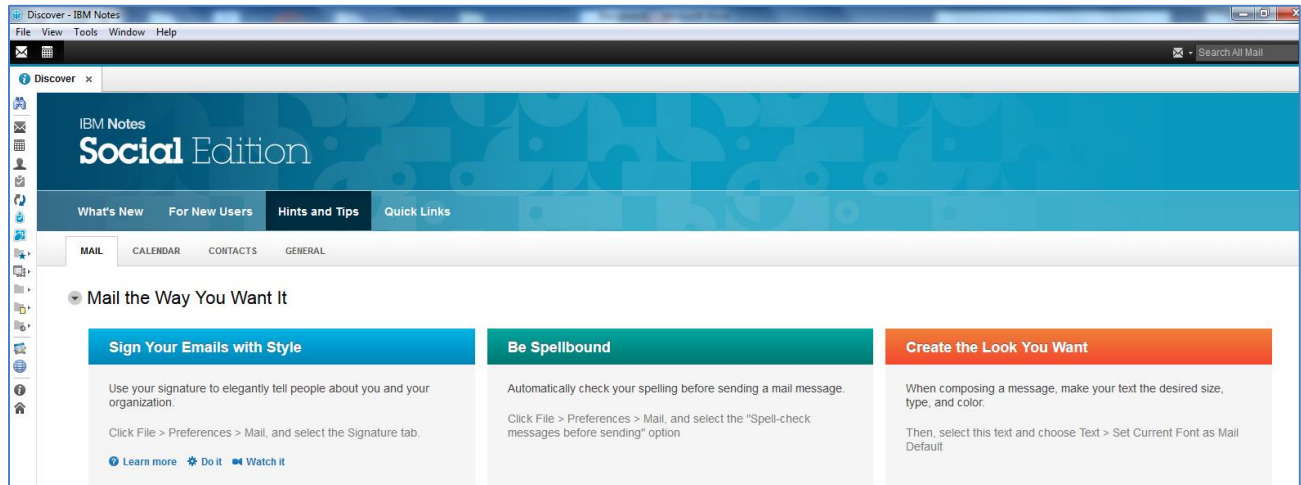


# How to Archive Lotus Notes

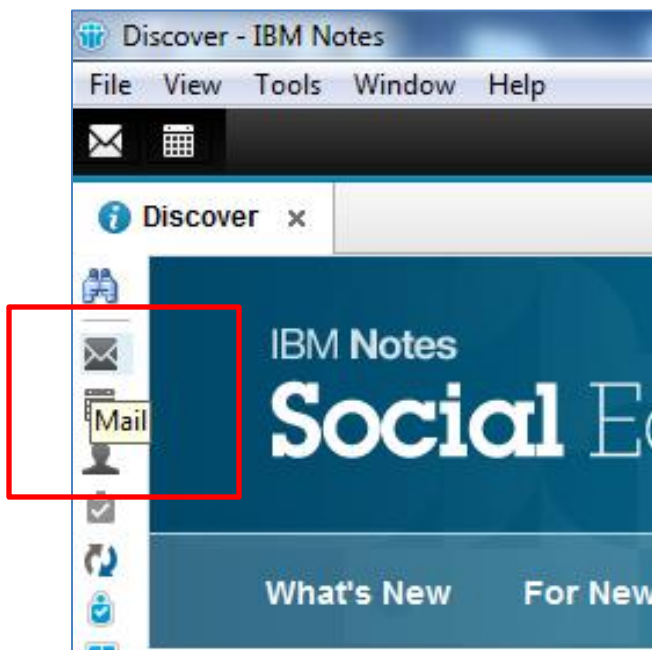
Step 1:

