## Intro

Archive Mail™ is an Archiving system available on HCL Notes and deployed to your computer. Previously, archiving within Notes has been quite limiting, however **Archive Mail™** provides many more benefits and useable features.

This solution will allow the following:

➡ Maintain your mailbox with automatic archiving, keeping it within quota and therefore providing you with a better archiving experience

➡ Backup of your archives on the server; if you have an issue with your computer that can't be fixed we will be able to retrieve your archive from the server

➡ Search within all of your new archives, quickly and much more easily

➡ Access delegation to archives; you can now access other people's archives if you have been given access to their main mailbox

➡ Access to your archives even when connected remotely

➡ This new archiving feature can also be implemented on generic mailboxes

Archiving made easy

Archive Mail™ operates automatically every day: your emails as well as your calendar entries that are older than 6 months will be archived. You can easily recognise which emails have been archived from various views within Notes. One clear indicator is a yellow disk icon located next to the item.
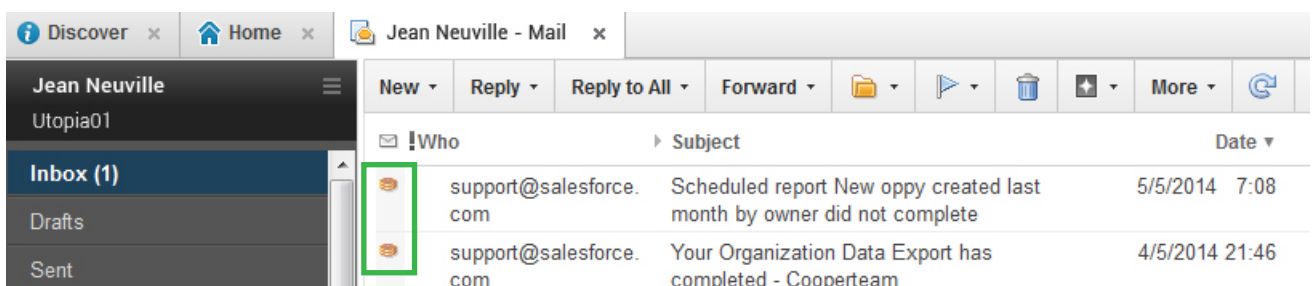

An example of an Inbox displaying emails that have been archived

Standard archiving systems completely remove your emails from view of their original folder. With **Archive Mail™**, any emails that have been archived will leave behind a shortcut to them, making it easier for you to find them. The yellow disk icon indicates that the email has been archived and what you see displayed is the shortcut to that email. To access the archives directly, from the left side menu select Archive Mail *(underneath **Sent**)* this will display each yearly archive, select the archive to open it.

Automatic sorting

With standard archiving systems, you have to make new folders each year for your archive: 2019, 2018, 2017 and so on.
With **Archive Mail™** this is done automatically. If you have never archived before, or if you haven't run an archive for a while then it will automatically create your yearly folders for you.
Any emails from 2019 for instance, will go into a folder named Archive 2019. For those that have keep their archiving up to date, then the yearly folders will create themselves in time.

Archive Mail

Search (97)

Archive 2019

Archive 2018

Archive 2017
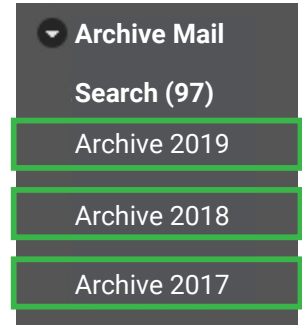
Control - when you need it
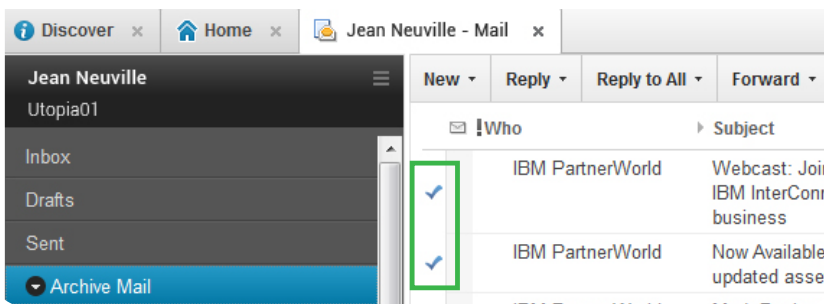
Although **Archive Mail™** is completely automatic, there may be times when you would like to archive emails yourself.

