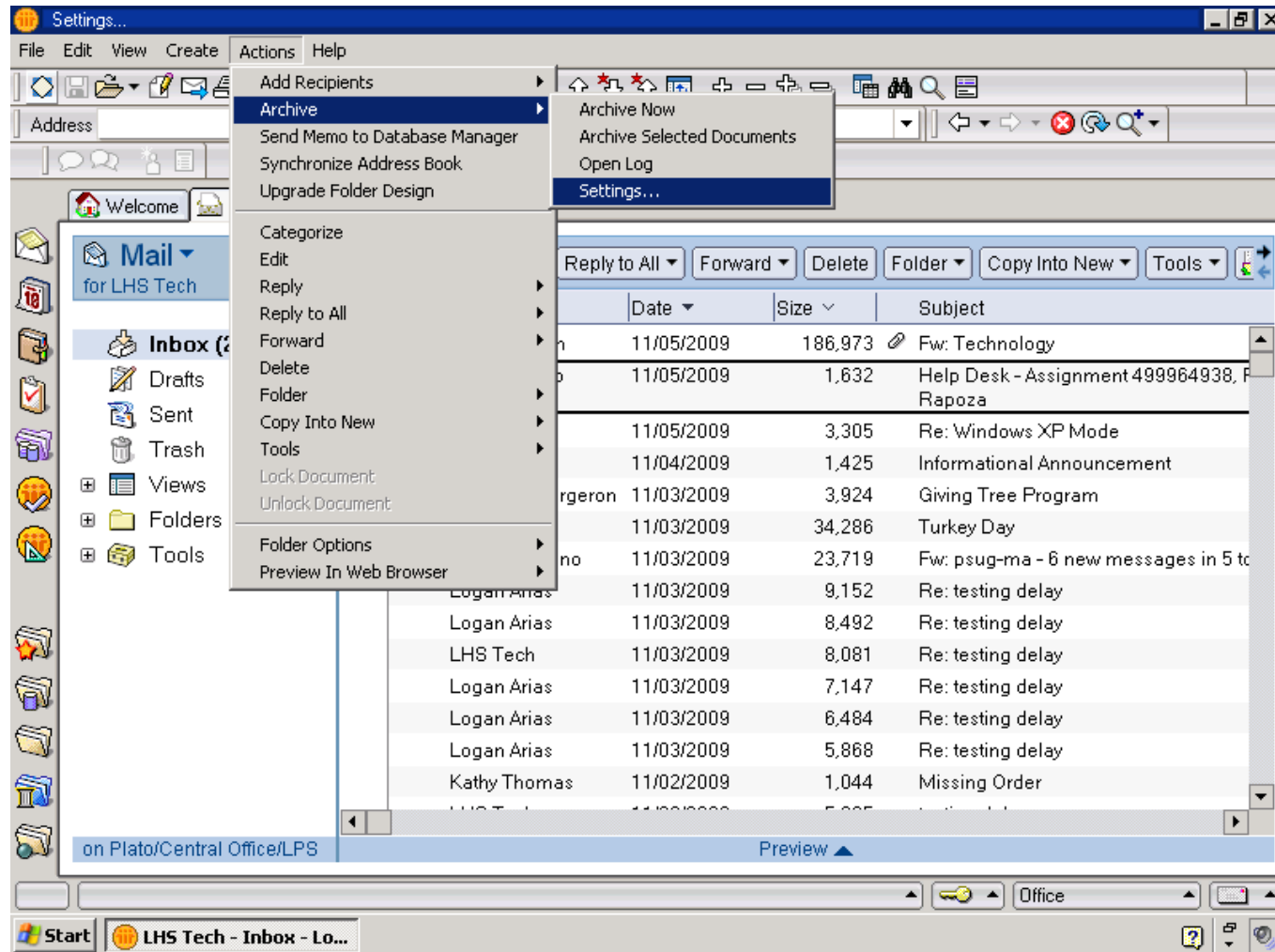
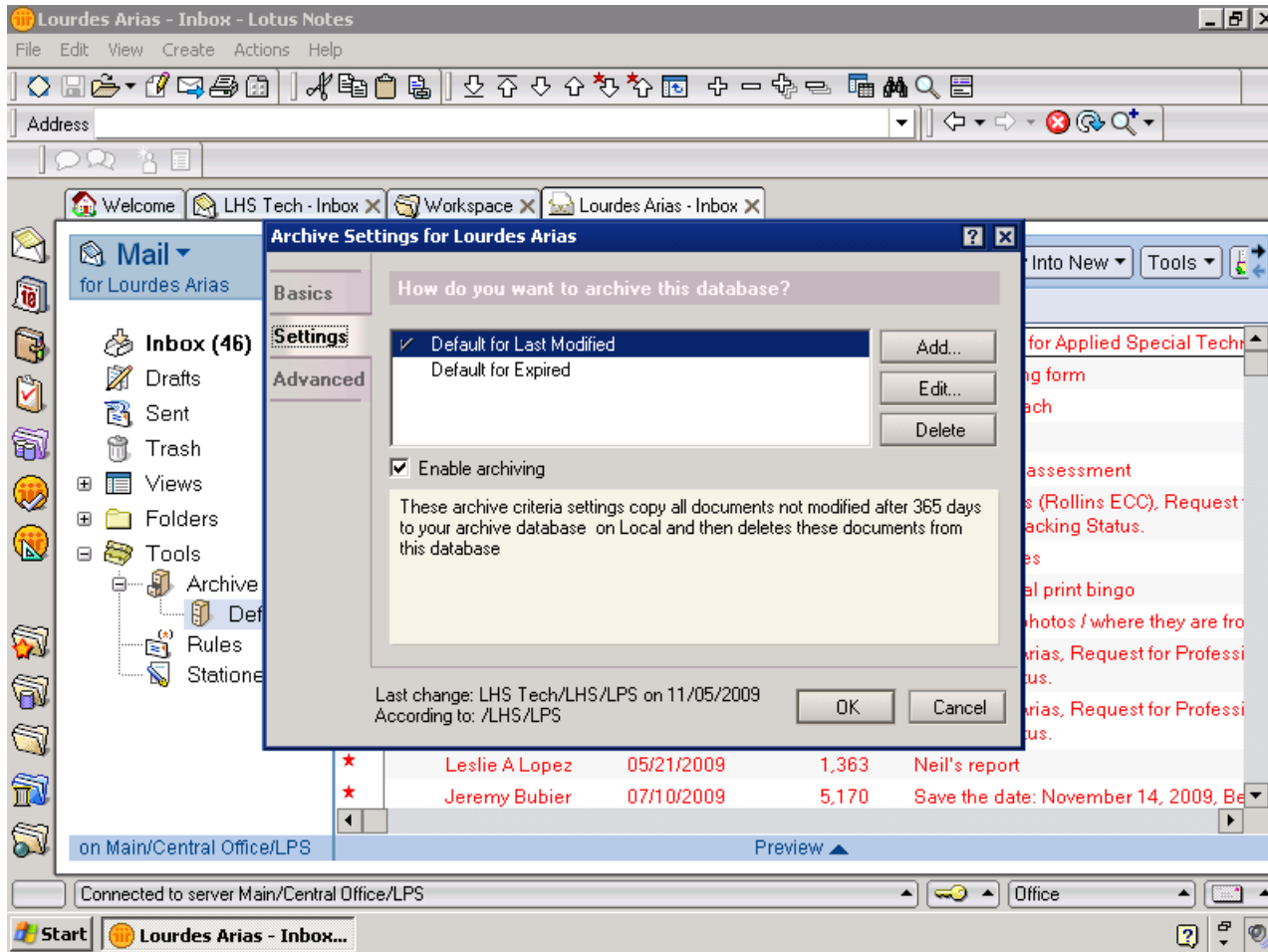


