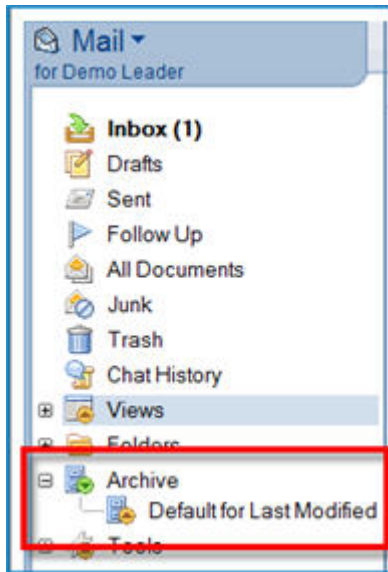


Archive Documents That You May Want to Access Later

Archiving frees up allocated space on the server (your quota) and improves the performance of your mail by moving documents to another database on your computer's hard drive. It is important that you make archiving something that you do on a regular basis.

It is easy to access your archive database at any time:



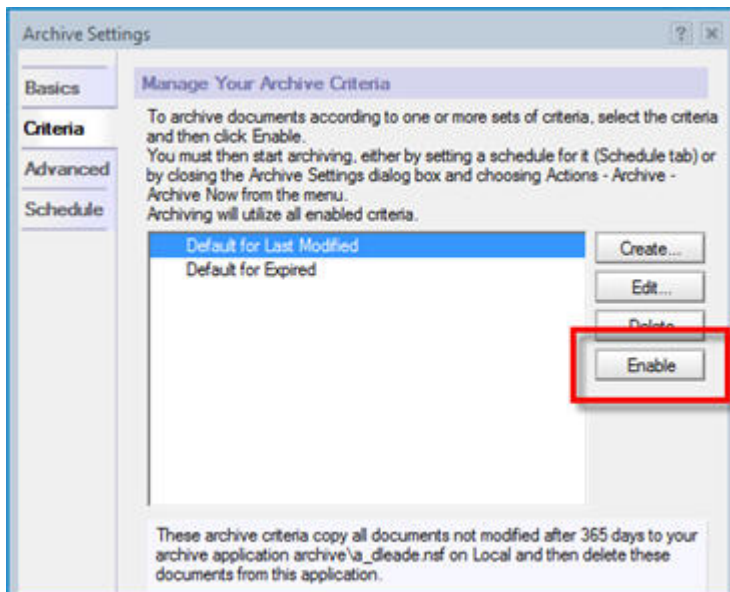
- Click and expand **Archive** in the Navigation Pane
- Click the folder under archive (i.e., **Default for Last Modified**)

Remember.... this database is located on your computer's hard drive. If your computer crashes you may lose it. If you want to create a backup copy you can do so by copying the archive folder to a CD or external drive. The path to your archive folder is **c:/lotus/notes/data/archive**.

Enable an Archive Setting

Before you can archive documents you must enable one of the default archive criteria. We recommend that you enable the criteria called "Default for Last Modified."

- Click **Actions > Archive > Settings**



- Click **Default for Last Modified** and then click the **Enable** button
- Click **OK**
- A checkmark will be placed next to the enabled criteria

Manually Archive Documents That You Select

- Go to the *All Documents* view (or any other view or folder)
- Click the document that you would like to delete from this database and move to the archive database (To select more than one document, click in the "gutter" all the way to the left of each document placing a checkmark next to them)
- Click **Actions > Archive > Archive Selected Documents**
- Select the archive folder (Default for Last Modified) and click **OK**
- Go to your Archive folder to view the documents that you moved

(You can also **drag and drop** documents from any view/folder to your Default for Last Modified folder in the navigation pane)

Be careful! If you archive calendar entries they will be deleted from your calendar and moved to the calendar in your archive database. Also, if you archive stationery, drafts or to do list documents you will not have access to them in your current mail database.

Automatically Archive Documents Based on the Criteria You've Enabled

- Click **Actions > Archive > Archive Now**
- (In this case the **Default for Last Modified** criteria is enabled so all documents that have not been modified in the last 365 days will automatically be moved to the archive. This criteria can be edited.)

Edit a Default Criteria Setting

In this case the **Default for Last Modified** criteria setting is "All documents not modified in more than 365 days." You can change this.

- Click **Actions > Archive > Settings**
- Click **Default for Last Modified** to select it and click the **Edit** button
- Click the **Selection Criteria** button
- Make the changes (i.e., change the number of days)
- Click **OK** to save your changes

To learn about creating additional archive criteria and how to set up scheduled archiving, click **Help > Help Topics** in Lotus Notes and search for **Archiving** or contact **Client Support** on West Campus (631) 632-9800 or the **UHMC Help Desk** (631) 444-HELP.