



Archiving Your Emails to U: Drive (Lotus Notes)

Archiving your e-mails means saving messages to a drive on your computer instead of saving them on the e-mail server. Typically, messages you no longer actively need, yet want to save for future reference are perfect for archiving.

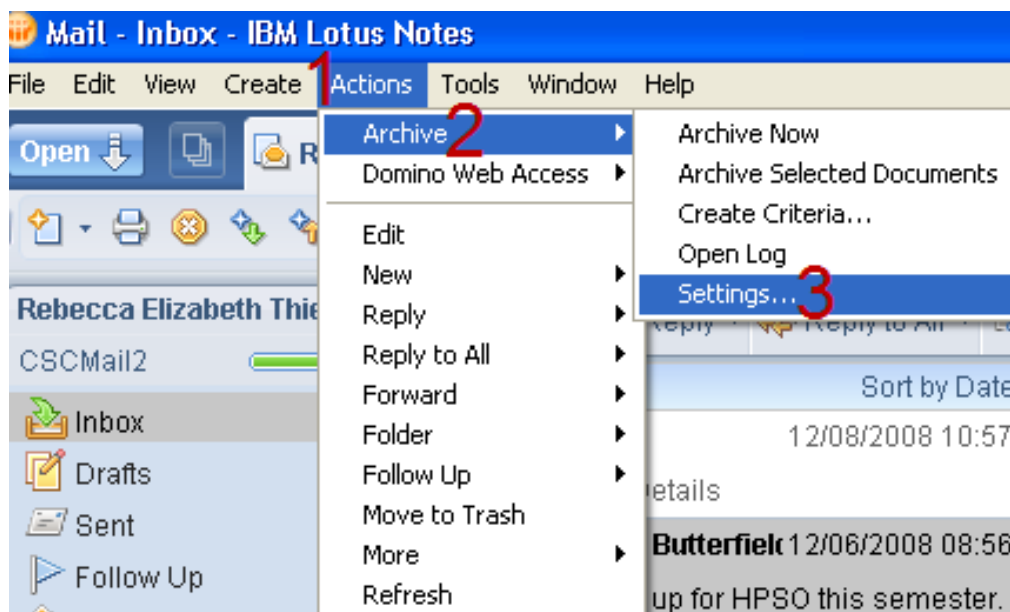
Archiving will delete the messages you specify from your e-mail account and save them in a mail database on your U: drive. Because they are saved on your U: drive, you will be able to access your archived messages from any computer on campus.. Archived messages are not available over the web, so you must be hooked up to the network. You are responsible for backing up your archive, if desired. Computing Services cannot restore your archive or any archived messages.

An e-mail archive looks and behaves almost identically to your regular e-mail account. Your e-mail archive automatically has all the same folders as your regular e-mail account. You can reply to and forward messages from your archive, if necessary.

First you must create the settings for your archive, so your e-mail account knows how and where you wish to archive your e-mail. You only have to complete the archive settings once. You must create your settings carefully, however. If you make a mistake, Computing Services may not be able to retrieve any lost messages.

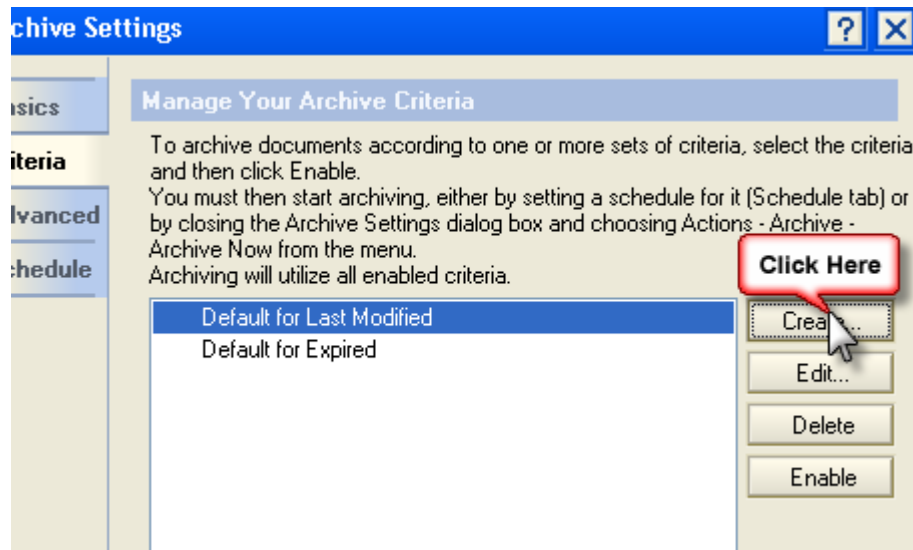
To create your archive settings:

- Open Lotus Notes.
- In your toolbar, select 'Actions', then 'Archive', then 'Settings'.