## Archiving e-mails to free mail box space

With the your mailbox open, Go to the Actions menu, Archive, then Settings item

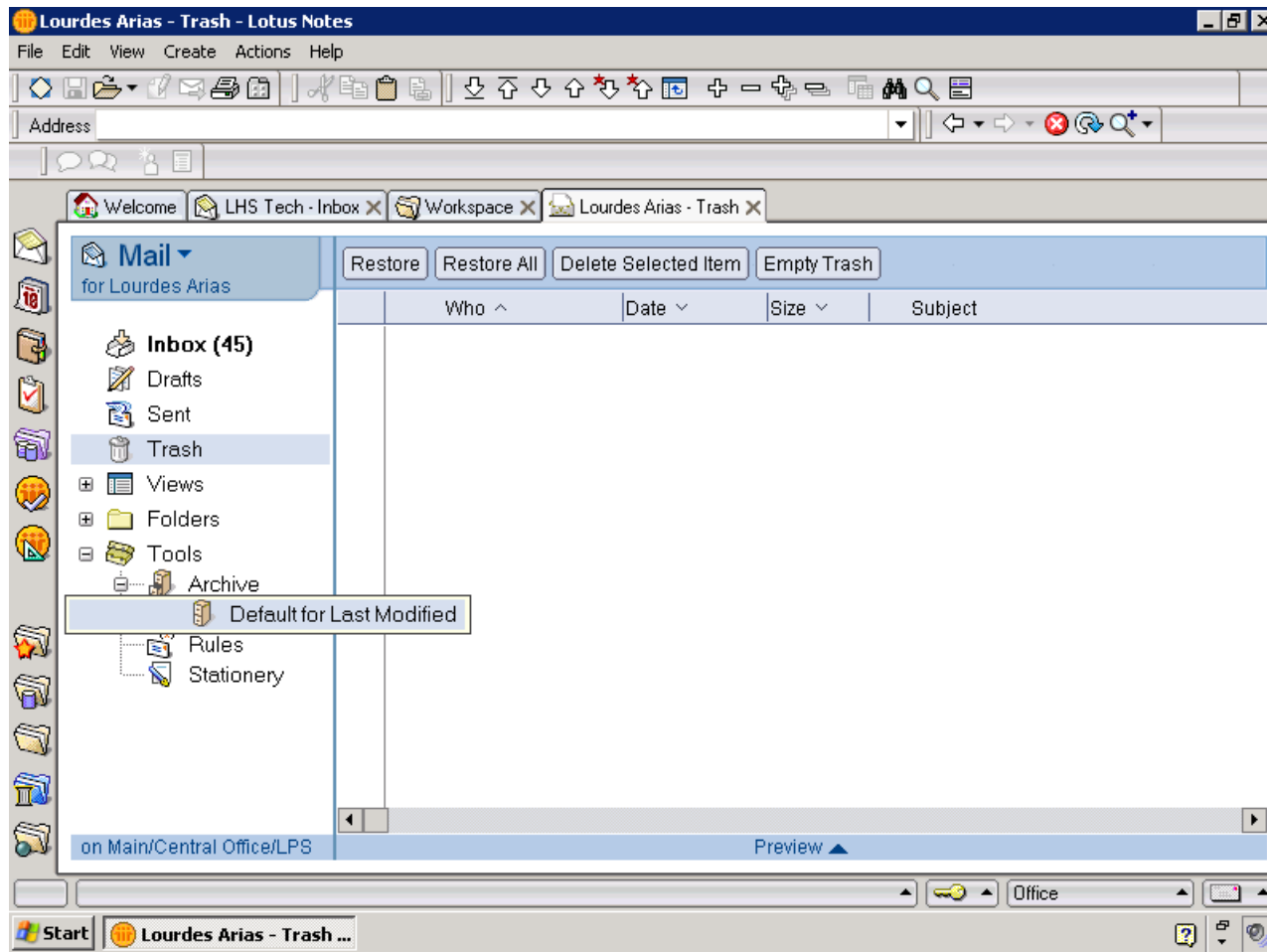


After this, the Archive Settings dialog box for your mail box should show up, click the Settings side-tab, there should be two built-in archive rules, "Default for Last Modified" and "Default for Expired". Select "Default for Last Modified", click the "Enable archiving" checkbox, then click the OK button.

