

Lotus Notes Client Version 8.5

Archiving E-mail

Sometimes disk space in Lotus Notes is not enough for those users that need to save many e-mails for future references. If you need to save large amounts of documents, it would be wise to archive your e-mail. Creating an Archive allows you to save your e-mails directly to the computer. To create an archive, make sure you have your Lotus Notes mail open. From there click **Actions**, **Archive**, and then **Settings**. (Figure 1)

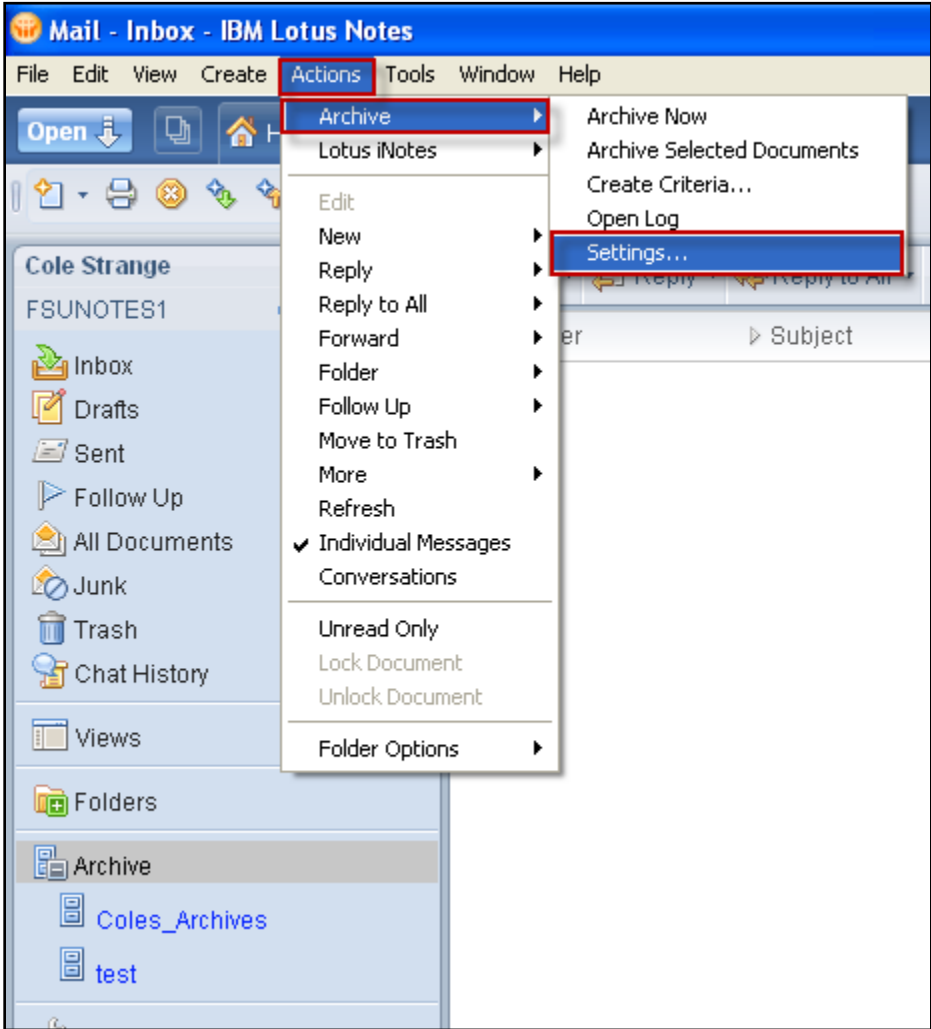


Figure 1

In the Archive Settings box that appears first click the **Basics** tab (Figure 2) to change the type of archive to **local**. (Figure 3) This allows you to save the e-mails to the computer.

