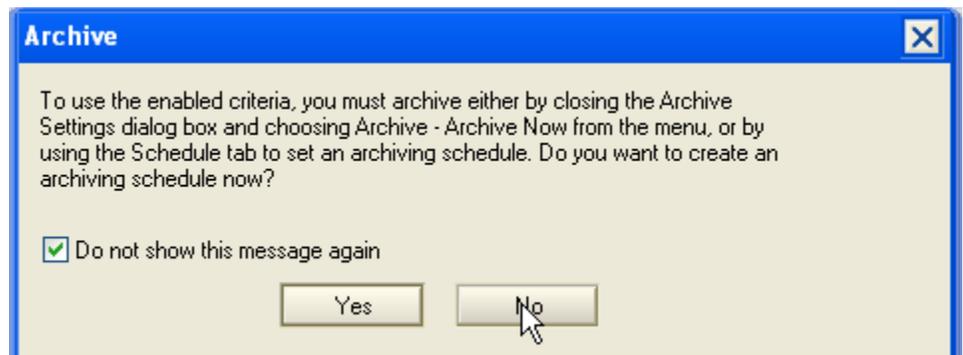
3. In the edit Archive Criteria Dialog box, enter a "Descriptive Name...." example **Master**. Put a check mark next to "Enable this criteria" and then left click on the button "Selection Criteria..."



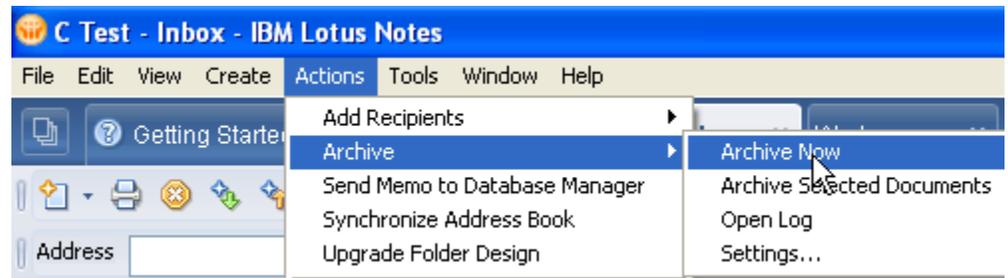
4. In the Archive Selection Criteria dialog box, under the heading "Which Documents do You Want Archived from this Application" change the "Not modified in more than" to "selected by user", by using the drop down arrow. Then click the OK button. Click Ok on the Create Archive Criteria dialog box. Then click Ok on the Archive Settings dialog box.



5. You will then receive this Archive dialog box. Check the box next to "Do not show this...." and then click No.



6. While in your 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

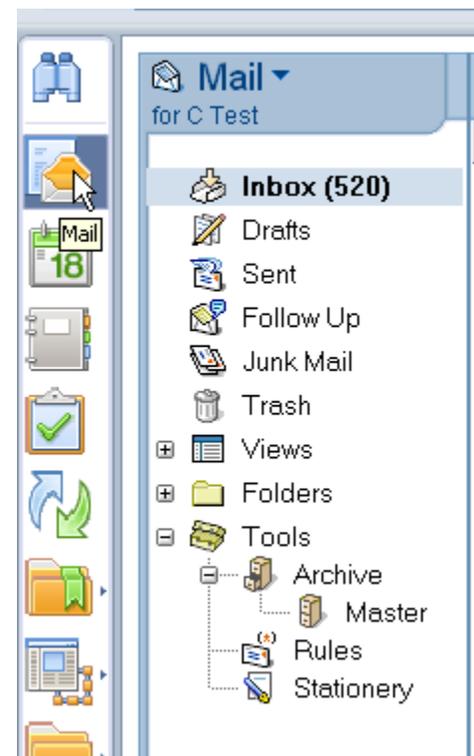
Clicking on the mail bookmark icon (on left side of lotus notes workspace)

(Get instructions Dock Open List to put this bookmark bar on your Lotus Notes)

Click on the Tools folder (Under the yellow Folders)

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.

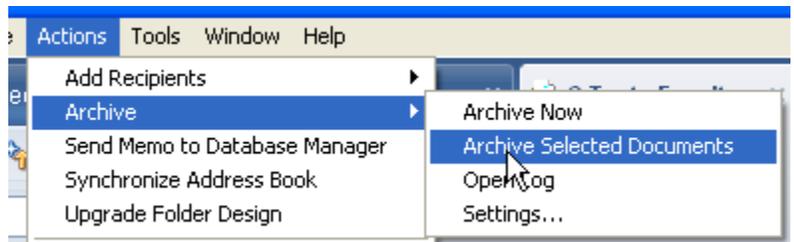


The last 6 instructions are a ONE TIME SETUP. The following instructions are what you will do on a daily, weekly, monthly or yearly basis. Depending on how you want to handle archiving.

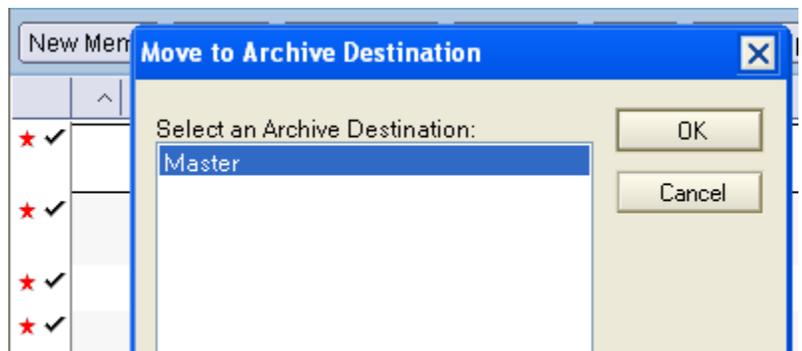
To move e-mail to the archive, follow these instructions

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 in that folder or view.

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



4. The Move to Archive Destination dialog box will show the location **(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. There are two ways, from the workspace or by opening your e-mail from the tool bar on the left hand side of your lotus notes (you must have **Docked the open list**), in which to open your archive.

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

If you do not see the above path to your archive, lotus notes was probably installed different on your computer. You can do a search for Lotus on your C drive or you could try this path:

C:\Program Files\IBM\Lotus\Notes\Data\Archive

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