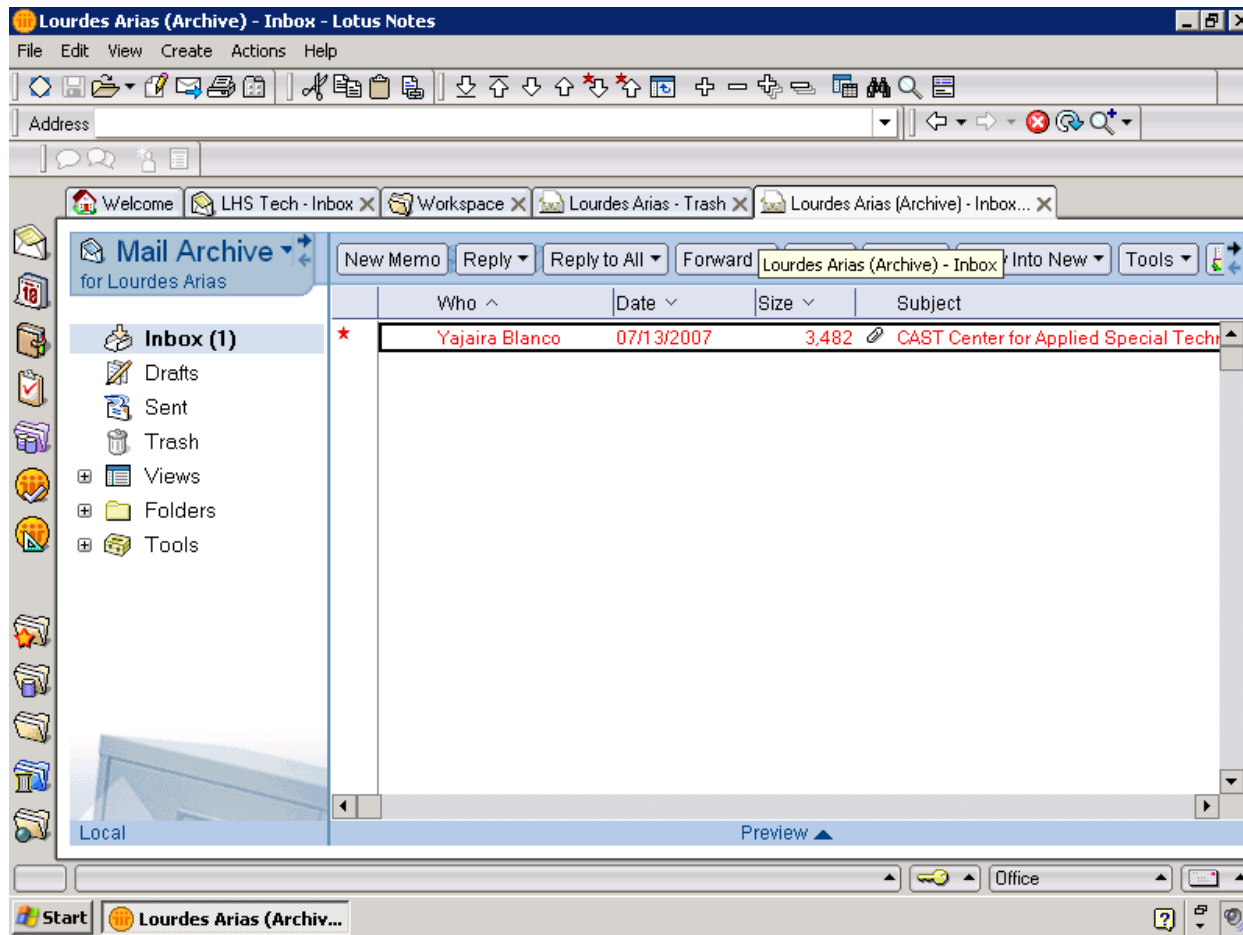


After Setting up Archiving, go back to the Actions menu, go down to Archive, and select Archive Now, A dialog box will pop up, and ask if you are sure you want to archive now, click "Yes" button.

After this, if any emails were archived due to the “Default for Last Modified” rule, would now be moved to your computer. To access this archive, click Tools on the left sidebar of your mailbox, Archive, then “Default for Last Modified”



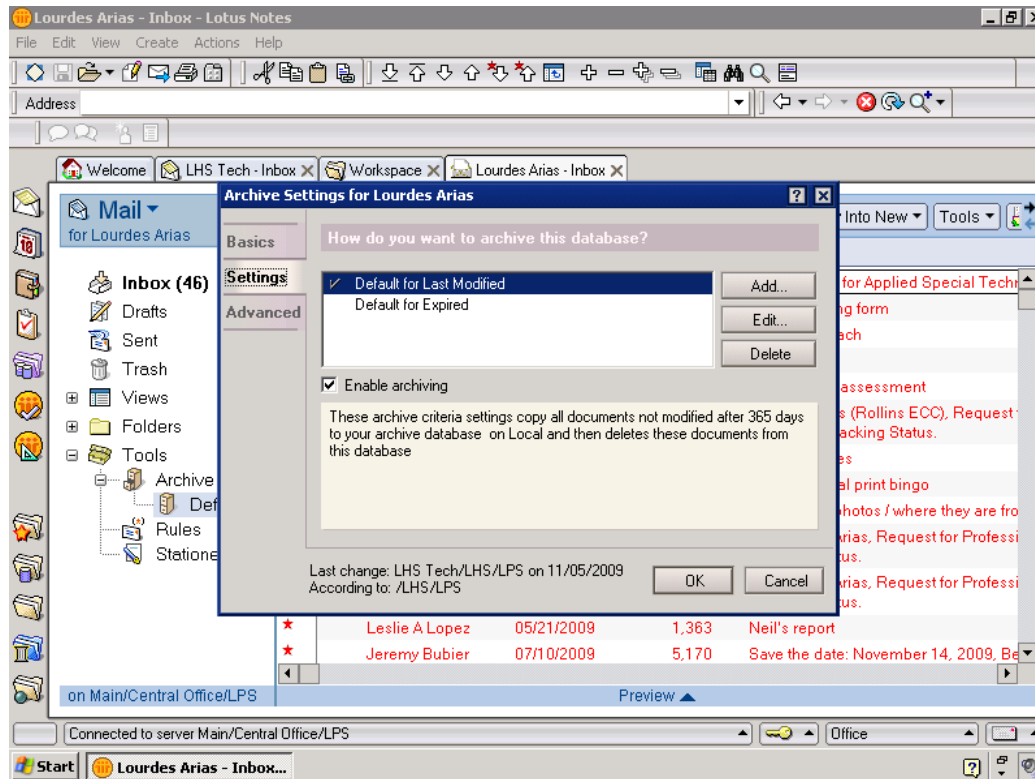
Now the Mail archive for your mail box opens up in a new tab,



