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"

Archive Set	tings	? ×				
Basics	Manage Your Archive Criteria	han aliah				
Criteria	Enable.					
Advanced	You must then start archiving, either by setting a schedule for it (Schedule tab) or by closing the Archive Settings dialog box and choosing Actions - Archive - Archive Now from the menu.					
Schedule	Archiving will utilize all enabled criteria.					
	Default for Last Modified	Create				
	Archive from Folders	Edit				
		Delete				

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

Archive Settin	Edit Archive Criteria ?	Х
Archive Settin Basics Criteria Advanced Schedule	Edit Archive Criteria ? Specify General Criteria Information Descriptive name of these archive criteria Default for Last Modified Image: The second s	
	Remove archived documents from this application	
	Remove archived documents from this application Reduce the size of desumants in this application	
	Remove attachments, leave summary	

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

Archive Selection Criteria			? ×
Which Documents do You Want An	chived from	this Applic	ation
All documents			
older than	→ 1	years	-
In all views or folders			
Only in these views or folders			
🗁 - Folders and Views -			•
- 🛞 Inbox			
🖉 Drafts			
🛐 Sent			
🔚 🔚 Calendar			-
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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.

File Edit View Create			Acti	ons	Window	Help		
4	Home ×	× 🗟 Lin		Forward Mail Settings				
2 - 🕀 🙁 🇞 🍫		Reveal Mail Header						
😤 Lin Wang		(Archive		+		Archive Now	
	HOSP-MAIL-01		Edit				Archive Selected Documents	
-18				New		+		Create Criteria

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.