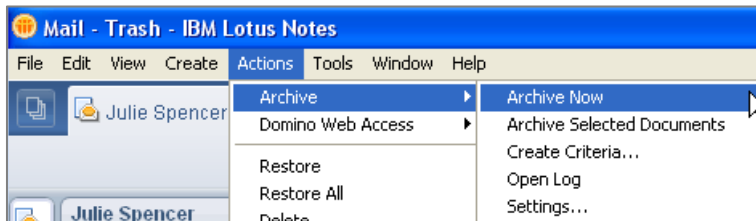


Archiving can be done in four ways:

1. Manually initiating the archiving process.
2. Creating a schedule for the archive to automatically run. Please note for an archive to schedule automatically your PC must be turned on and Lotus Notes must be running.
3. Selecting specific messages and archiving.
4. Using the Drag and Drop method.

Manual initiation of the archive process

1. Have your Mail tab open.
2. Click **Actions > Archive > Archive Now**.



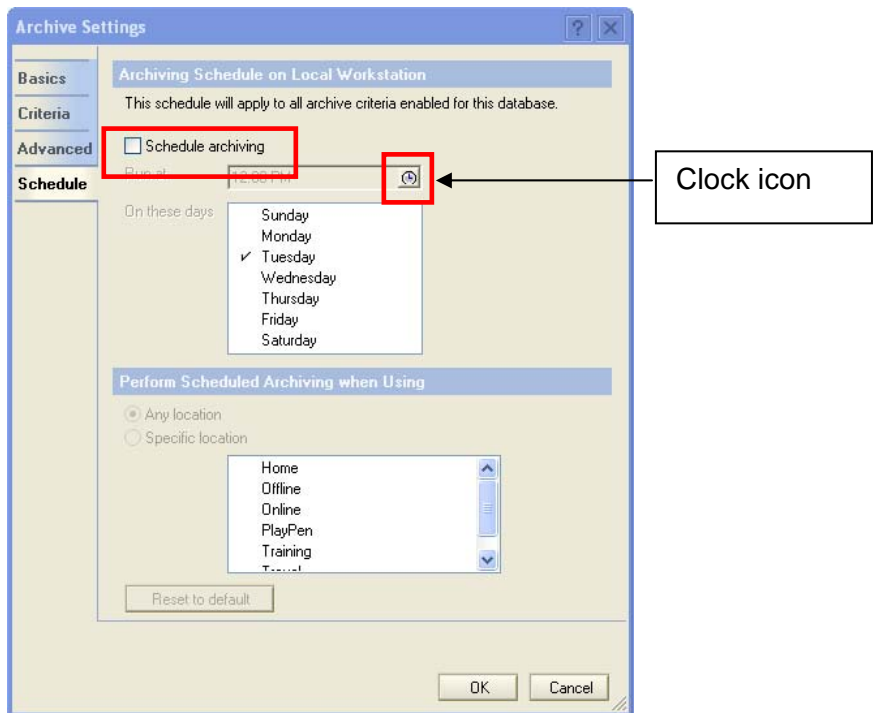
3. Click **Yes** to archive now.

Tip: The Archive database has the same folder structure as your mail database. All archived messages will appear in the same folder as they originated from.

Tip: For archiving to occur, at least one Archiving criteria needs to be enabled. Check at **Actions > Archive > Settings**. A tick must appear for at least one criterion.

Schedule the archive process to occur automatically

4. Have your mail tab open.
5. Click **Actions > Archive > Settings**.
6. Click the **Schedule** tab.



7. Check box **Schedule archiving**

8. Click the clock icon to set the time Archiving is to occur. Refer **Archive setup settings (MA26)**.

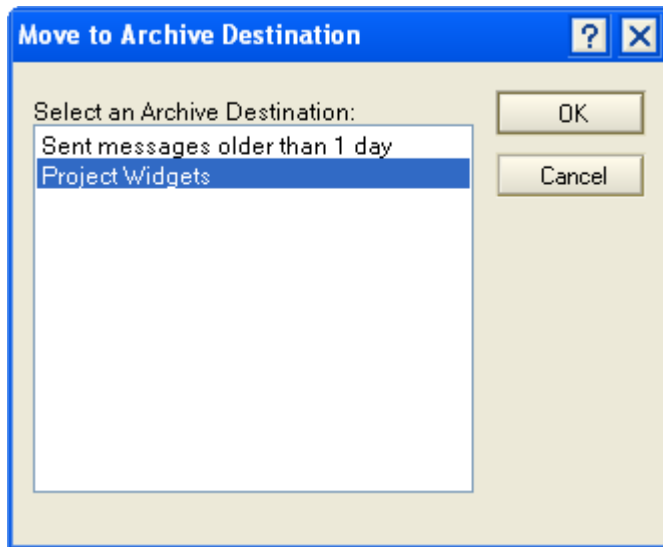
9. Set days and location Archiving is to occur. In most instances your location will be **Online**.

Tip: To determine your location, look at the bottom right hand corner of your Lotus Notes workstation client.



Archive by selecting specific messages

1. Have your mail tab open.
2. Select the messages you wish to archive.
3. Click **Actions > Archive > Archive Selected documents**.
4. You will be required to select an **Archive Destination** according to specific criteria. Select the Archive Destination.
5. Click **OK**.



Tip: Remember that once archived, the messages you select will appear in the exact same folder from which they were selected.

Archiving using Drag and Drop method

1. Have your mail tab open.
2. Select the messages you wish to archive.
3. Drag the message to the Archive folder in the **Archive** section of the **View Selection** panel.

