

To facilitate archiving from a role account, the following needs to occur:

- a location document needs to be created for the role account,
- user needs to switch to the role account location, and
- the archive needs to be created.

### Step 1: Creating a location document

A location document allows you to switch between:

- different types of server connections, and
- different mail files.

The term 'location' refers to the location of the mail file. It has nothing to do with the location of the actual emails that will be archived.

A location document needs to be created for each account (other than your own) that you want to archive from. We will be using a location document to switch to the role account.

**Note:** This is different to accessing the role account through **Access and Delegation**.

#### Before you begin

You need to have the following details for the role account:

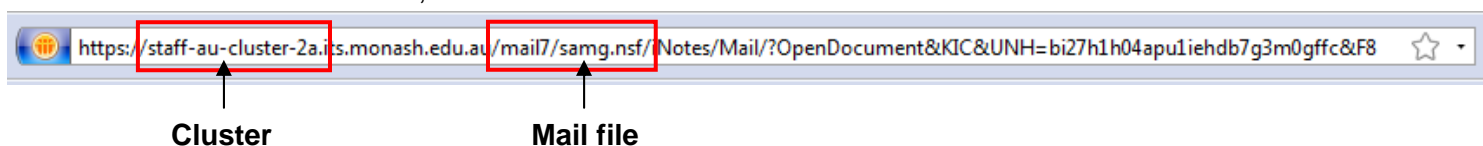
- a copy of the **id file** stored on your local computer,
- password,
- email address,
- cluster, and
- mail file location.

**Note:** The id file is usually found on the U drive of the person who is in charge of the role account. You may need to take a copy of this to store on your local computer.

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**Tip:** To determine the cluster and mail file location:

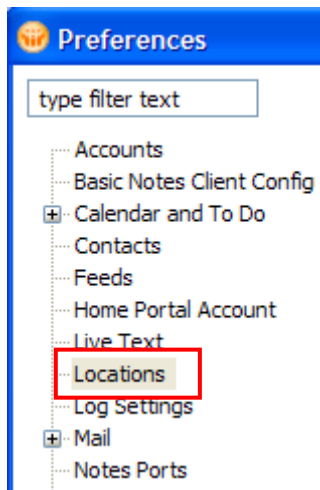
- Login to <http://mail.monash.edu.au> with the role account username and password.
- Observe the address bar, the cluster and mail file location are shown.



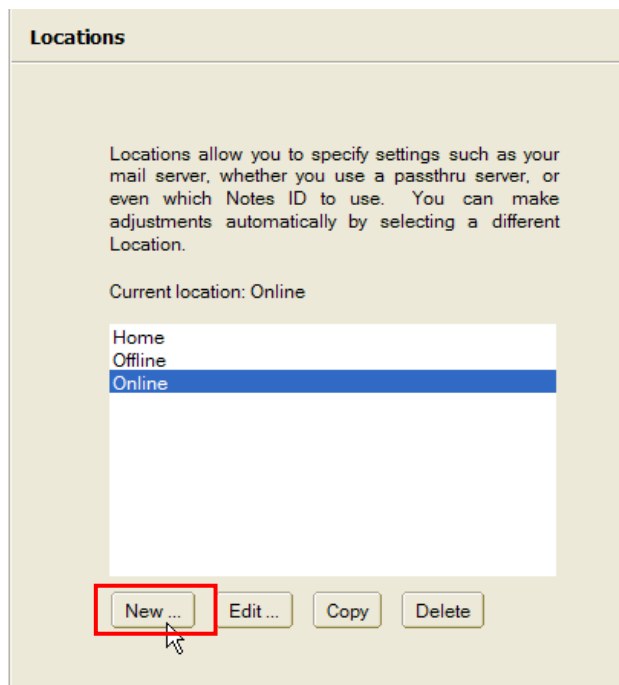
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#### Creating new location document