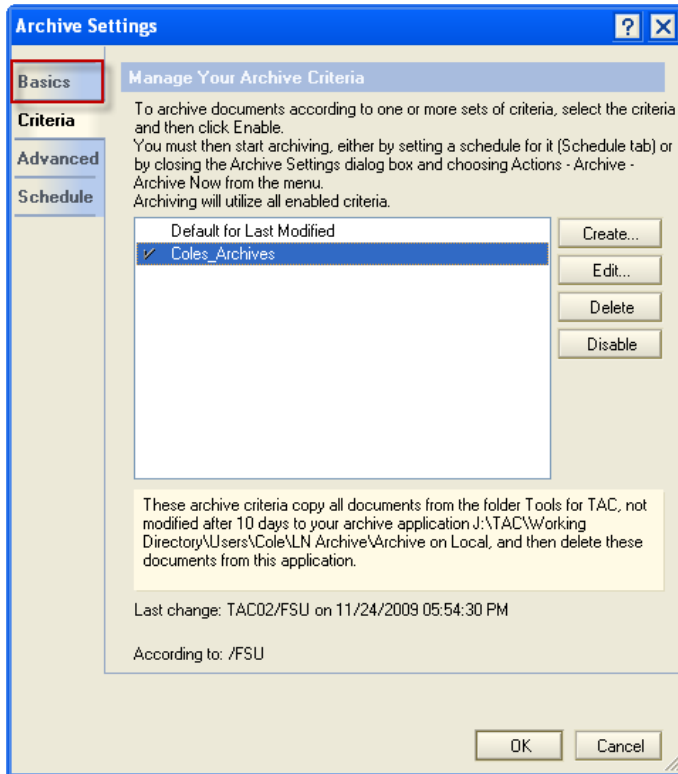


Figure 2

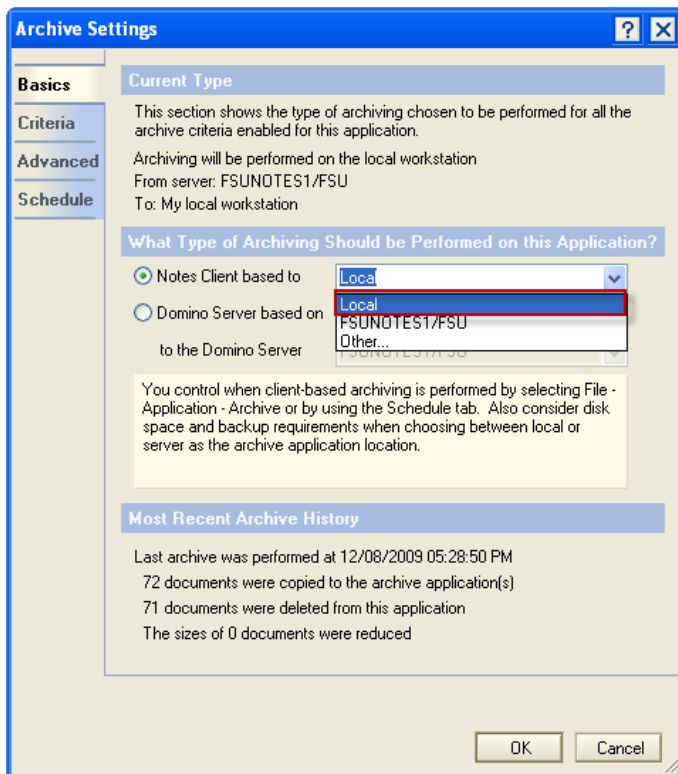


Figure 3

Return to the **Criteria** tab and click **Create** to create a new archive. (Figure 4)

