



# Archiving in Lotus Notes

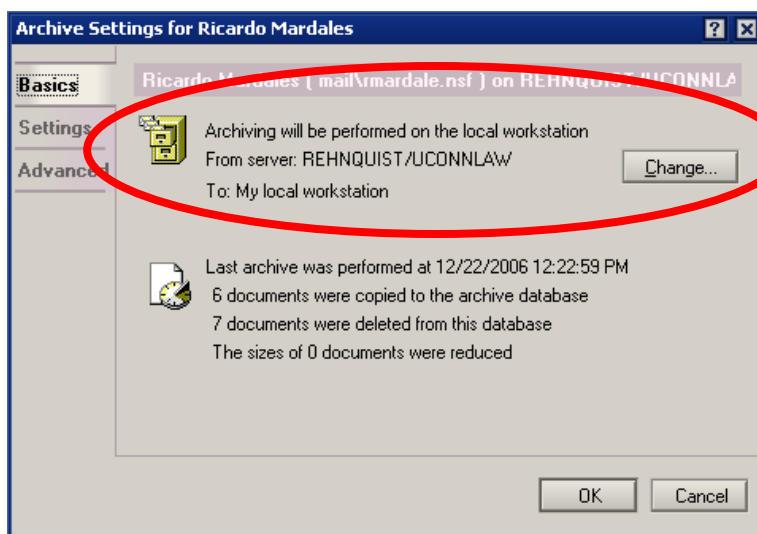
## What is Archiving?

Archiving is the process that allows you to save messages in your computer rather than in the server. With an archive, you can decrease the size of your mailbox and keep important emails. An Archive file that contains all your saved emails resides in your system and is accessible only in the computer where you created it.

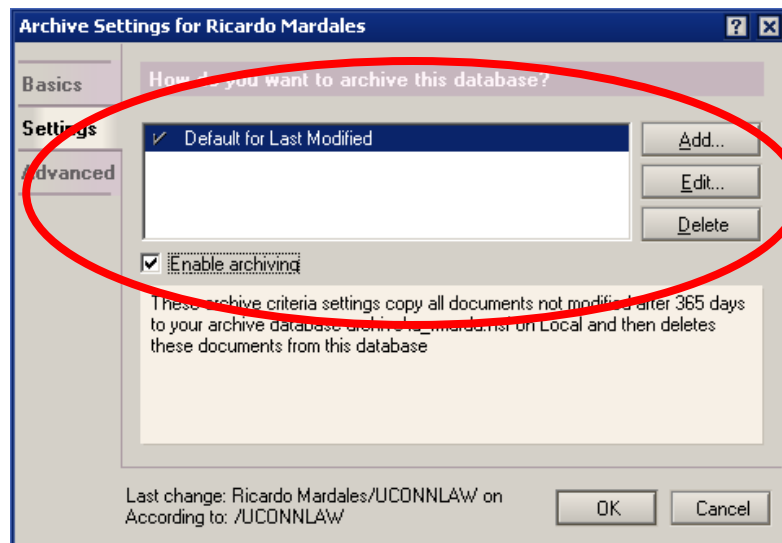
## How do I setup archiving?

In Lotus Notes:

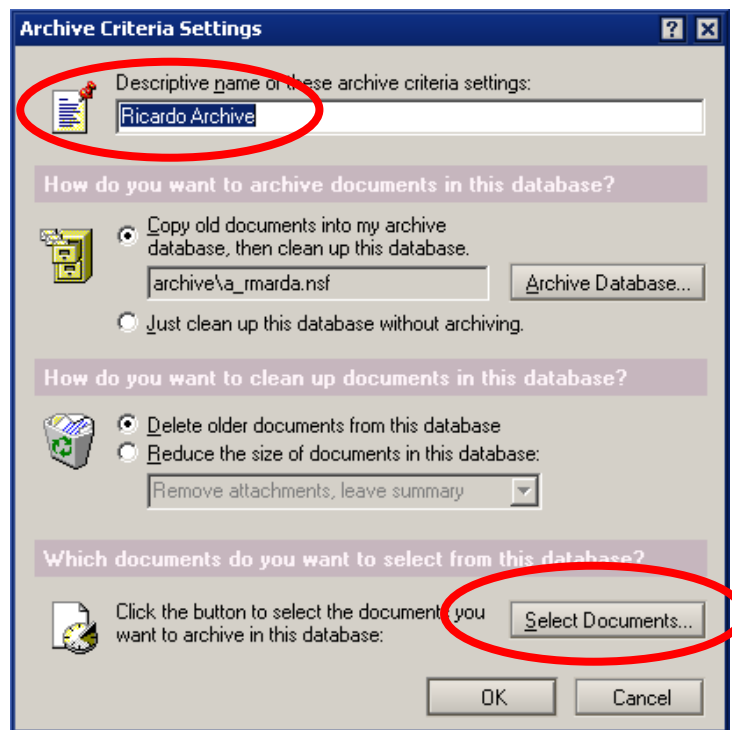
1. Click on Tools > Archive Settings
2. In the Basics tab, check that "Archiving will be performed" From server: Rehnquist To: My local workstation. Otherwise, click Change.



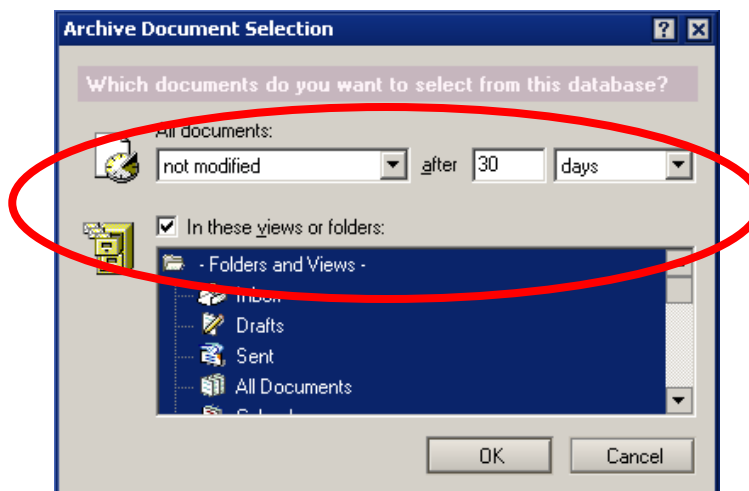
3. In the Settings tab, click on "Default for Last Modified" and put a check in "Enable Archiving". Then select "Edit".



- In the new window under “Enter a descriptive name”, enter a name for your archive such as: “Your Name Archive”. Then, click on “Select Documents” only if you want to setup *automatic* archiving



- In the new window, you can set to archive messages older than a number of days (30 days as below). Then, click on “In these views” and select all the folders that you wish to archive. Click Ok.  
If you wish to archive manually, you should not make any selections.



- Click Ok in the settings window.
- Your archive is now setup and ready to use

## How do I archive emails?

Depending on how you configured your archive settings, you have two ways to archive emails.

**Automatically:** If you set to archive your emails older than a number of days, you still need to trigger the process. To do this, go to Actions > Archive > Archive Now. The program will find all messages older than the days you specified and will archive them

**Manually:** You can either

- 1) Click and drag emails to your archive file (Tools > Archive on the left)
- 2) Select the emails to archive and go to Actions > Archive > Archive Selected Documents

## How do I access my archived messages?

To access your mail archive, go to the bottom left menu Tools > Archive and click on your mail archive file. Another mailbox will open that resembles your server mailbox, but remember that this is your local archive copy.