1. Login to Lotus Notes.
2. Select **File > Preferences > Locations**.



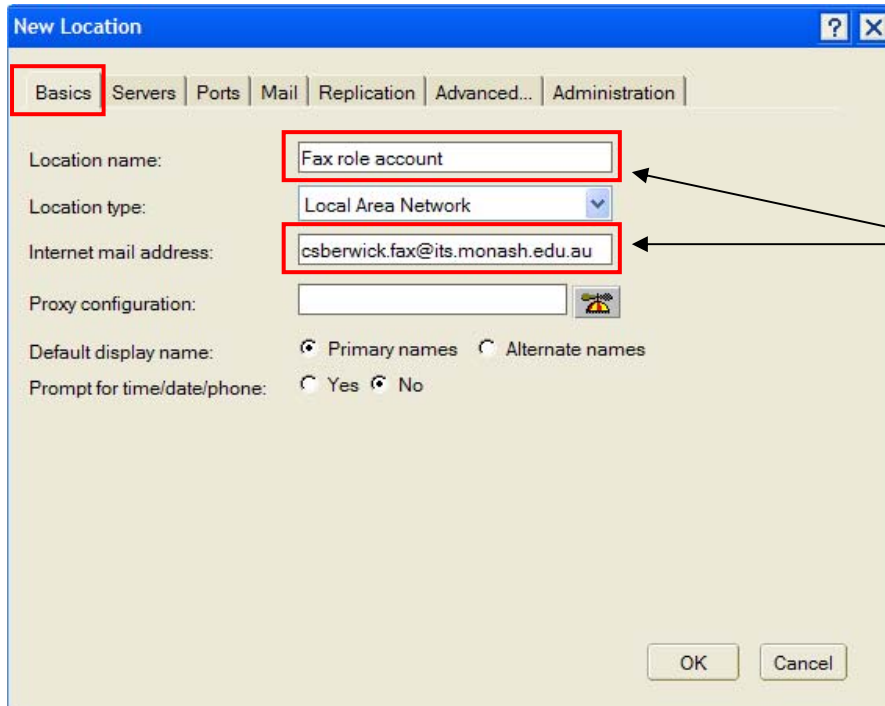
3. Click **New**.



4. Select the **Basics** tab.

5. Enter a **Location name**. This can be the name of the role account.

6. Enter the email address of the role account in the **Internet mail address** box.



**New Location**

Basics Servers Ports Mail Replication Advanced... Administration

Location name: Fax role account

Location type: Local Area Network

Internet mail address: csberwick.fax@its.monash.edu.au

Proxy configuration: [ ] [ ]

