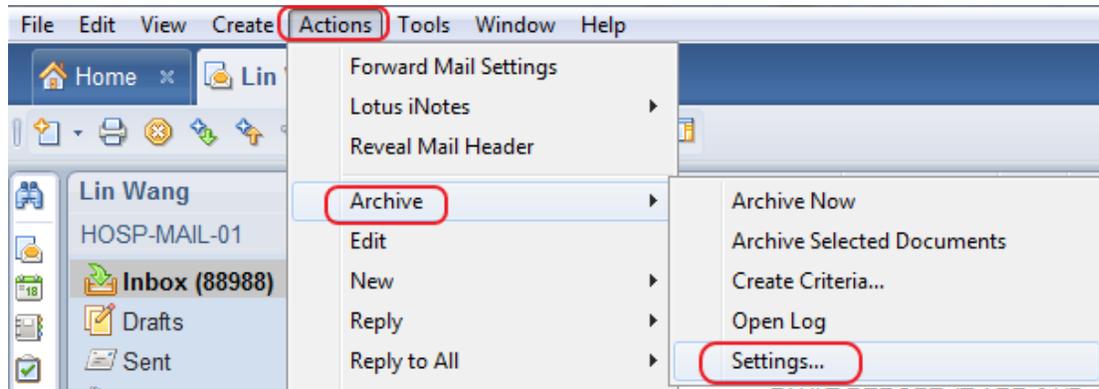


Step 1: Archiving in Lotus Notes Client

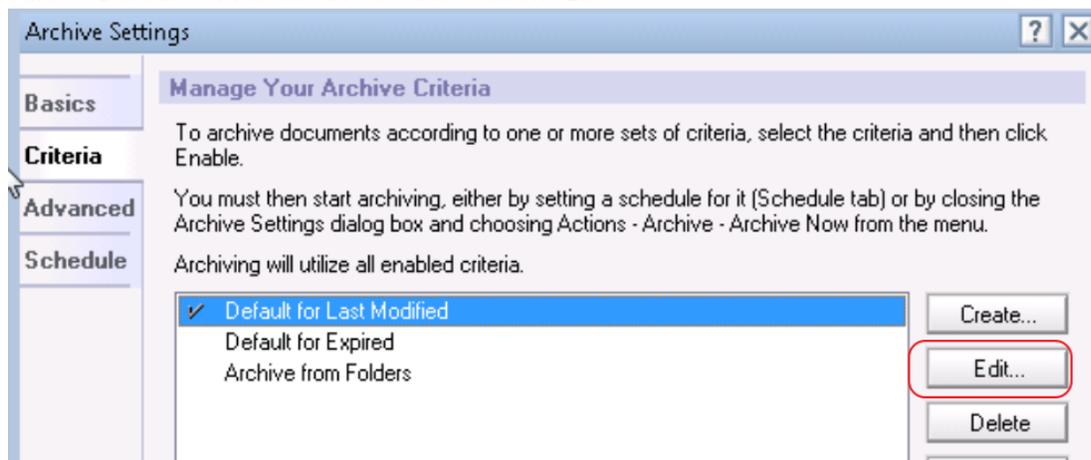
Please check the last email in Outlook to determine the exact number of days of email to be archived. The following example used 1 year (365 days) as the cut off time for archive.

To easily archive all messages older than 1 year in inbox and all other folders, follow these steps

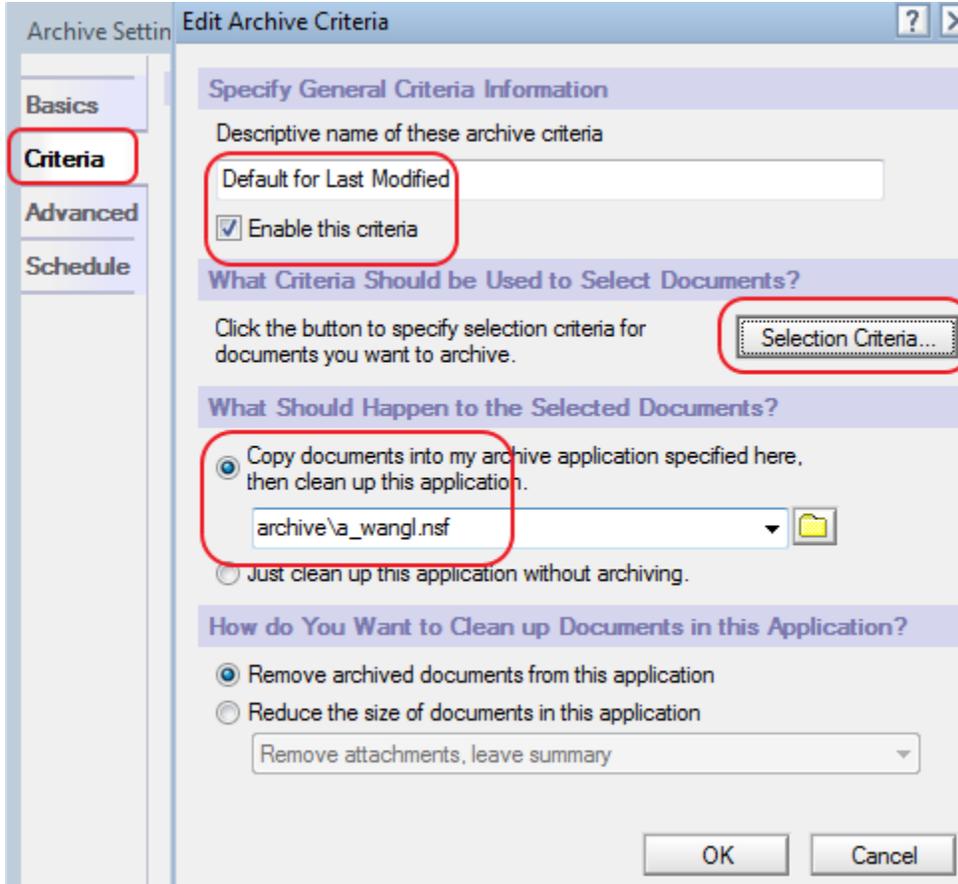
1. Log in Lotus Notes and open the mail file
2. Click on “Actions”, “Archive” and “Settings” as shown below