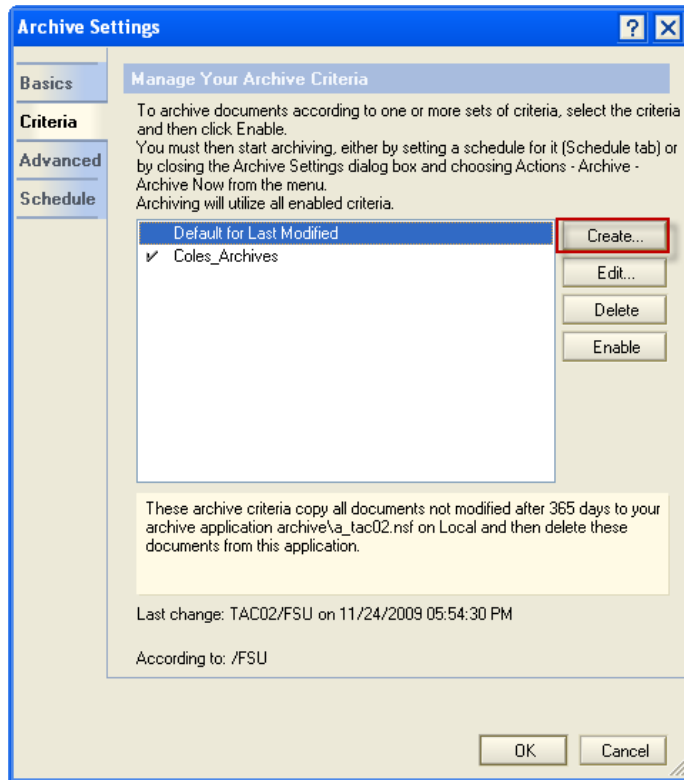



Figure 4

In the box that appears first title the archive you are creating in the text box provided, following this, check the **Enable this criteria** box to enable the archive. (Figure 5) Then click the **Selection Criteria** button to choose the e-mails you would like to archive. (Figure 6) In this setting, it allows you to choose what e-mails go to your archive. Choose from the criteria to determine what e-mails will be archived then click **OK**. Return back to **Create Archive Criteria** settings. Then set where the archive will saved on the computer. Click the  to determine the location of the saved archives. Finally, choose from the two options to either remove the documents from Lotus Notes after the archive, or to reduce the size of the file. Then click **OK**.

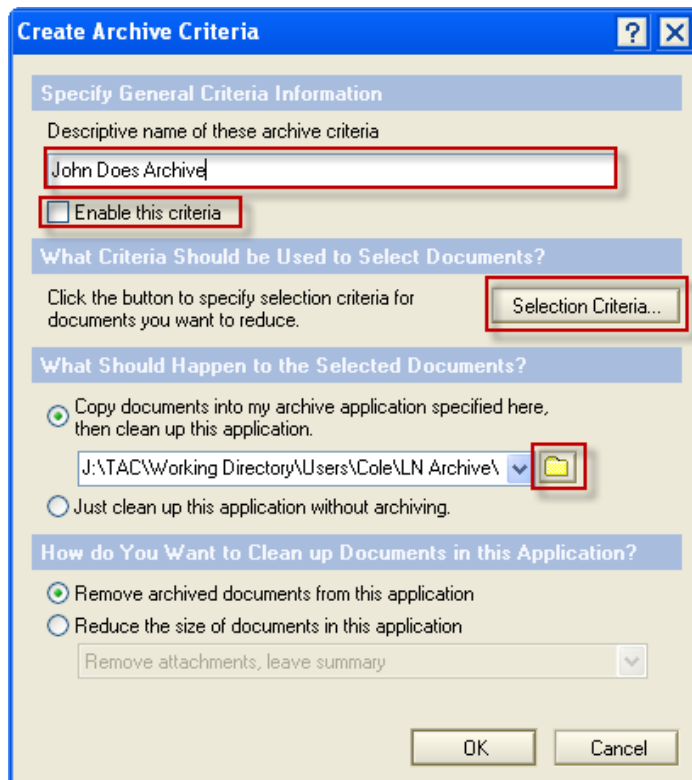


Figure 5

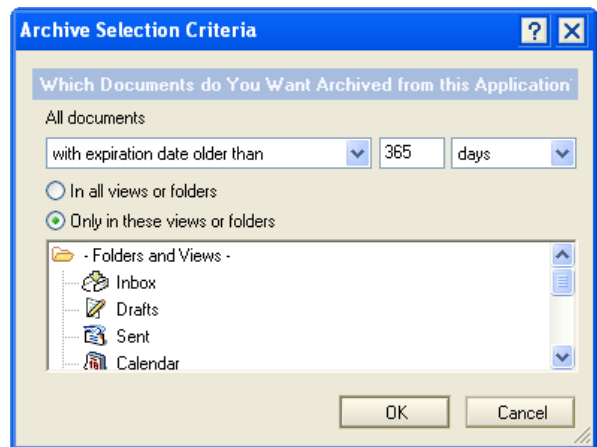


Figure 6

The archive will then be created, to close out of the **Archive settings** click **OK**.