Default display name:  Primary names  Alternate names

Prompt for time/date/phone:  Yes  No

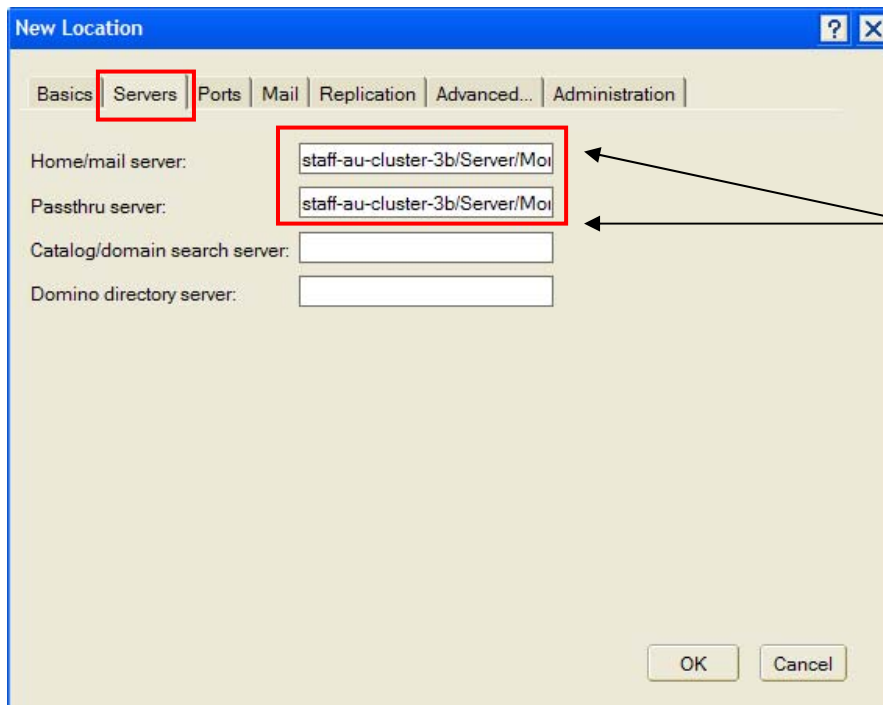
OK Cancel

Your role account information will be **different** to the example shown here.

7. Select the **Servers** tab.

8. Enter the cluster into the **Home/mail server** box. The format is shown below:

*staff-au-cluster-XX/Server/Monash* where *XX* is the cluster number.



**New Location**

Basics Servers Ports Mail Replication Advanced... Administration

Home/mail server: staff-au-cluster-3b/Server/Mo

Passthru server: staff-au-cluster-3b/Server/Mo

Catalog/domain search server: [ ]

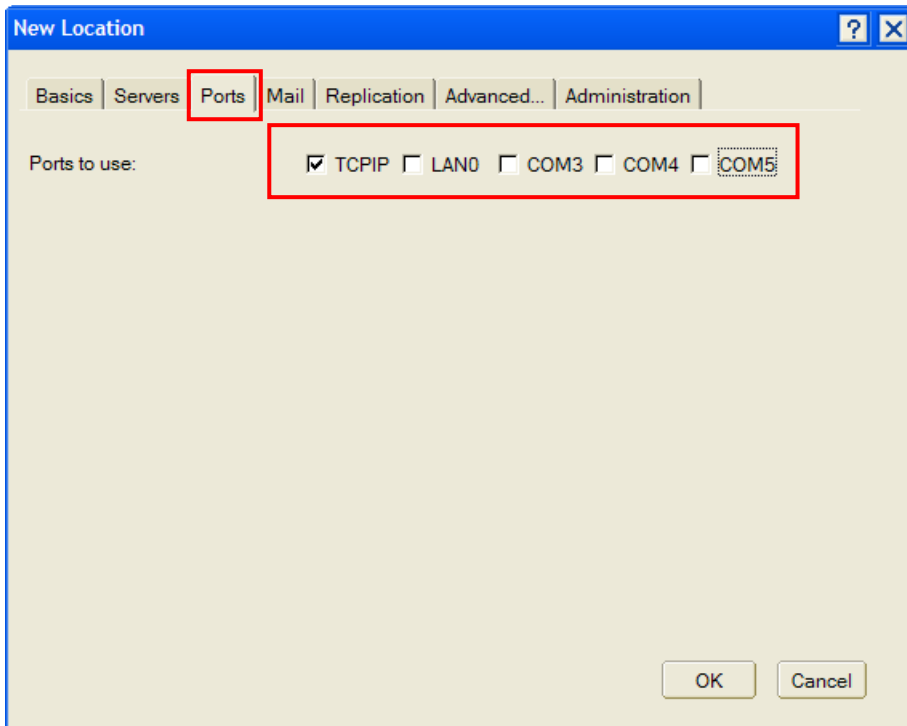
Domino directory server: [ ]

OK Cancel

Your role account information will be **different** to the example shown here.