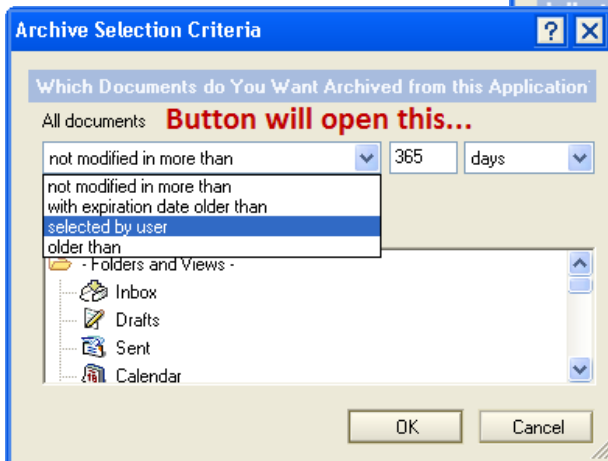
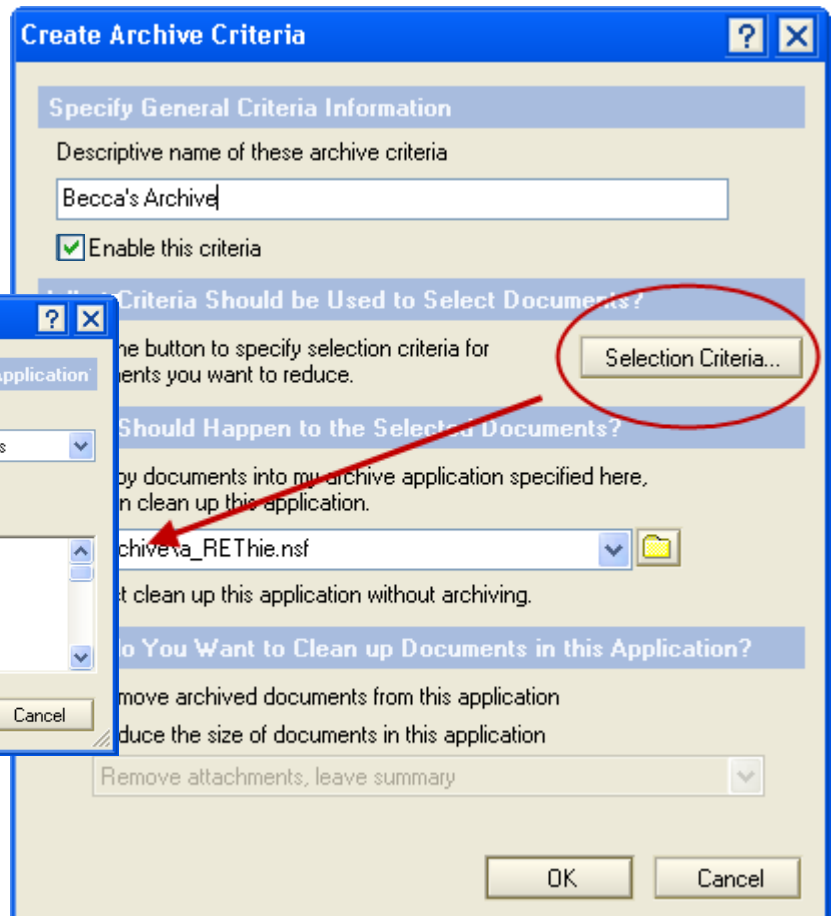




- Your archive settings will open. You should see a list of archives. Select 'Create...' to create your own archive.



