

Messages that have been migrated from another email program (such as Mozilla Thunderbird) cannot be archived using all the available functions as outlined in the ***How to run an Archive (MA27)***.

### Why?

When the mail messages are migrated, the document properties for the mail message are updated with the date the mail was migrated. Therefore it cannot be assumed that timeframe criteria will work.

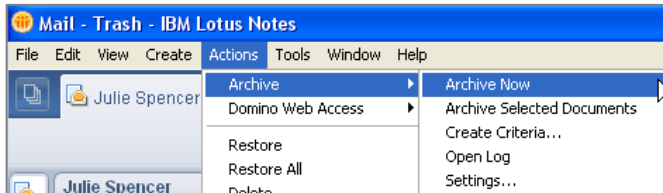
To archive migrated messages you still need to create an archive criteria as outlined in the quick reference card ***Archive setup settings (MA26)***. The following is an example of an archive criterion that will work on migrated data.

### Setting up the archive

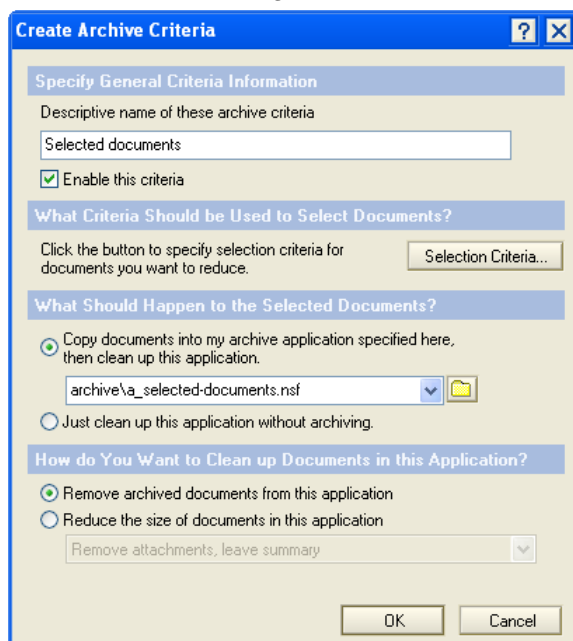
1. Have your mail tab open.
2. Click **Actions > Archive > Settings**.
3. The **Archive Settings** window will display with a series of tabs on the left hand side.

### Configuring the Archive

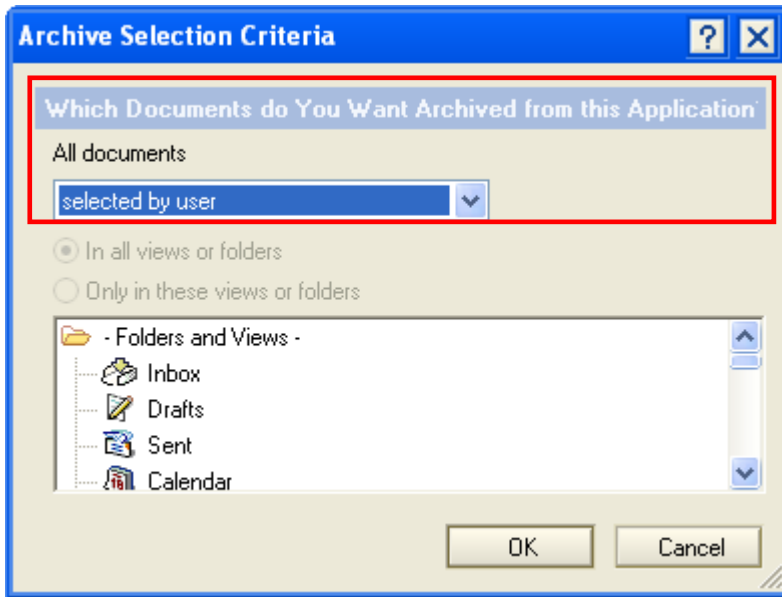
1. Click the **Basics** tab.
2. To archive locally, set **Notes Client based to Local**.



