

Prerequisite learning card: An archive needs to be created before following the steps in this document. For details on creating an archive, please refer to learning topic **Archiving – Lotus Notes solution to local folders (MA26)**.

Note: This learning topic only applies to manual archives created in **Scenario 1: Archive migrated mail or Lotus Notes mail manually** of the above learning topic.

Mail, calendar and to do items can be manually archived by selecting the specific documents. In addition, mail can also be archived using a 'Drag and Drop' method.

Archive by selecting specific documents

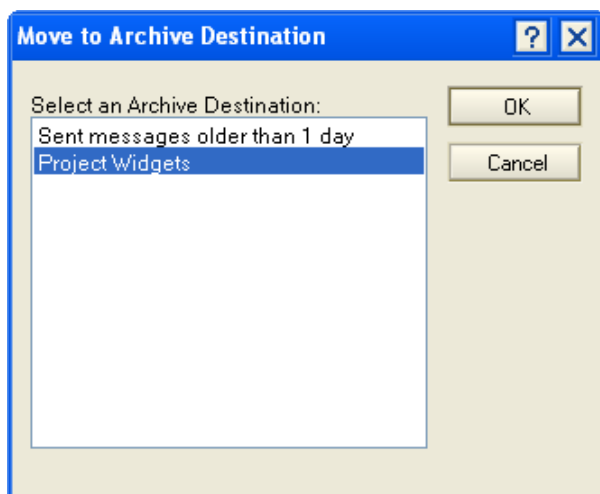
Tip: Mail, calendar and to do items can all be archived using this method. This example is based on mail, but the same steps apply to calendar and to do.

Be aware that archiving a repeating calendar or to do item is not recommended. Doing so will cause problems updating other entries in the series.

1. Open your **Mail** tab.
2. Select the messages you wish to archive.

Tip: Use **Click**, **Ctrl + Click** to select multiple messages.

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**.



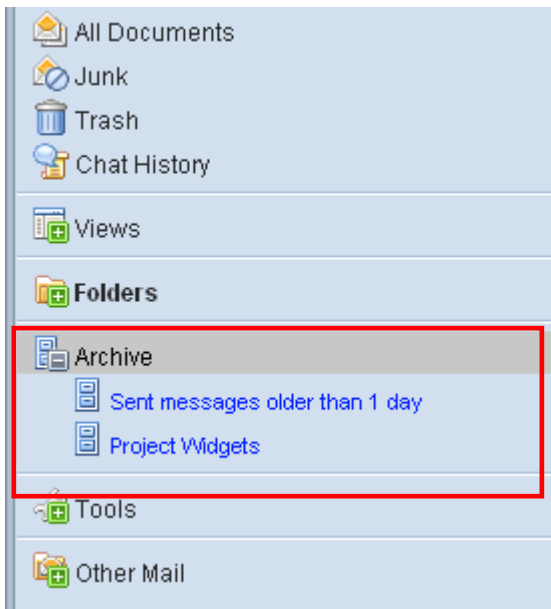
Tip: Remember that once archived, the messages you select will appear in the exact same folder in the Archive from which they were selected.

Archiving using Drag and Drop method

1. Open your **Mail** tab.
2. Select the message you wish to archive.

Tip: Use **Click, Ctrl + Click** to select multiple messages.

3. Drag and drop the messages(s) on the name of the archive in the **Archive** section of the **View Selection** panel.



Tip: To search for migrated messages between a date range, use the **DeliveredDate** field when searching. Refer to learning card **Searching in Mail (MA05)** for details.

The messages found during the search could then be dragged and dropped into your archive.

Example: To find and archive all messages from 2007, you would need to:

1. Search using the **DeliveredDate** field for all messages in the range 01/01/07 to 31/12/07.
2. Select all the messages returned by the search, and drag and drop them to your archive.

Where to now?

To learn about opening and managing your archive, please refer to learning topic **How to view and manage messages in an Archive (MA28)**.