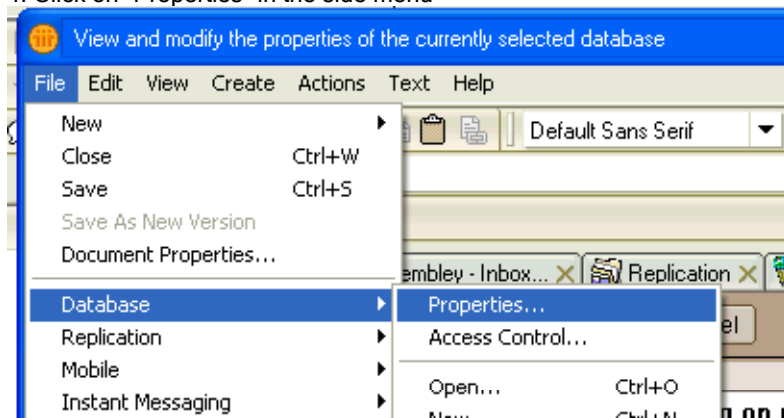


<h2>Doc Library</h2> <p>Main Topic</p> <p>Andrew T Trembley/SJSU Yesterday 03:49 PM</p>	<p>Subject: Turning on mail archiving</p> <p>Category: Notes Access</p>														
	<table border="0"> <tr> <td>Originator</td> <td>Reviewers</td> <td>Review Options</td> </tr> <tr> <td>Andrew T Trembley/SJSU</td> <td></td> <td>Type of review: One reviewer at a time</td> </tr> <tr> <td></td> <td></td> <td>Time Limit: No time limit for each review</td> </tr> <tr> <td></td> <td></td> <td>Options:</td> </tr> <tr> <td></td> <td></td> <td>Notify originator after: final reviewer</td> </tr> </table>	Originator	Reviewers	Review Options	Andrew T Trembley/SJSU		Type of review: One reviewer at a time			Time Limit: No time limit for each review			Options:		
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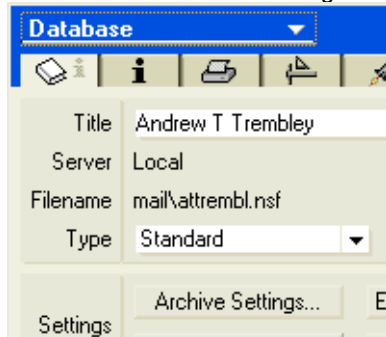
If you receive a "quota error warning" message you may have to delete old messages to make space for new ones. Local Mail Archiving is a tool that can help you avoid this warning in the first place, by automatically removing mail from your main mailbox to an archive file on your workstation.

There are quite a few settings you will have to make in your mailbox to enable local mail archiving. The pictures in the following instructions are from Notes R6, but Notes R5 clients can use these instructions.

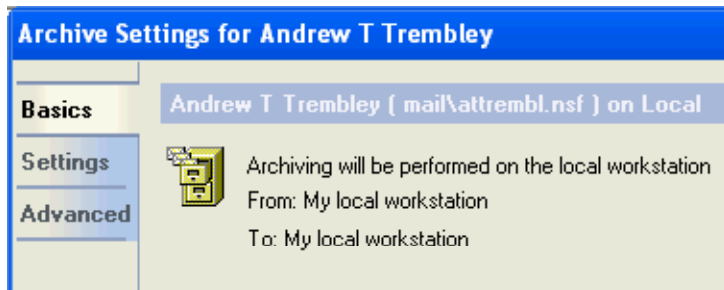
1. Open your inbox.
2. Open (click on) the "File" menu
3. Click on "Database" in the file menu
4. Click on "Properties" in the side menu



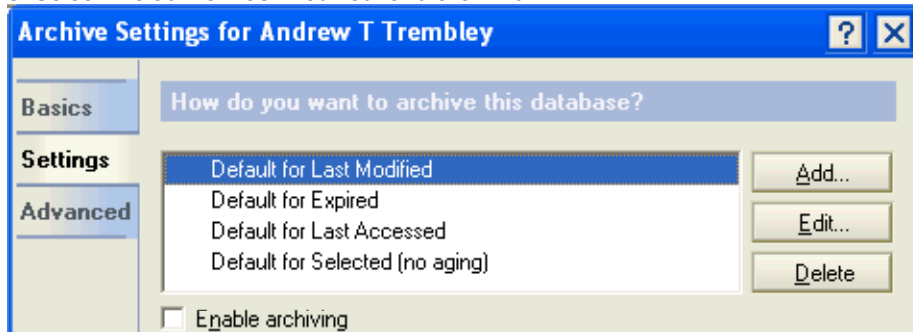
5. Click on the "Archive Settings" button in the "Database Properties" box.