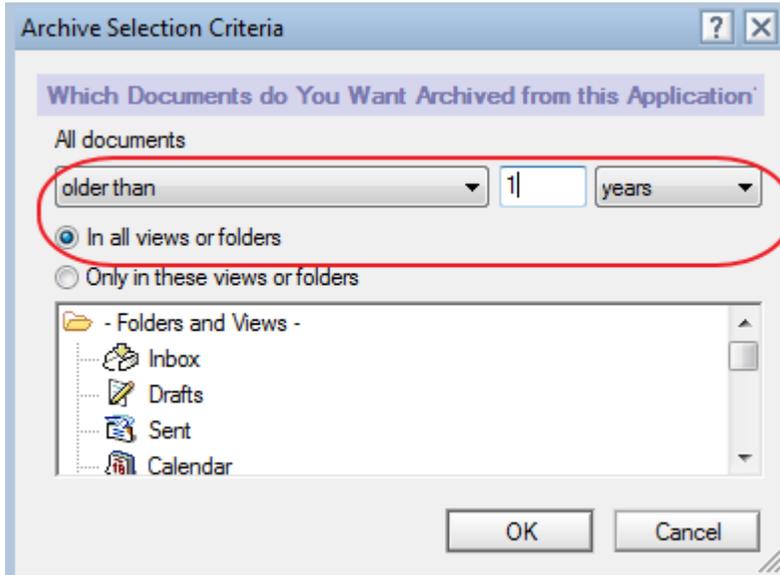
3. Select “Default for last modified” and click on “Edit”



4. Make sure “Enable this criteria” is checked and note the path of the archive file. Click on “Select Criteria”

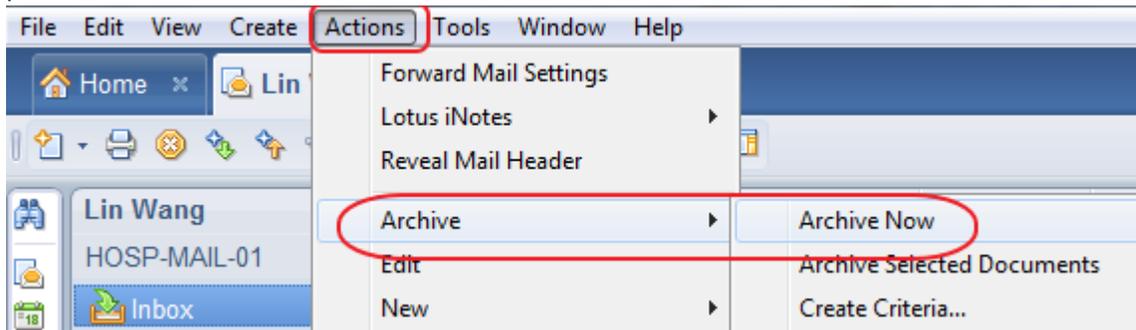


5. Adjust the settings to archive messages only older than one year. Click on “OK”



Note: For users who have large mail files, we recommend to archive in 2 year incremental, such as to start at older than 10 years, then repeat at 8, 6, ... 1 year

6. Click "OK" and "OK" again to go back to the Inbox view.
7. Click on "Actions", "Archive", "Archive Now" and click on "OK" on the next pop up box to start the archive process.



Note: The archive process may take a long time and Lotus Notes is not usable during this period of time. In case timeout error message, repeat this step until archive is completed.