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)

Backup your Archive

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

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 multiple documents)
- Click the Actions menu and choose 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

TIP! You can 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. You will find them on the Calendar in your archive database. The same is true with Stationery, Drafts and To Do List documents.

Automatically Archive Documents Based on the Criteria You've Enabled

The Default for Last Modified criteria archives any documents that have not been modified in the last 365 days when you click Actions > Archive > Archive Now.

This criteria can be edited. For instance, you can change the number of days.

How to Edit the Default Criteria Setting

To edit the Default for Last Modified criteria:

- 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.