9. Select the **Ports** tab.

10. Un-tick all options except **TCPIP**

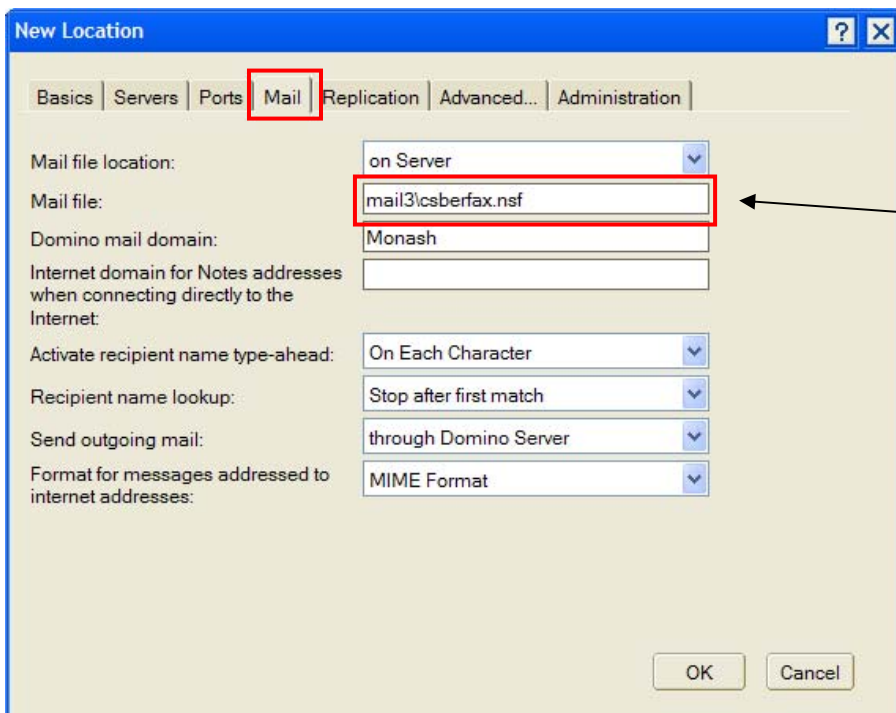


11. Click the **Mail** tab.

12. Enter the mail file details in the format shown below.

*mailfile*\username.nsf

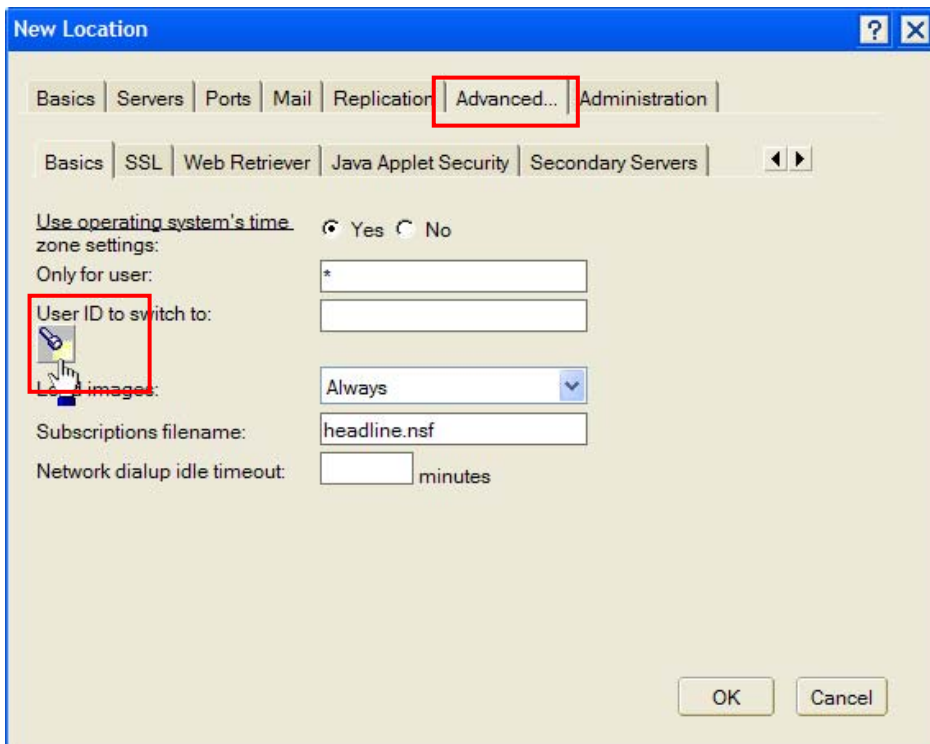
where *mailfile* is the mailfile of the role account and *username* is the username of the role account.