To do this 'tick' the emails you would like to archive.

From the main menu select **Actions > Archive Now Selected Documents**. A pop up box will appear asking you what archive you would like to send the email/s to, i.e. 2016, 2017, 2018 or 2019. Select the required archive and click **OK**. A notification will appear informing you that those emails have been archived successfully. Click **OK**.

Searching just got better

When accessing your archives from the left side pane, you will notice an option named **Search**. Select **New Search** from the main toolbar, a pop up box will appear for your search criteria.

Tip: The first time you do this you will see a message asking you to restart your Notes, this is to activate the files that have been installed for the search to work. Close and reopen Notes and continue with New Search.
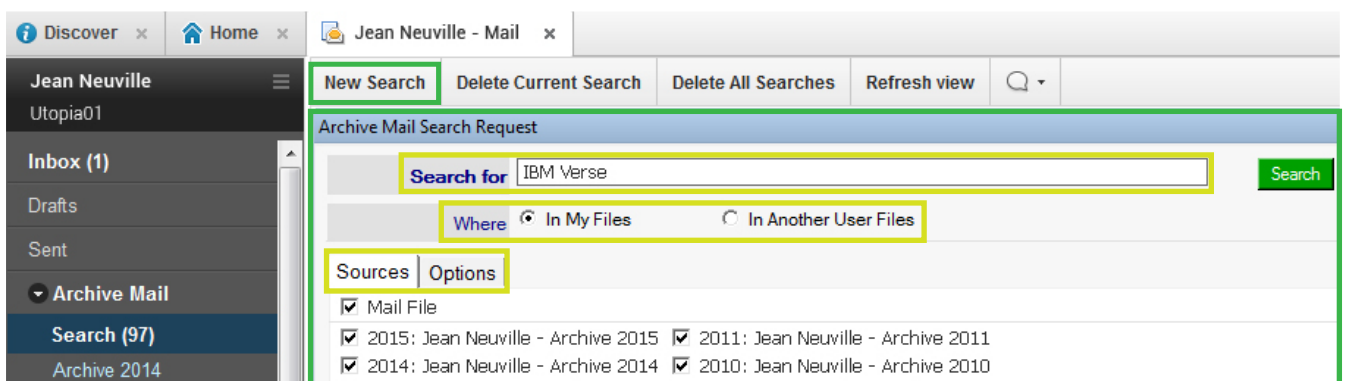
Search Fields Description

Search for ➡ enter the word/s that you wish to base your search

Where ➡ select **In My Files** to search your own Archives, or **In Another User Files** if you are searching someone else's archive.

Note: If you are searching someone else's archives you must have access to their main inbox. If selecting this option, select the bookmark and locate the users name in the Directory.

Sources ➡ tick or un-tick the archives that you would like to search.

Options ➡ specify a period from and to using the date fields, and limit the number of results if required *(max results is 100 as default)*

Once you have entered the required criteria, select **Search**. You will be notified when the search has completed, click **OK**.

Your searches will be stored within the search view with a sub drop down to display the search results, the more searches you do, the more will appear in a list order.

An example of three searches that have been created within the Archive Search View

Your searches will be saved in this area for 30 days, to exit the search view select any other folder/view within your email such as your Inbox. To view them again select **Search** within the **Archive Mail™** menu. Use the main toolbar within this view to create additional searches, delete current searches or refresh the view.

About COOPERTEAM

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