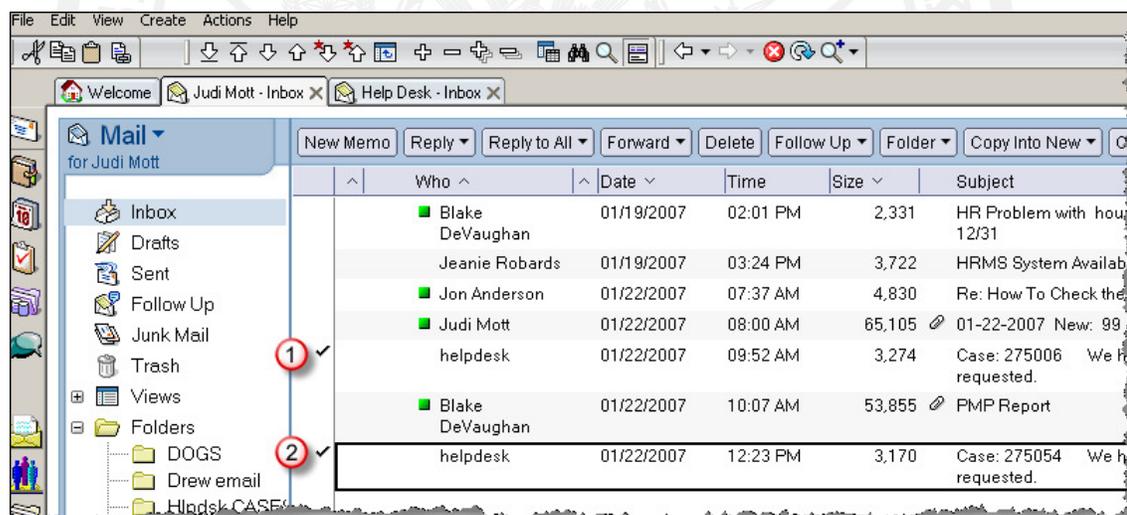




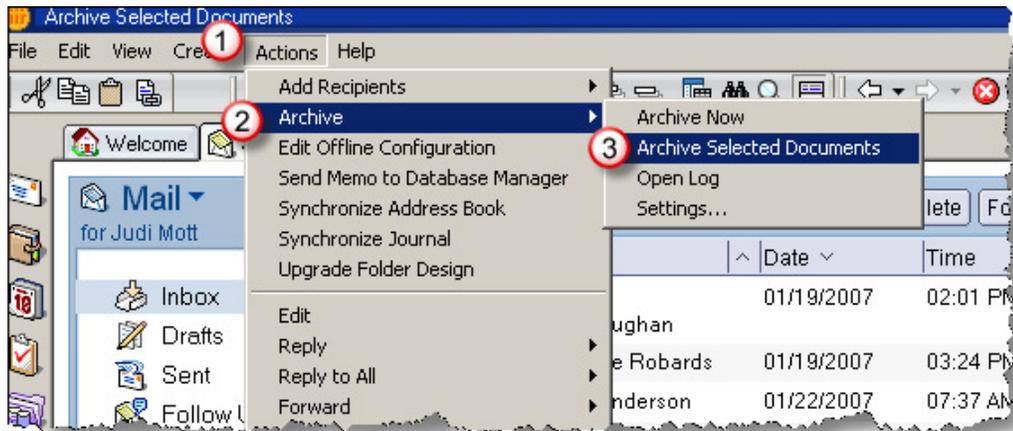
How To Archive Selected Email in Lotus Notes

The following process of archiving email will free space for the user in Lotus Notes. All email in all of the folders contributes to space used. By archiving, the mail is saved elsewhere and can be retrieved as needed.

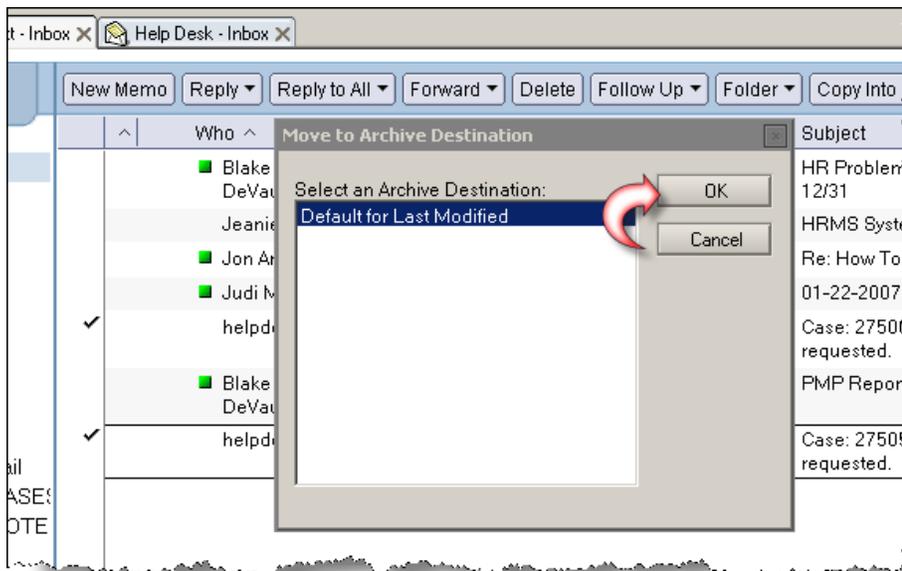
Left-click to select the email to be archived.



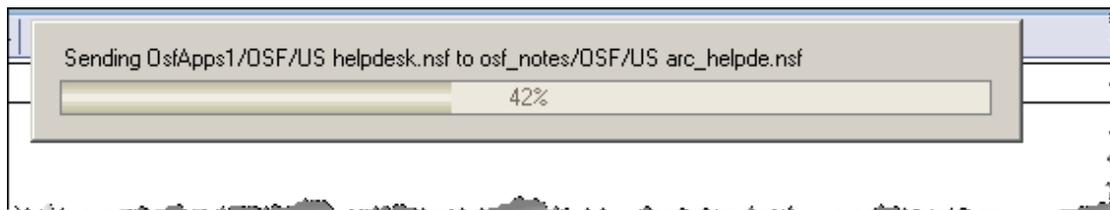
Left-click Actions in the toolbar.
Left-click Archive.
Left-click Archive Selected Documents.



Left-click OK.



The following status bar will appear after a few minutes.



When archiving is complete, the bar window will disappear.