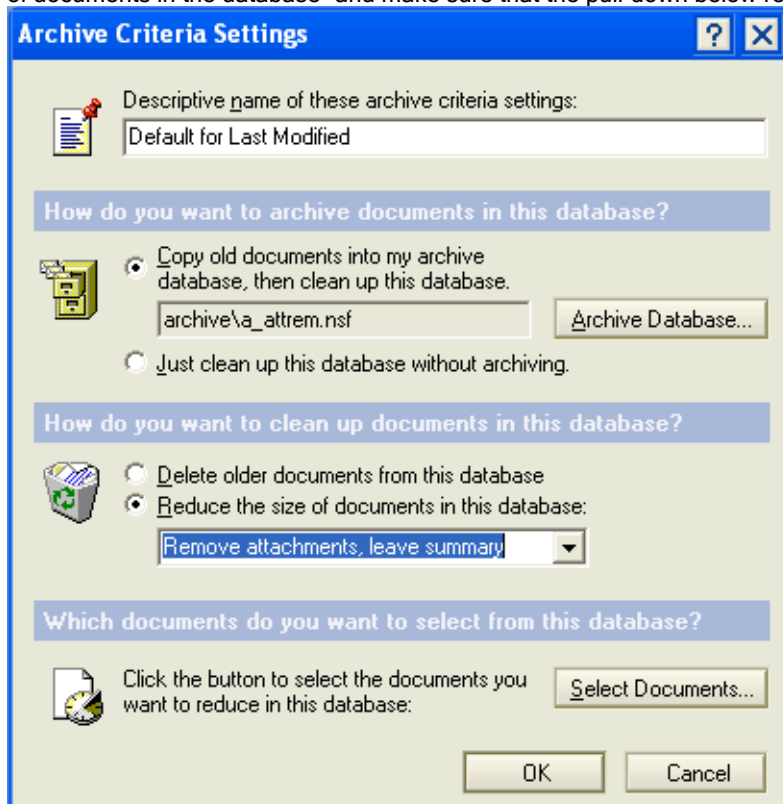
6. Look over the "basics" tab on the "Archive Settings" window; as long as it says "From: My local workstation" and "To: My local workstation" leave the settings on this tab alone.



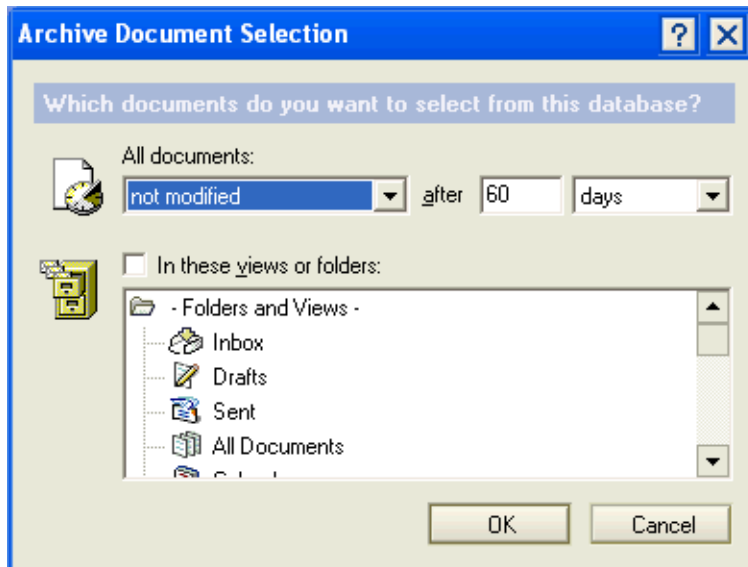
7. Click on the "Settings" tab.
8. Select "Default for Last Modified" and click "Edit"