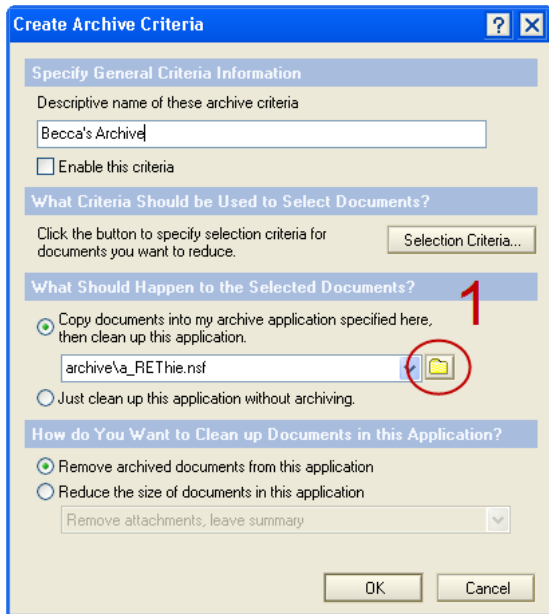
- Name your archive. Check the box next to 'Enable this criteria'.
- Click the 'Selection Criteria...' button.



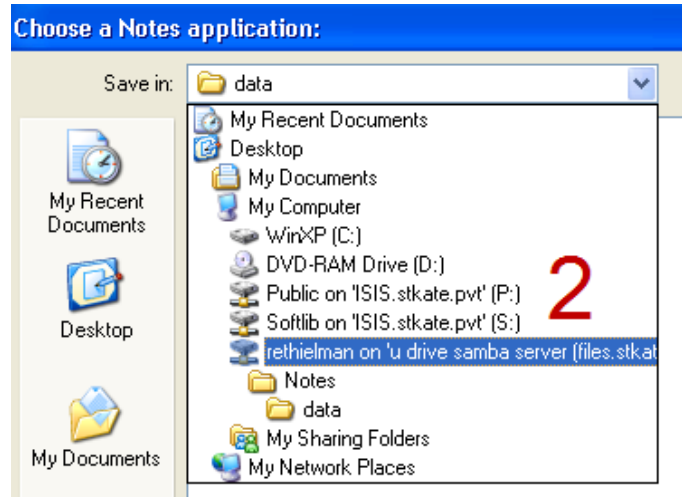
- In the drop-down menu, select 'selected by user'.
- Select 'OK'.



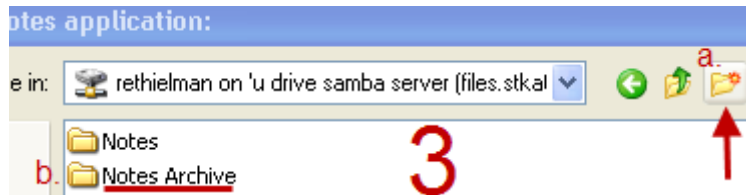
- Select the yellow folder under the header ‘What Should Happen to the Selected Documents?’



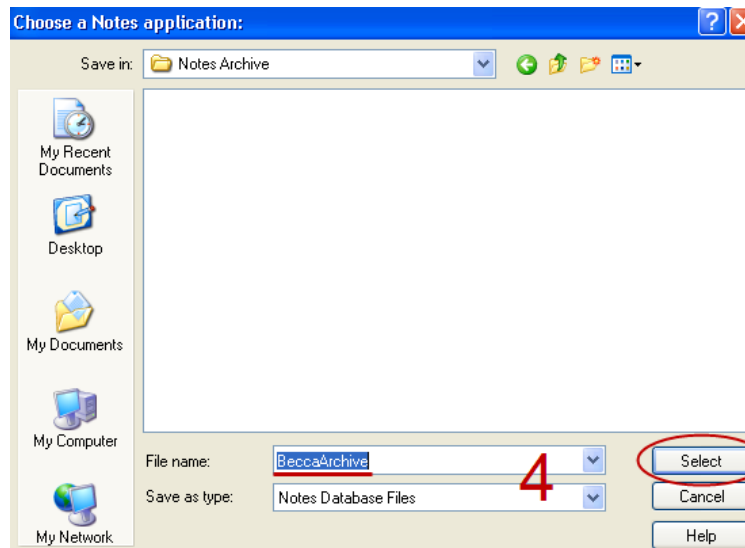
- From the drop-down menu, select your U: drive. This should be your user name followed by ‘u drive samba server’, or something similar.



- Within this folder, create a new folder by clicking the new folder icon and name it ‘Notes Archive’.