To archive the e-mail click **Actions**, **Archive**, and then **Archive now**. (Figure 7) The e-mails will then be sent to the file saved on the computer.

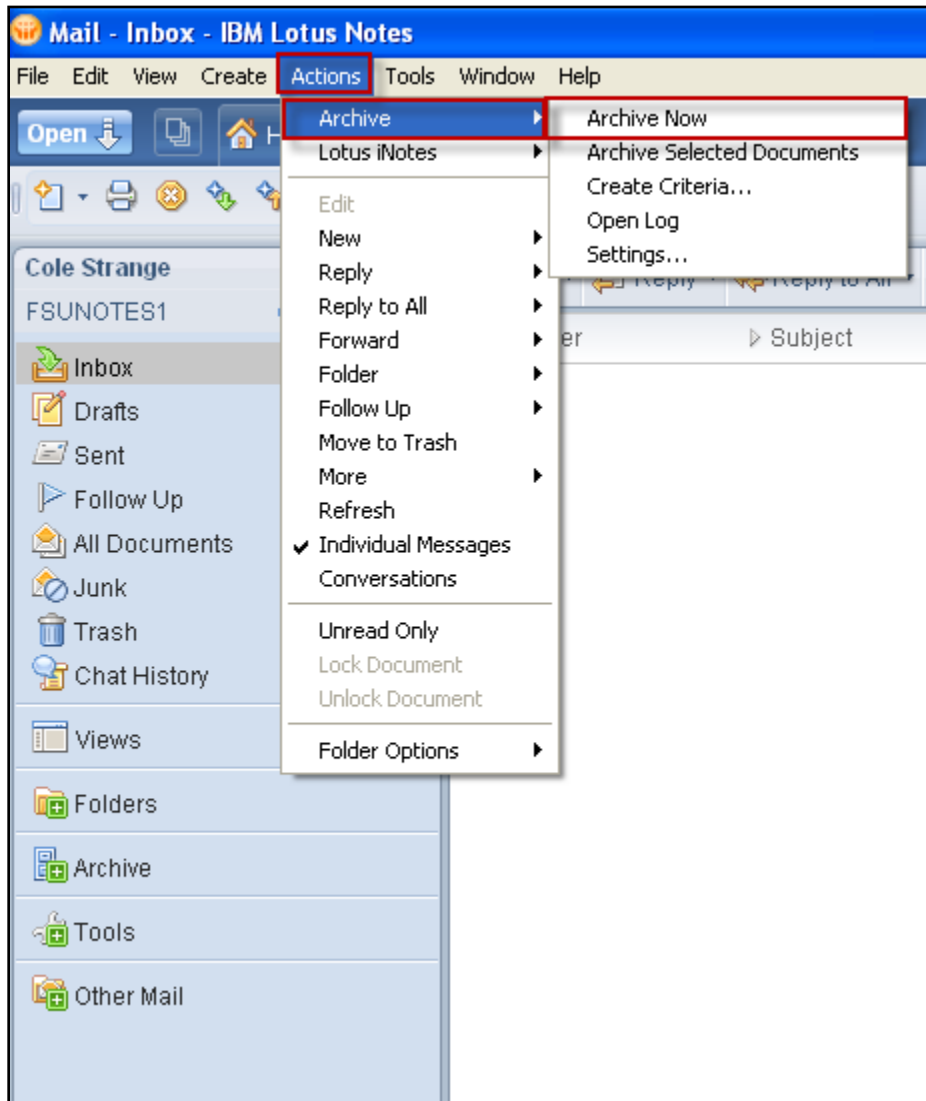


Figure 7

All archives can easily be accessed in the future. Open up your Lotus Notes mail and click **Archive**, located on the left hand side in the menu option. (Figure 8) All archived documents will then be populated with in Lotus Notes.