Your role account information will be **different** to the example shown here.

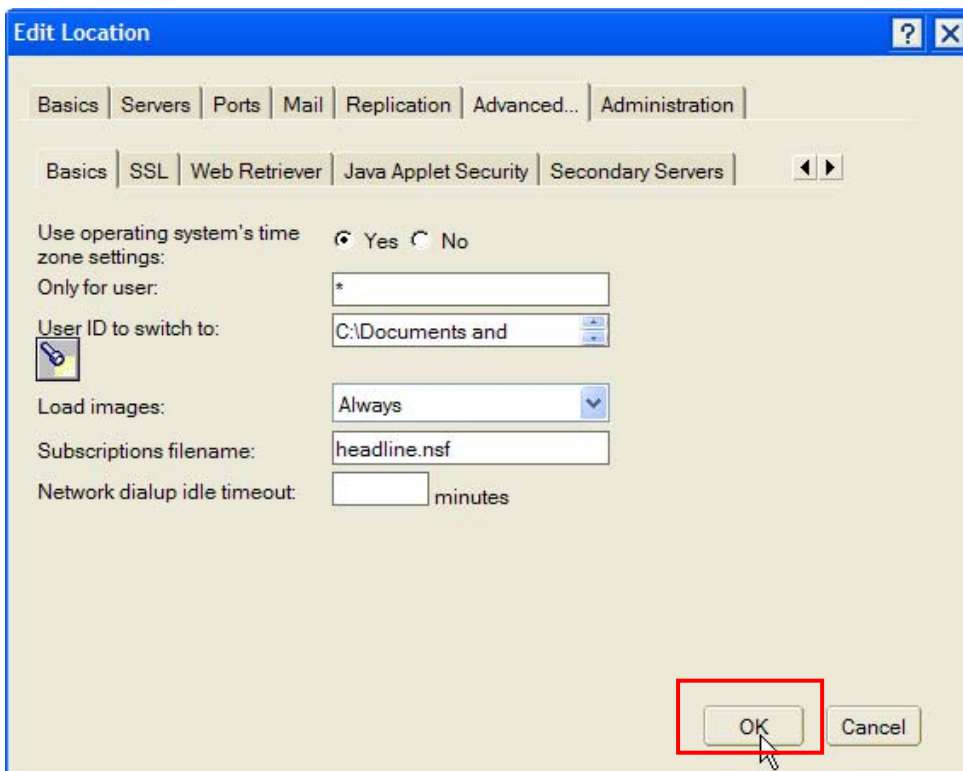
13. Select the **Advanced** tab.

14. Click the browse icon below **User id to switch to**.



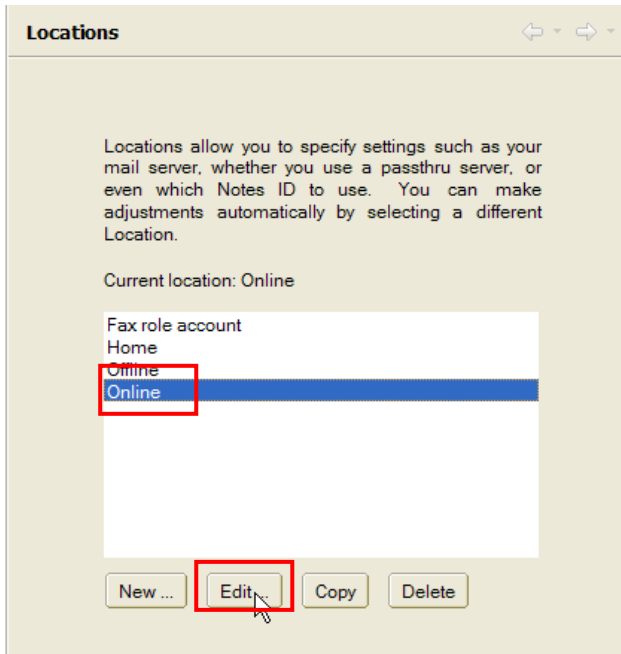
15. Browse to the id file and click **Select**.

