How to Archive

***Please delete any emails you will no longer need before archiving your emails, especially in your ‘Sent’ folder if they are not needed.***

1. Open **Lotus Notes** and open **Mail**.
2. From the **Actions** menu choose **Archive** then **Settings**.

![Lotus Notes 6: How to Archive](image-url)

3. On the ‘**Basics**’ screen, select the **Change** button.

![Lotus Notes 6: How to Archive](image-url)
4. Verify the ‘On my Notes Client to’ option is selected and it is showing Local.

5. Click OK.

6. Click the ‘Settings’ tab.

7. Delete the two default settings shown above and select Yes to the message ‘Delete Settings: Are you sure you want to remove private archive settings…’ for both settings.

8. Click the ‘Add’ button.
9. In the ‘Descriptive name of these archive criteria settings:’ type a name for your archive (i.e. My Archive).

10. Leave the ‘Copy old documents into my archive database, then clean up this database’ checked.

11. Click the Archive Database... button.

12. In the ‘File name’ field, type in \H:\archive\a_XXXXXX.nsf (X should be your first initial of your first name and the first 5 characters of your last name. Example: a_rriedel.nsf).
13. Click the **Select Documents** button.

14. Under the **All documents:** field, select **not modified**.

15. In the **after** field enter a number (usually between 30-120) of days.
16. Place a checkmark in the **In these views or folders:** box.
17. Left click once on your **Sent** folder.

![Archive Document Selection](image)

18. Hold down the **CTRL** key on your keyboard and left click once on **Calendar, To Do, and ALL of your personal folders** to highlight the folders.

*Note:* If you have an IPAQ or Pocket PC, please verify your Settings and Filters for the Calendar and To Do in Easy Sync Pro. The Filters should be set to a range below the number of days you set for archiving.

19. Click **OK**.

20. Place a checkmark in the **Enable archiving** box.

![Archive Settings for test user](image)

*These archive criteria settings copy all documents from the folders Sent, Calendar, not modified after 30 days to your archive database H:\archive\a_tuser.nsf on Local, and then deletes these documents from this database.*
21. Click the ‘**Advanced**’ tab.

![Advanced Settings for Robyn A Riedel](image)

22. Uncheck the first checkbox.

23. Check the remaining boxes as noted on the above image.

24. Click the **Log Database...** button.

![Database Path](image)

25. In the ‘**File name**’ field, type in `H:\archive\l_XXXXXX.nsf` (X should be your first initial of your first name and the first 5 characters of your last name. Example: l_riedel.nsf).

26. Click **OK**.
27. Click the 'Schedule' button.

![Archive Schedule dialog box]

28. In the 'Archiving Schedule on Local Workstation:' section, do the following:
   a. In the 'Run at:' field, select a time (during your work hours) for the archive to run.
   b. In the 'On these days' field, select a day of the week (Monday – Friday) that you will usually have your email up and running.

29. In the 'Perform scheduled archiving when using:' section, do the following:
   a. Select 'Specific location:'
   b. Place a checkmark in front of 'Office (Network).'</p>

30. Click OK in the Archive Schedule dialog box.
31. Click OK in the Archive Settings For dialog box.

*Note: Archiving will occur based on your scheduled settings.