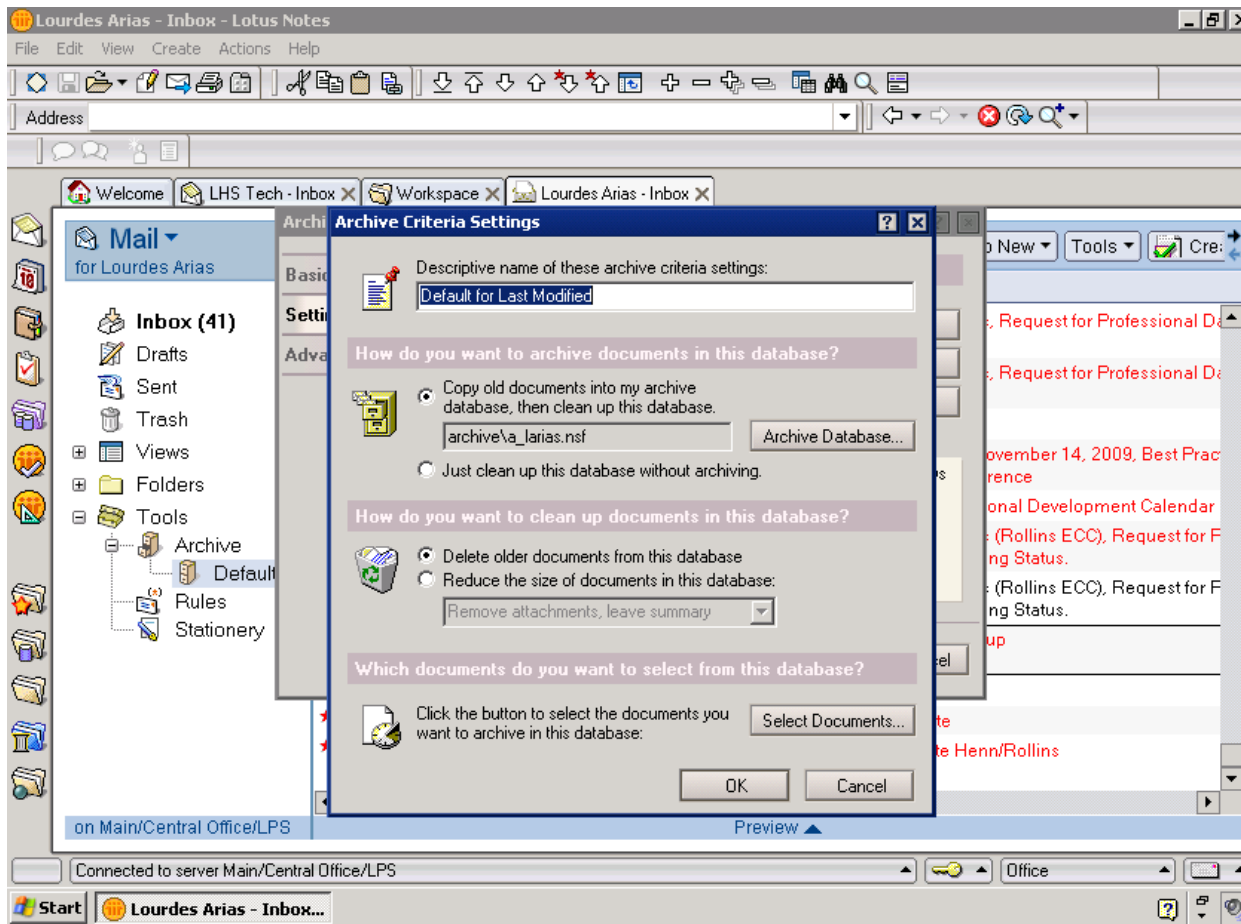
## Archiving more e-mails to free more mailbox space

If this first procedure does not clear up as much space as you need, one of two things can be done, one is to edit the archive rule to make lotus notes move more of your email out of your mailbox, and the other way is to manually select emails you wish to have archived.

