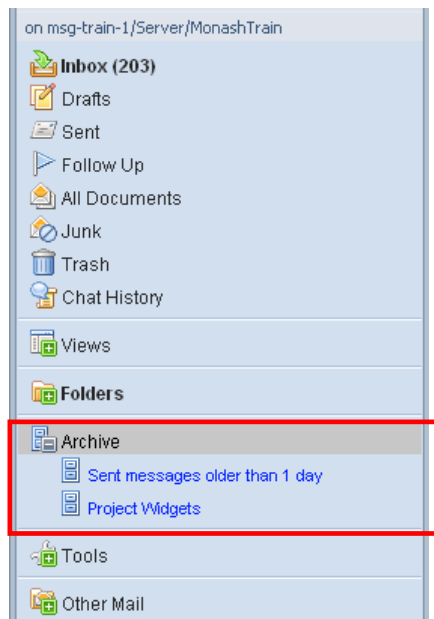


Viewing an archive

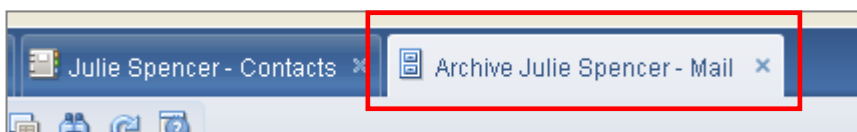
To access archived documents, you must open the Archive database. To open the Archive database:

1. Click on the + symbol to the left of the **Archive** folder in the **View Selection** panel to expand the list.



2. Select the Archive criteria you wish to view.

- The Archive will open in a new tab.

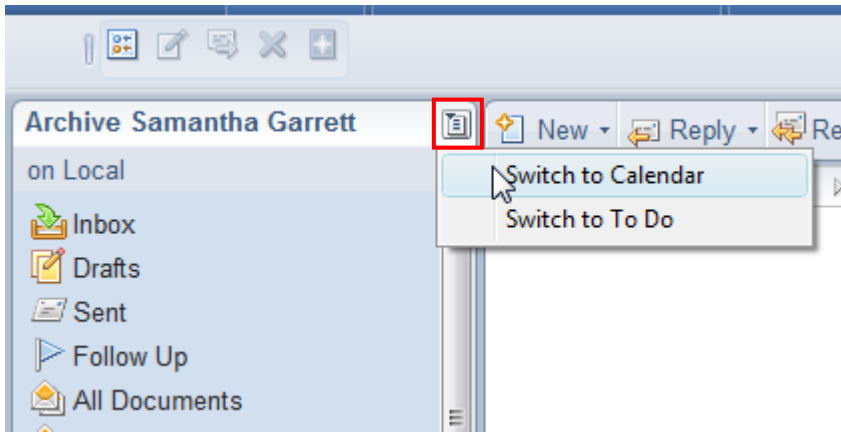


You can work with the Archive just as you would your Mail.

Switching to the calendar and to do archive

Follow the steps below to open the calendar and to do archive.

1. Open the mail archive as explained above.
2. Click the **Switch to** button on the right of the View Panel (see screenshot following page).
3. Select **Switch to Calendar** or **Switch to To Do**
4. The calendar or to do archive will open.



Restoring messages from an Archive

1. Have the Archive tab open.
2. Select the document to restore.
3. Click **Edit > Copy**.
4. Return to your Mail and choose the Folder or View.
5. Click **Edit > Paste**. The archived document will be restored.

Tip: A copy will remain in the Archive unless you use the **Cut** option.

Deleting messages from an Archive

1. Have the Archive tab open.
2. Select the document to delete.
3. Click **Edit > Delete** or press Delete on the keyboard.

Deleting an Archive

1. Select **Actions > Archive > Settings**.
2. Select the Archive you wish to delete.
3. Click the **Delete** button.
4. Click **Yes** to confirm the deletion.