Log in to your Lotus Notes account



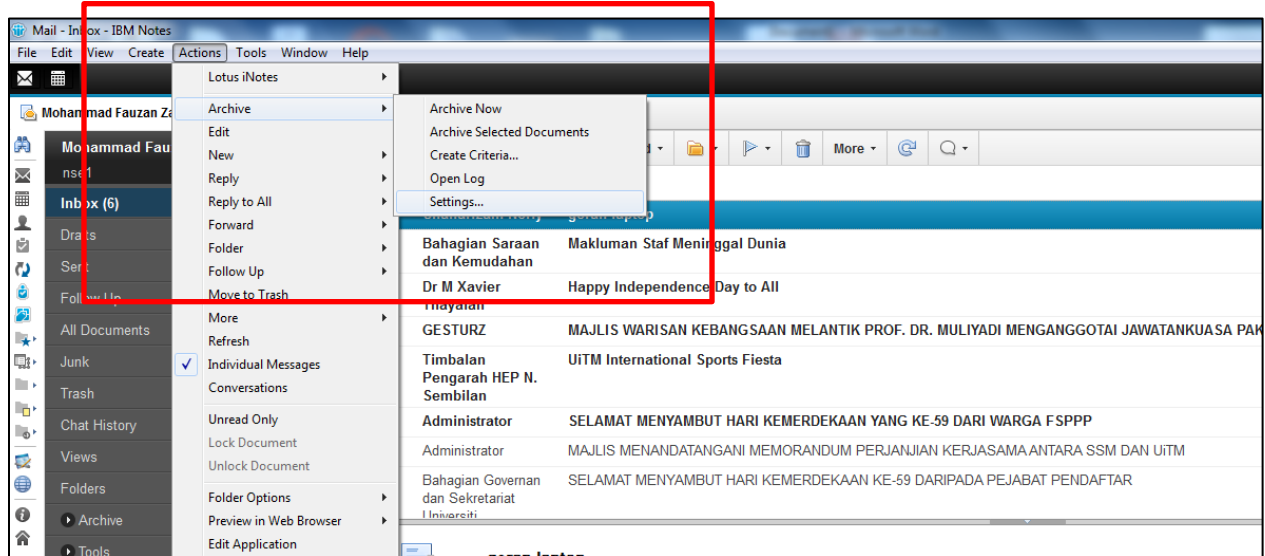
Step 2:

Click "Mail" on the main menu.



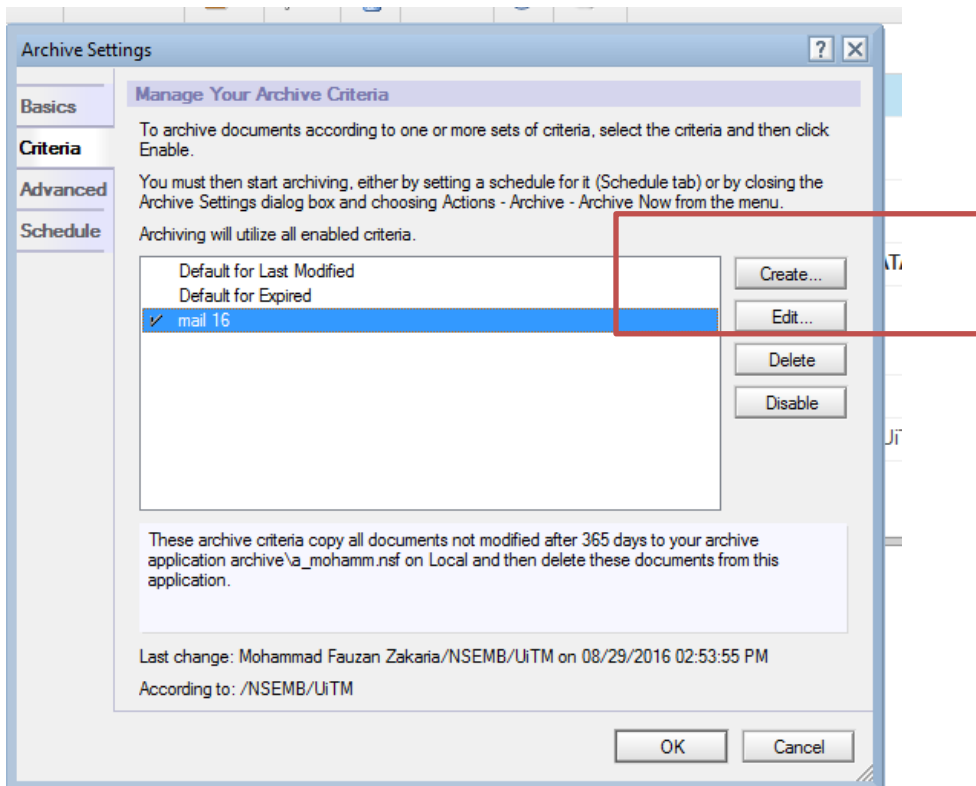
Step 3:

Select “Actions” from the main menu. Click “Archive”, and then click “Setting”.