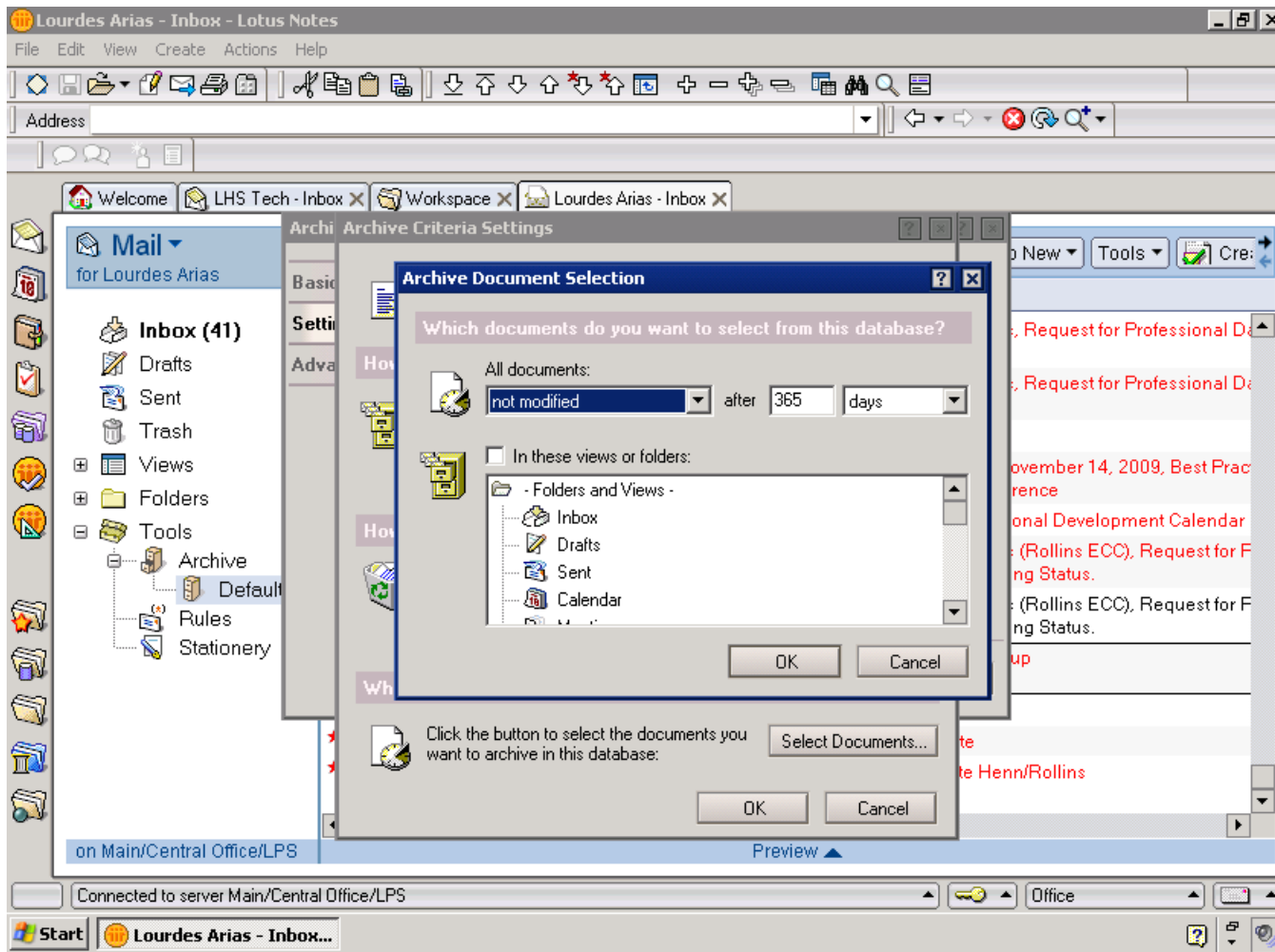
To change the archive rules, go back to the “Archive Settings” box via the Actions menu, Archive, then Settings item, then