9. On the "Archive Criteria Settings" window, leave the "How do you want to archive..." button on "Copy old documents into my archive database, then clean up this database"
10. On the "Archive Criteria Settings" window, change the "How do you want to clean up..." setting to "Reduce the size of documents in the database" and make sure that the pull-down below reads "remove attachments, leave summary"



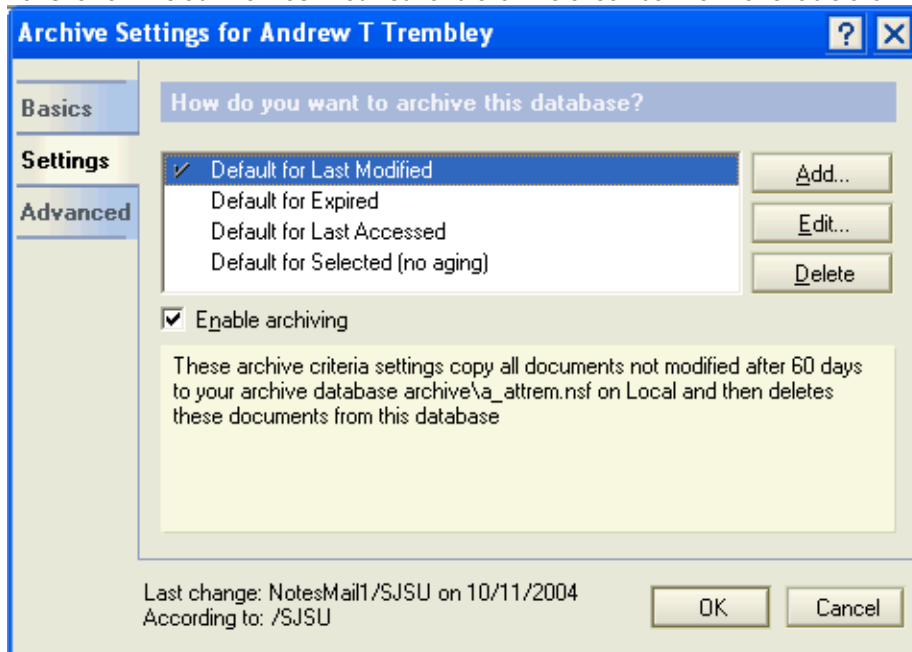
11. On the "Archive Criteria Settings" window, click on the "select documents" button
12. In the "Archive Document Selection" window, change the days count to 60. Your window should look like this.



13. In the "Archive Document Selection" window, click "OK"

14. In the "Archive Criteria Settings" window, click "OK"

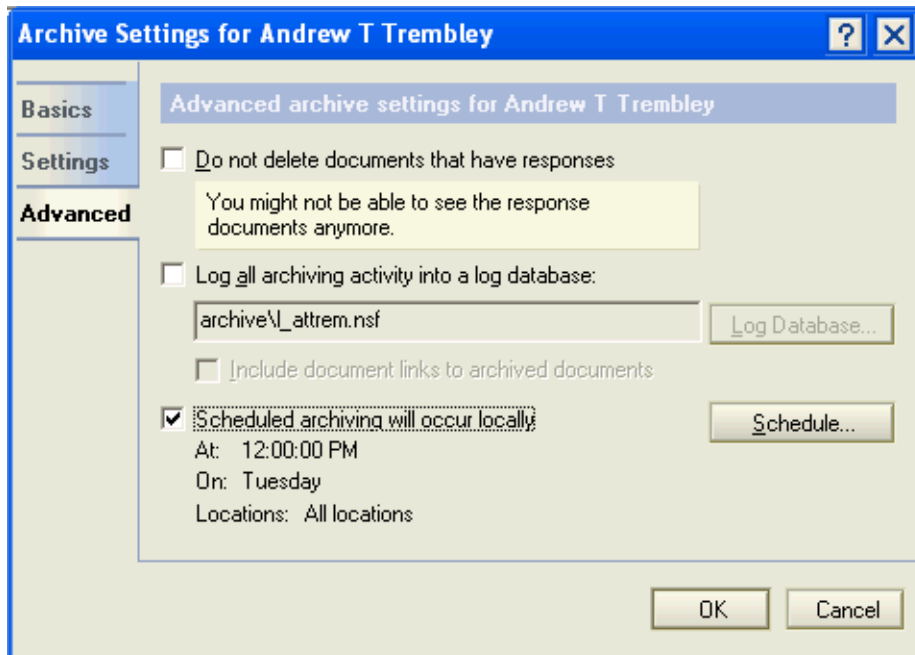
15. Click on "Default For Last Modified" and click the check-box next to "enable archiving"



