# **Simple Email Archiving Guide**

This Procedure describes how to create an archive copy of all inbound and outbound mail.

#### Step 1

Select Setup | Server Settings. [Figure 1-1]

## Step 2

Select Archiving in the left-hand navigation menu. [Figure 1-2]

## Step 3

To send an archive copy of every inbound and outbound message to a designated email address, check the box **Send copies of all inbound and outbound mail to these addresses**, then, in the blank below, specify the email addresses to which you wish to send an archived copy. [Figure 1-3]

## Step 4

To archive mail to a designated folder on the server, enter or browse to the path of the folder to which you would like to archive all email messages, and then check the box **Archive inbound mail** and/or **Archive outbound mail**. [Figure 1-4]

- A copy of every inbound and/or outbound message will be sent to the designated folder.
- If you select ...archive based on recipient address or ...archive based on sender address, a separate archive folder will be created for each sender and/or recipient.

#### Example:

C:\MDaemon\Archives\example.com.IMAP\In.IMAP\frank.thomas@example.com.IMAP

## Step 5

Click Apply and Ok to save your changes.

#### Alt-N MDaemon PRO - example.com - 127.0.0.1 [fe80::7d62:c558:51ec:528a%1

| File Edit S | etup Security Accounts Ca | talogs Queues | Windows Help                         |
|-------------|---------------------------|---------------|--------------------------------------|
|             | Server Settings           | F2            |                                      |
|             | Domain Manager            | Alt+F2        | 12:18.158: * Sta<br>12:18.158: * Sta |
|             | Account Manager           | Ctrl+M        |                                      |
|             | Gateway Manager           | Ctrl+G        | 12:18.158: * Sta<br>12:18.158: * Sta |
|             | Mailing List Manager      | Alt+G         | 12:18.159: * Sta                     |
| ••• <b></b> | Public Folder Manager     | Alt+P         | 12:18.159: * Sta<br>12:18.159: * Sta |
|             |                           |               | Figure 1-1                           |









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