click the Setting side-tab



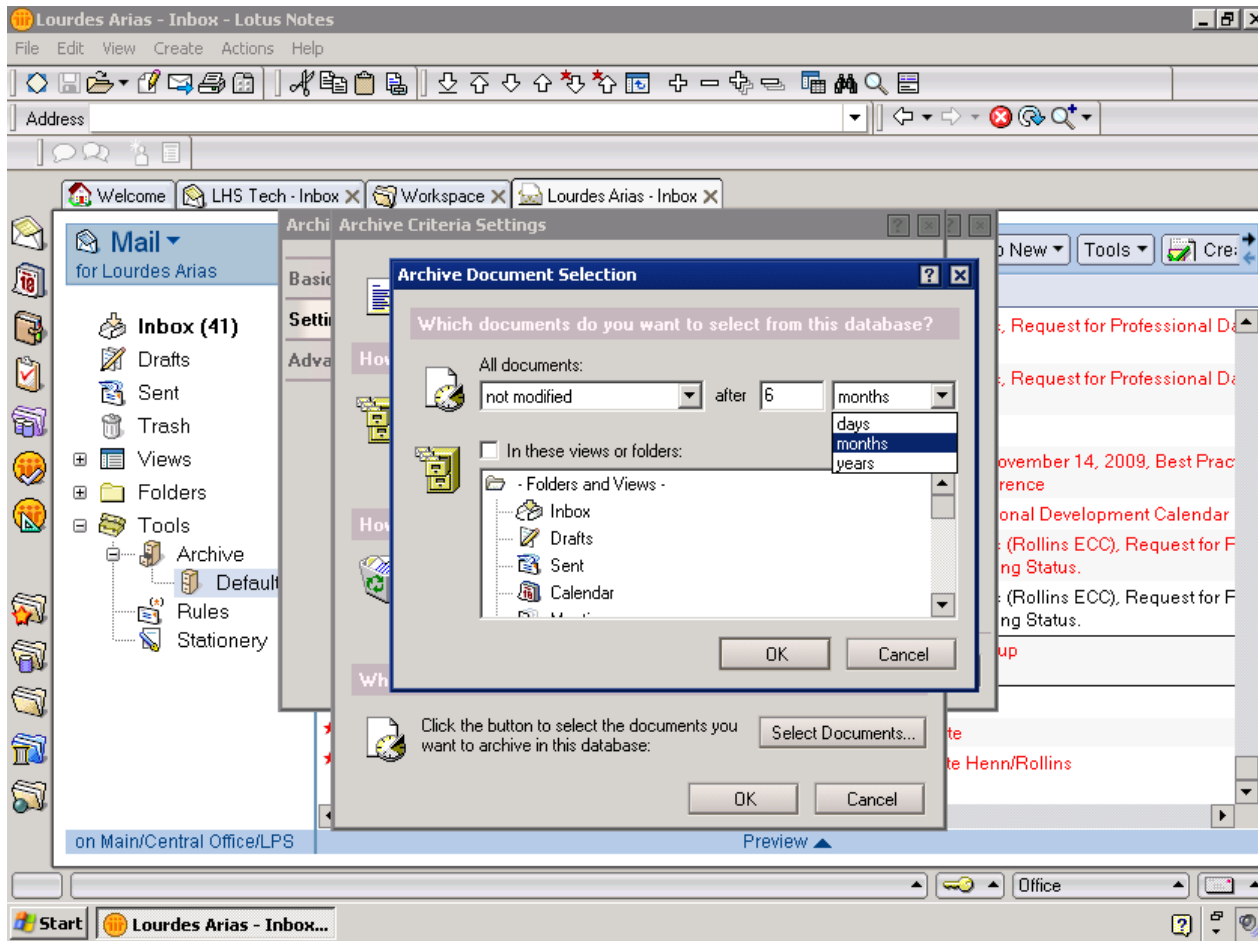
Once there, select the “Default for Last Modified” Rule, and click the “Edit...” button.