3. Click the **Criteria** tab to setup archiving criteria.
4. Click **Create** to create the archiving criteria. Set the criteria as shown.



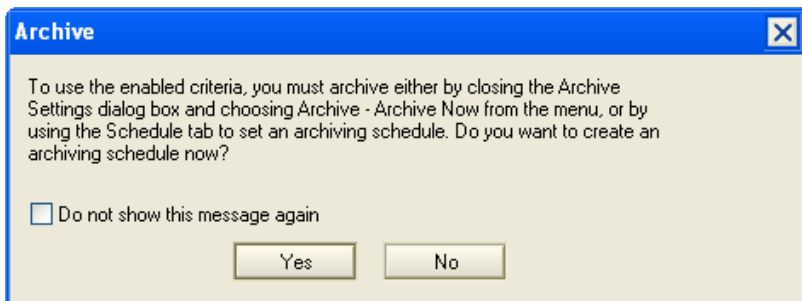
5. Click on the **Selection Criteria** button and choose selected by user for **All documents**.



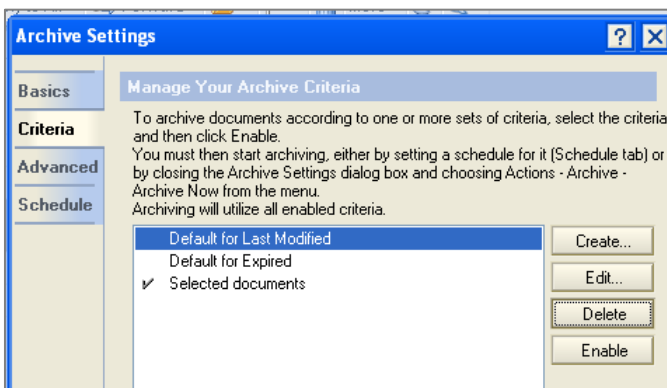
6. Click **OK** to close the **Archive Selection Criteria**.

7. Click **OK** to close the **Create Archive Criteria** window.

8. Click **NO** when prompted to create a schedule.

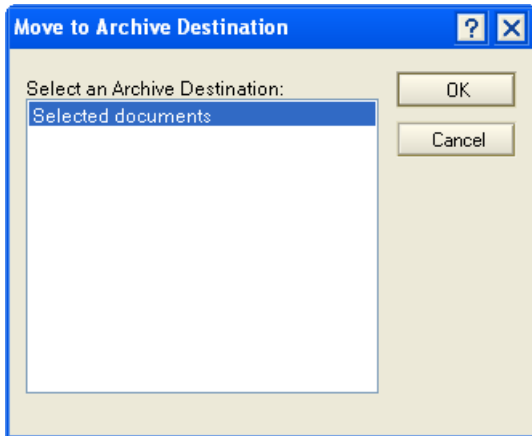


9. Click **OK** to close the **Archive Settings** window.



**To Archive migrated mail messages**Archive Selected documents criterion

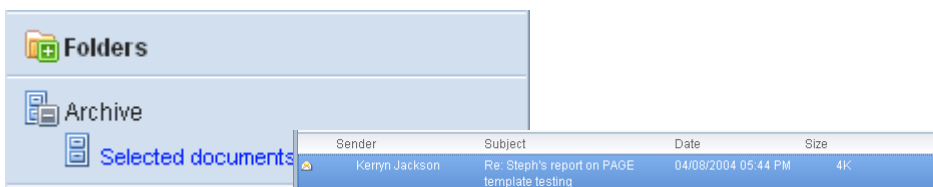
1. Select the documents to archive.
2. Select **Actions > Archive > Archive Selected Documents**.
3. Select the Archive Destination.



4. Click **OK**.

Archive by Drag and Drop

1. Select the documents to archive.
2. Drag and Drop the documents into the Archive folder.



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**Tip:** All documents archived will appear as unread in the Archive folder.

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