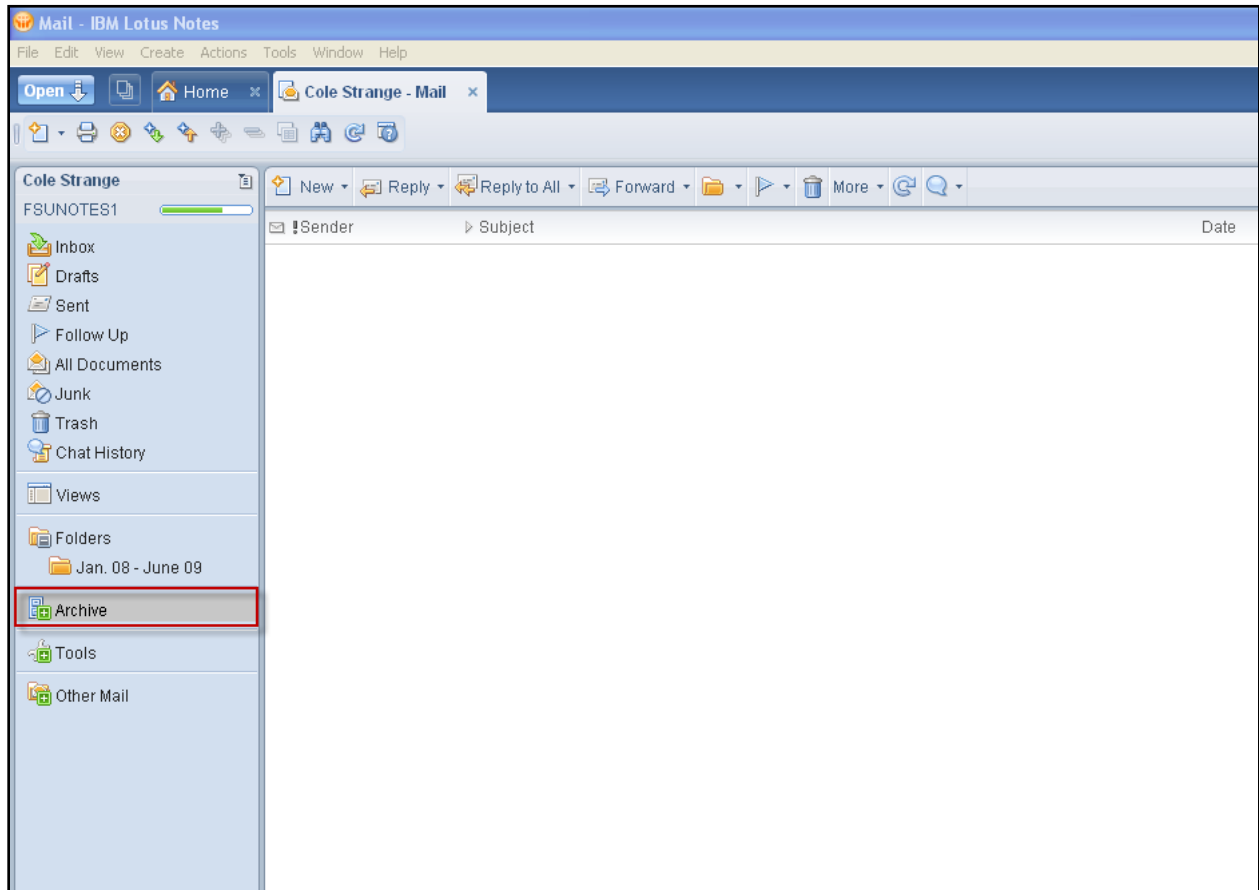


Figure 8