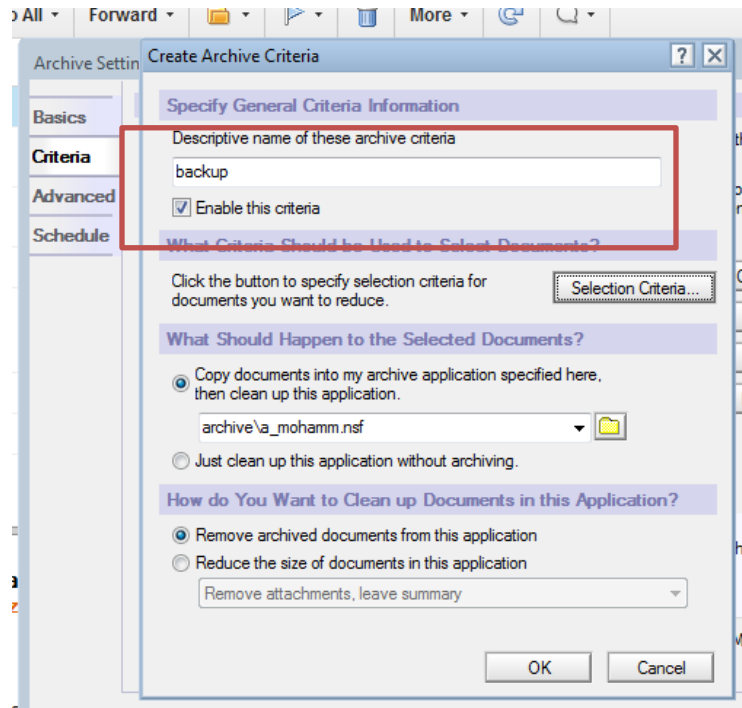
Step 4:

Click the “Criteria” tab. Select the “Create” button.



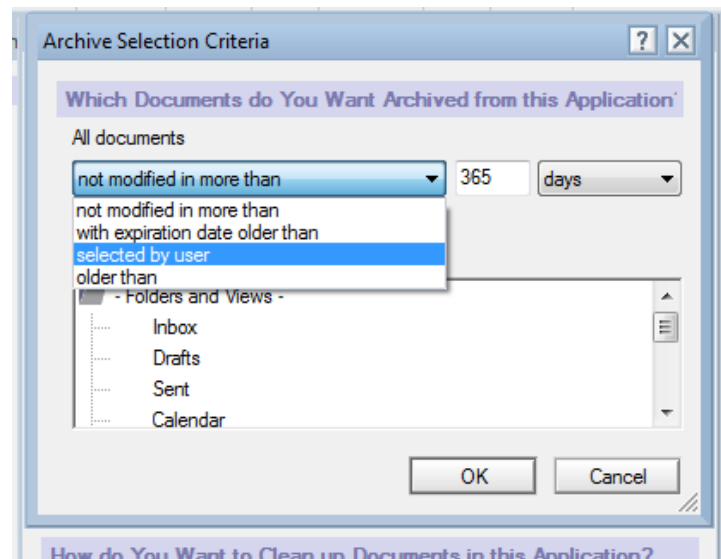
Step 5:

Type a memorable name for your email archive. Click “OK”. Make sure that the “Enable this criteria” check box is selected. Click the “Selection Criteria” button.



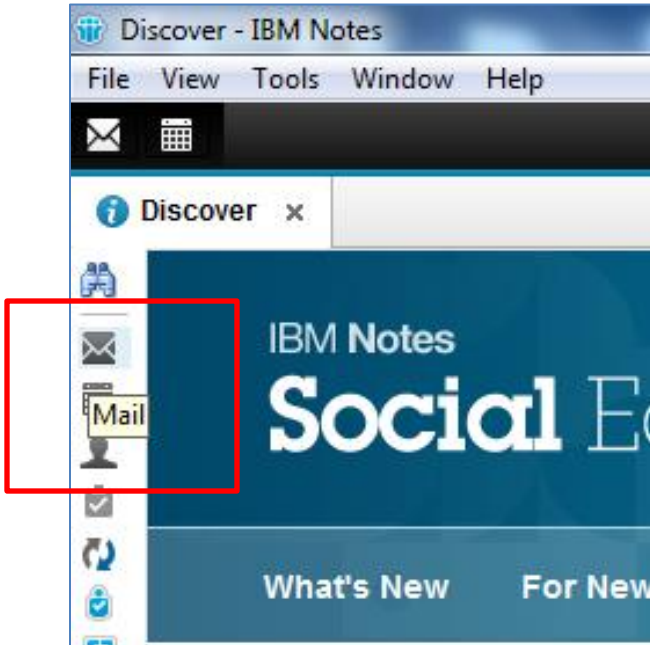
Step 6:

Change the criteria from “Not modified in more than” to “Selected by user”. Click on the “OK” button to close the window. Click on the “OK” button two more times to close other windows.



