Simple Email Archiving Guide

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

Figure 1-1

Step 1

Select **Setup | Server Settings**. [Figure 1-1]
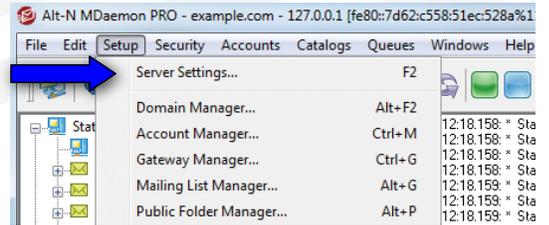
Step 2

Select **Archiving** in the left-hand navigation menu. [Figure 1-2]
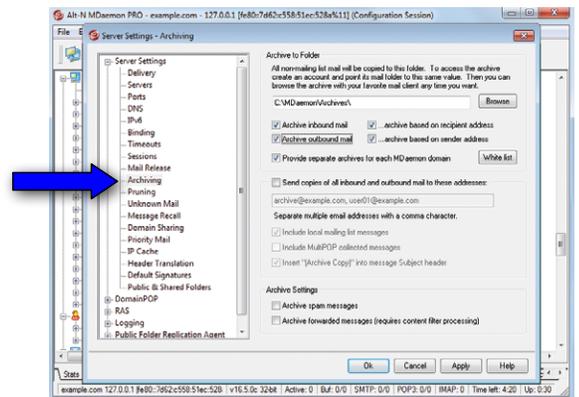
Step 3

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]
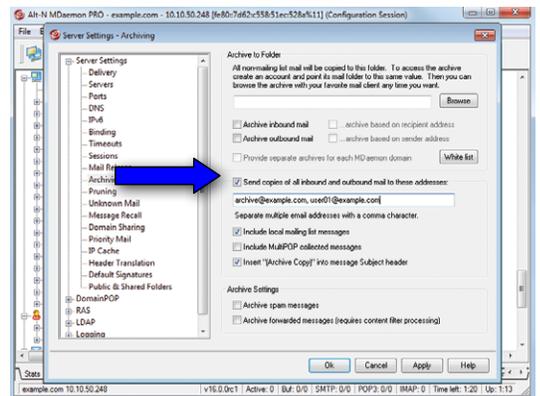
Figure 1-2

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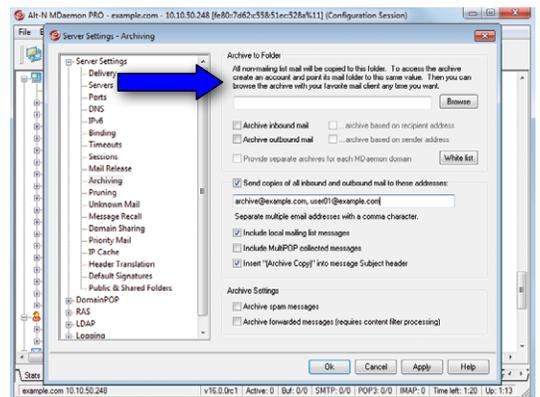
   Example:
   C:\MDaemon\Archives\example.com.IMAP\In.IMAP\frank.thomas@example.com.IMAP

Figure 1-3

Step 5

Click **Apply** and **Ok** to save your changes.

Figure 1-4

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