16. Click **OK** to save the new location.

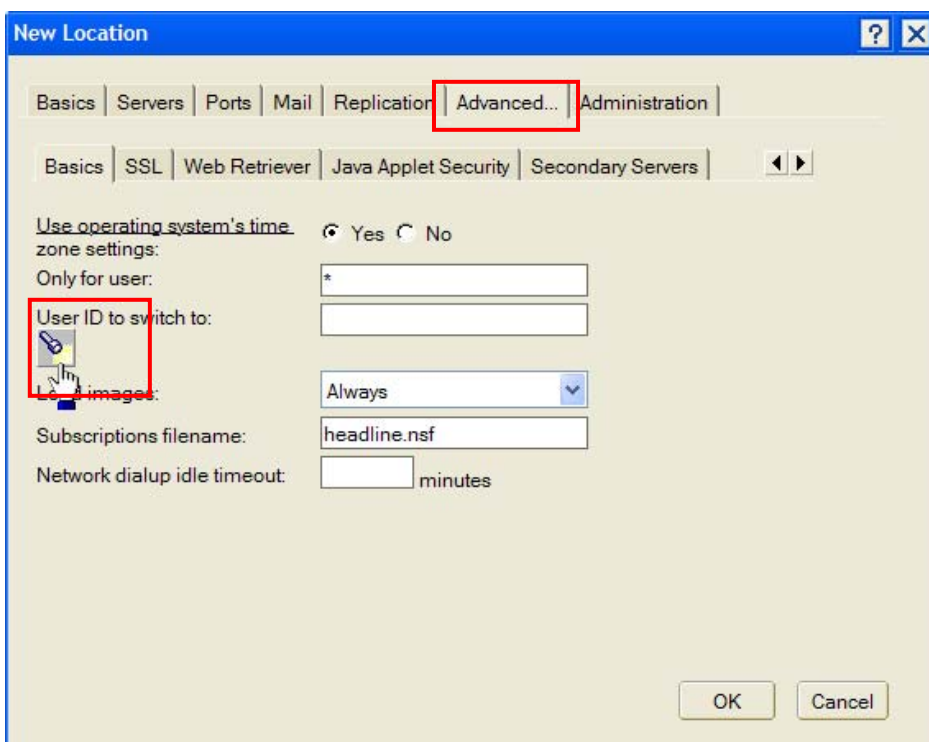


Editing existing location document

1. Select **File > Preferences > Locations**.
2. Select the **Online** location. Click **Edit**.



3. Select the **Advanced** tab.
4. Click the browse icon below **User id to switch to**.





### Step 3: Create an archive

**Note:** Ensure that you have switched to the **role account location** before completing this step.

1. Follow the steps in [Archiving – Lotus Notes solution to local folders \(MA26\)](#) to create an archive.

**Note:** If multiple people need to use the archive, please refer to the information below.

2. To learn about using the archive, refer to:

- [How to run an archive \(MA27\)](#), and
- [How to view and manage messages from an archive \(MA28\)](#).

#### Important notes

- You must be working from the role account location to use and access the archive.

### Multiple people accessing the archive

Use the table below to determine the appropriate location to store the archive.

If...	Then...
Multiple people access archive from the same computer	Store the archive in a folder on the local computer. <b>Example:</b> C:\Lotus Notes archive
Multiple people access archive from multiple computers	Store the archive in a folder on the departmental shared drive <b>Note:</b> You may want this to be a folder with restricted access.

For other people to access the archive from Lotus Notes, they need to:

1. Create an archive following the steps in [Archiving – Lotus Notes solution to local folders \(MA26\)](#), **but do the following differently:**

- Instead of specifying a location to store the archive, browse to and select the existing archive file.
- Ensure all archive settings are the same as those used to create the archive initially.