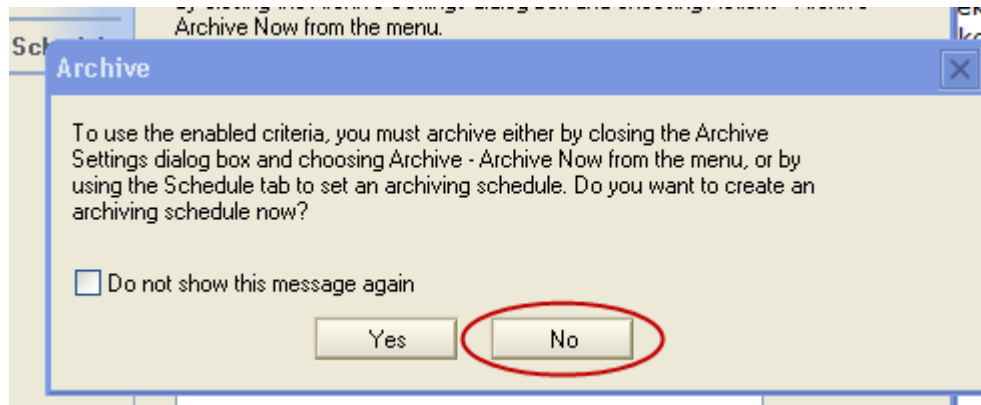


- Double-click this new folder to open it.
- In the File name box, enter the name of your archive. Do not use any spaces or punctuation.
- Click ‘Select’.

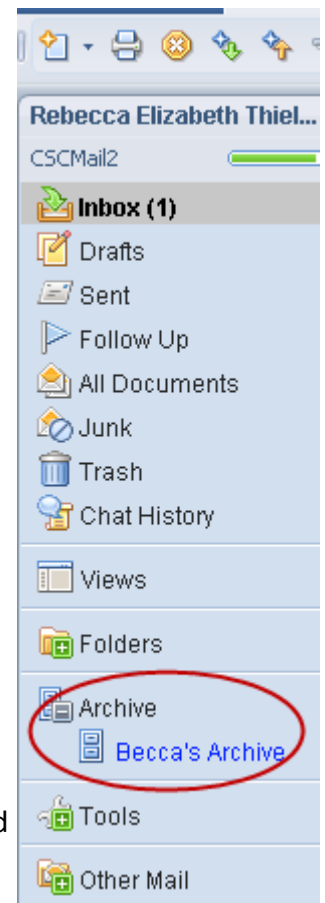
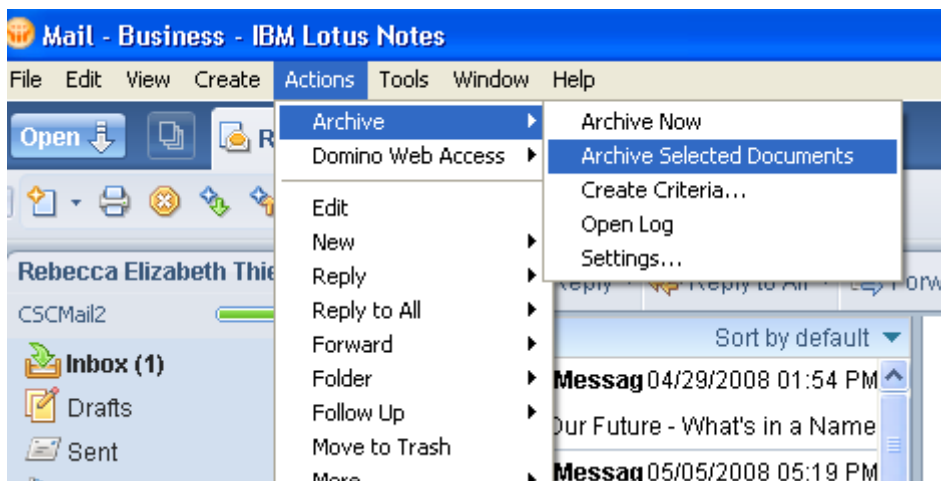




- Select 'OK'. When the box pops up about creating an archiving schedule, select 'No'.



- Select 'OK' to return to your inbox.
- Select a message you wish to archive.
- In your toolbar, select 'Actions', then 'Archive', then 'Archive Selected Documents'.



- Select your archive from the list. Select 'OK'.
- This action will create your archive. You can view your archive by selecting it from the left-hand column. Your archive will open in a new tab in Lotus Notes.
- The messages in your archive sort into the same folders you have in your web mail.
- If you accidentally archive something you didn't want to, you can forward the message back to yourself and it will be in your webmail.