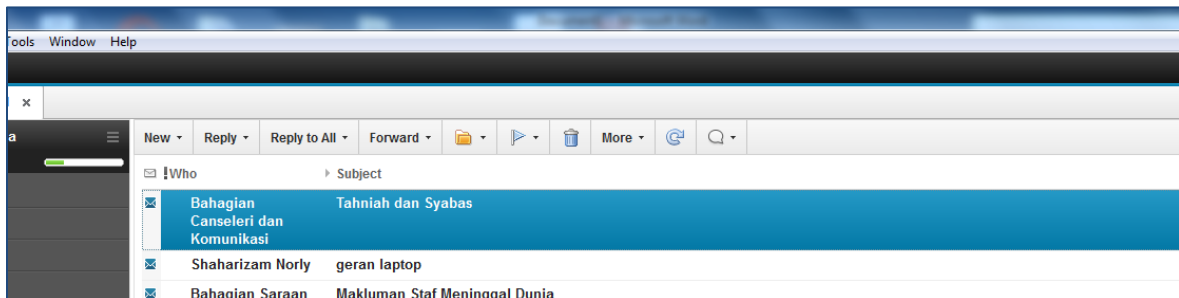
Step 7:

Click the "Mail" option on the main menu.



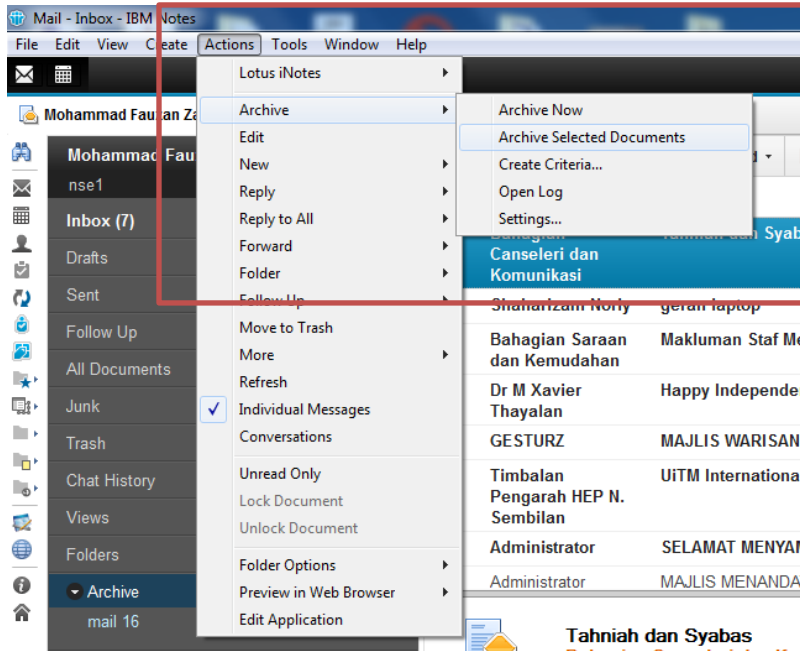
Step 8:

Click on each mail that you wish to archive. A check mark will appear next to the messages you've selected.



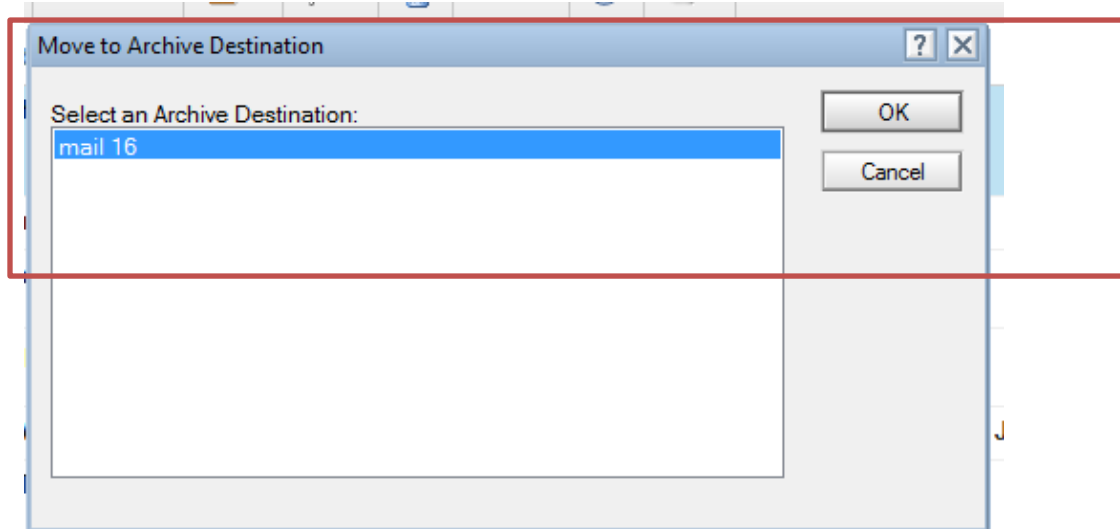
Step 9:

Click “Actions” on the Main Menu. Select “Archive,” and then click “Archive Selected Documents” on the flyout menu.



Step 10:

Click the “OK” button on the “Move to Archive Destination” window that appears.



\*If you plan to archive all email, close the Archive Setting dialog box and choosing Actions - Archive – Archive Now from the menu.