Once the “Archive Criteria Setting” dialog box opens up, click the “Select Documents” button.



Here you can change the criteria to archive emails. For example, the rule could be changed to be older than 6 months.

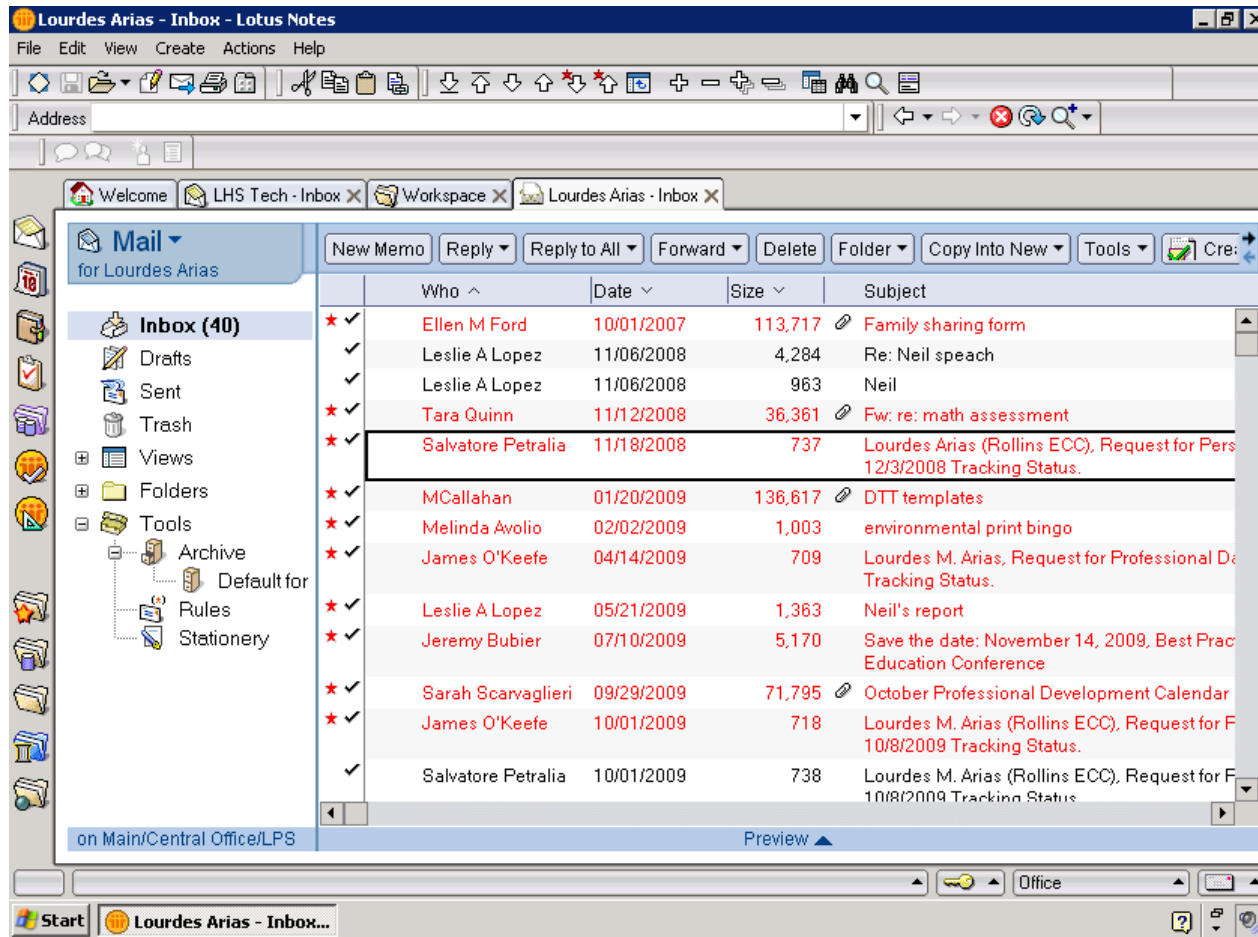


Once you are done changing the rule, click the "Ok" button on the dialog boxes to apply the change and return to the mailbox.