16. If any of the other listed options besides "Default for Last Modified" is checked, click on it, and then un-check "enable archiving." The only line item that should be checked is "Default for Last Modified"

17. Click on the "Advanced" tab.

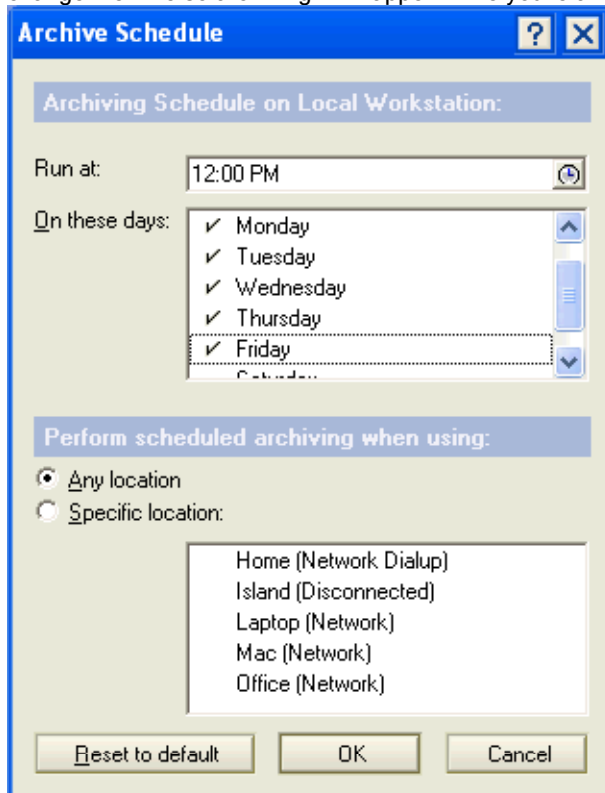
18. Click to un-check "Do not delete documents that have responses"



19. Click to check "Scheduled archiving will occur locally"

20. Click on the "Schedule" button

21. In the "Archive Schedule" window, if you work first shift, don't change "Run At" blank. If you work a different shift, change the time so archiving will happen while you're at work.



22. In the "Archive Schedule" window, click to check Tuesday, Wednesday, Thursday and Friday (Monday is probably already checked).

23. In the "Archive Schedule" window, click "OK"

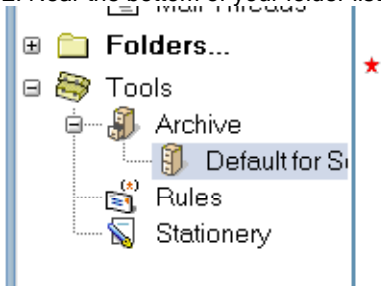
24. In the "Archive Settings" window, click "OK"

Your mailbox will now archive mail older than 60 days daily at the time you scheduled. Archived mail will still appear in your message listings, but with no content and with a little blue "torn sheet" icon indicating the complete message is in the archive. These "summary" messages are very small (500-1500 bytes), and should not significantly impact your mailbox disk usage.

To open your mail archive

You will not be able to open your archive until the scheduled archive process has run the first time. You will have to wait until the next scheduled time for your archive to be created.

1. Open your mailbox.
2. Near the bottom of your folder listing you'll see "tools"



3. Click the "+" next to "tools"
4. Click the "+" next to "archive"
5. Click the entry labeled "default" below the "archive" icon

Your mail archive will look like your mailbox, the only difference is the title in the upper-left corner will say "Mail Archive"