You can now run this updated archive rule, go to the Actions menu, Archive, Archive Now, then click the Yes button to archive using the updated rule.

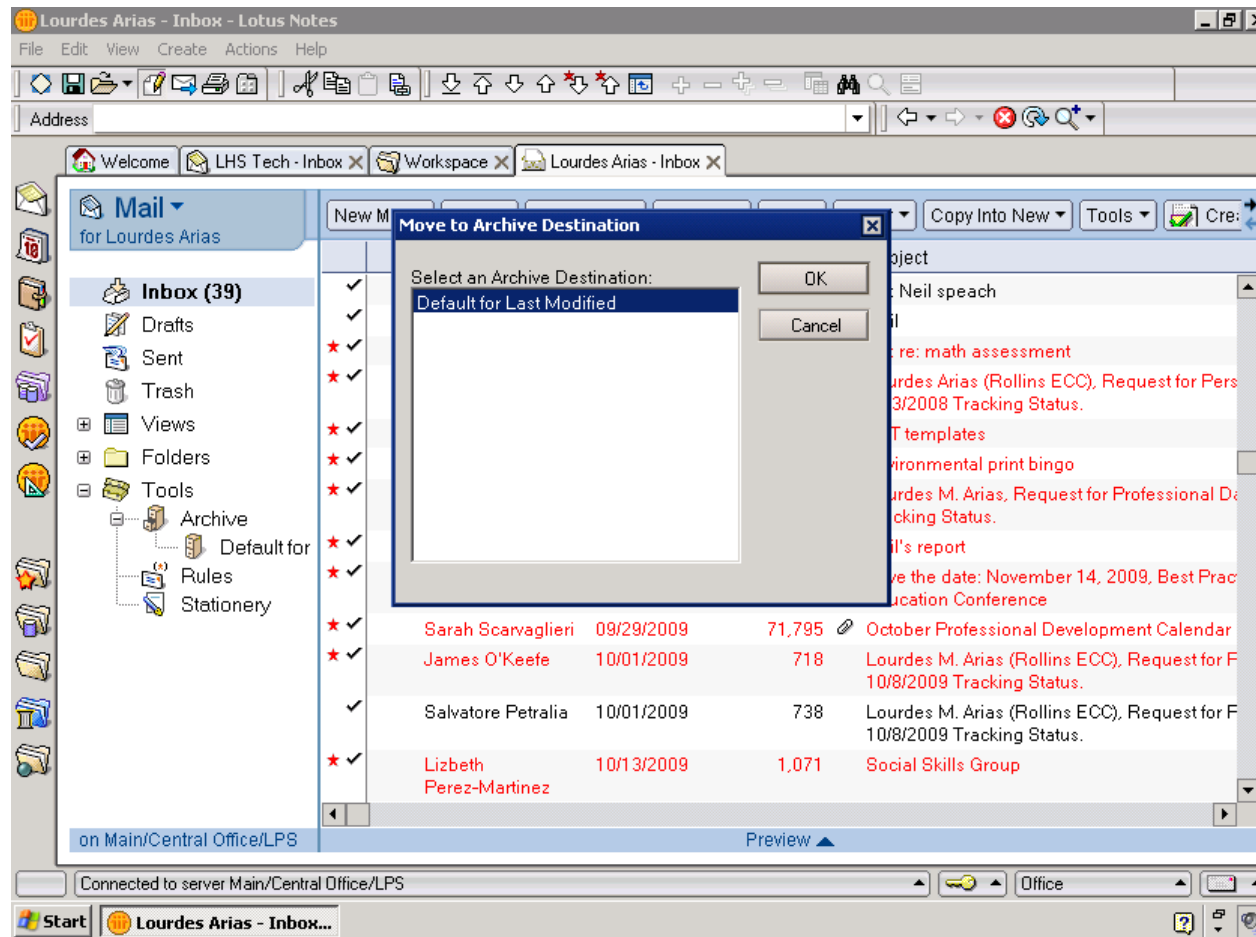
## Manually selecting documents to be archived

Another option is to manually select documents to be sent to the archive, to select document, click on the column left of the Who column to add a checkmark on the documents you wish to archive.



Once you are done selecting the documents you wish to have archived, go to the Action menu, Archive, and pick “Archive Selected Documents”.

Now the “Move to Archive Destination” dialog window pops up, make sure “Default for Last Modified” is selected, and click the OK button.



Now the documents have been moved out of your mailbox, and into the archive.