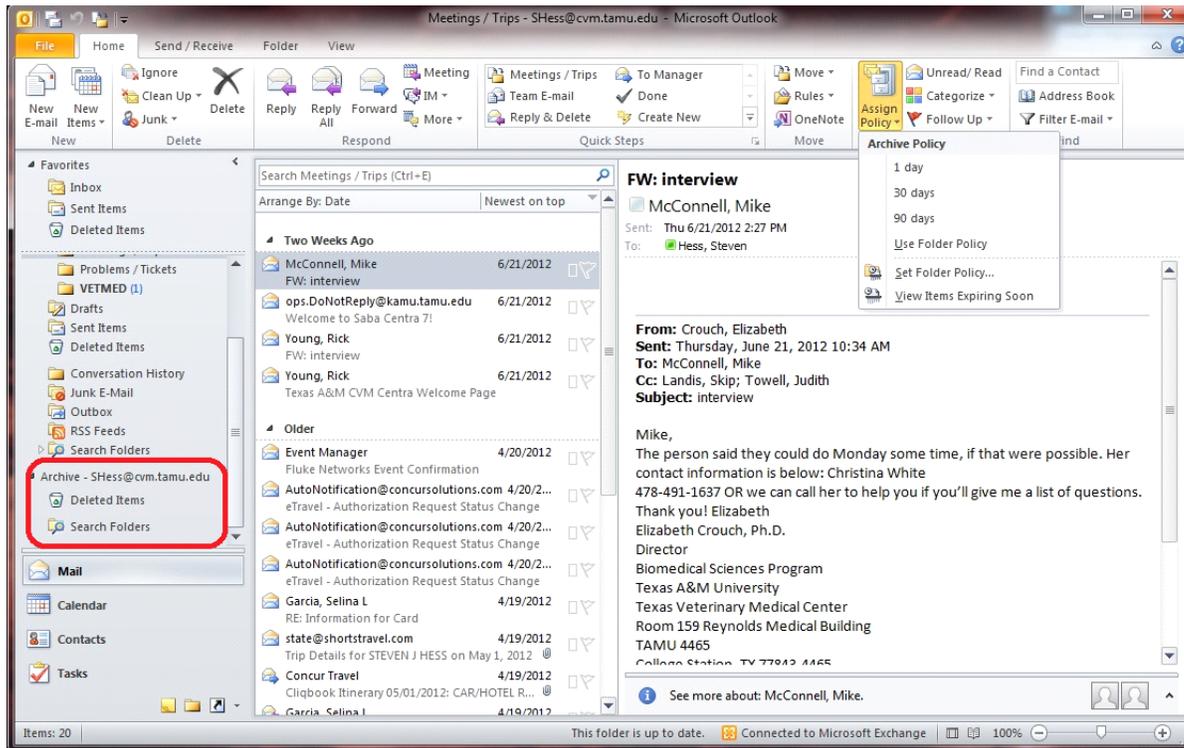


## CVM Exchange Online Archive Management

The Exchange Online Archive mailbox is used for items you know you would like to hold onto forever. This provides a second layer of storage for long term message archiving. This will help to control the size of your primary mailbox size as we move toward a managed space restriction on all CVM mailboxes.

### How to use the archive:

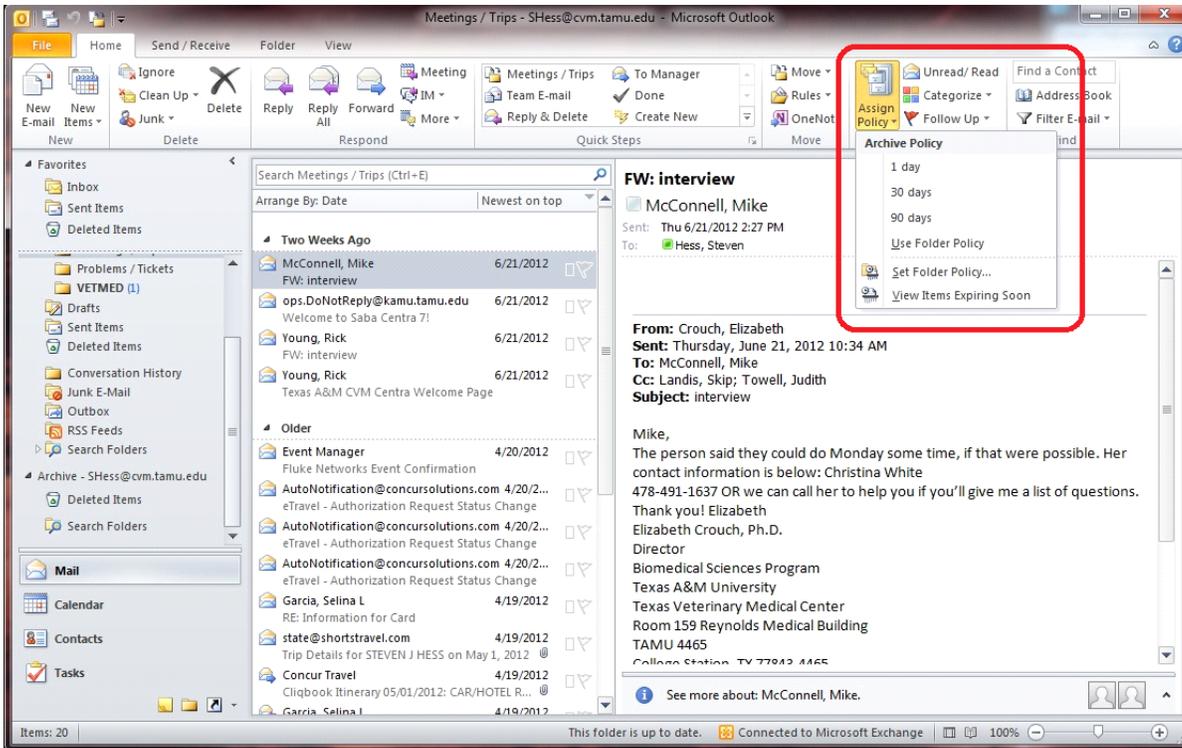
First, you will notice the Archive folder at the bottom of the list of your current folders as see in red below.



This is your personal archive folder. Any of the items you archive will be stored in this section. There are many ways to copy the files to the archive.

First, you can drag items to the archive as you would normally drag them to other folders. Simply click and hold on an email, and then drag it into the archive. This will immediately move the item selected to the archive. You can also do this for folders by selecting and dragging them, or multiple items by highlighting them all at once.

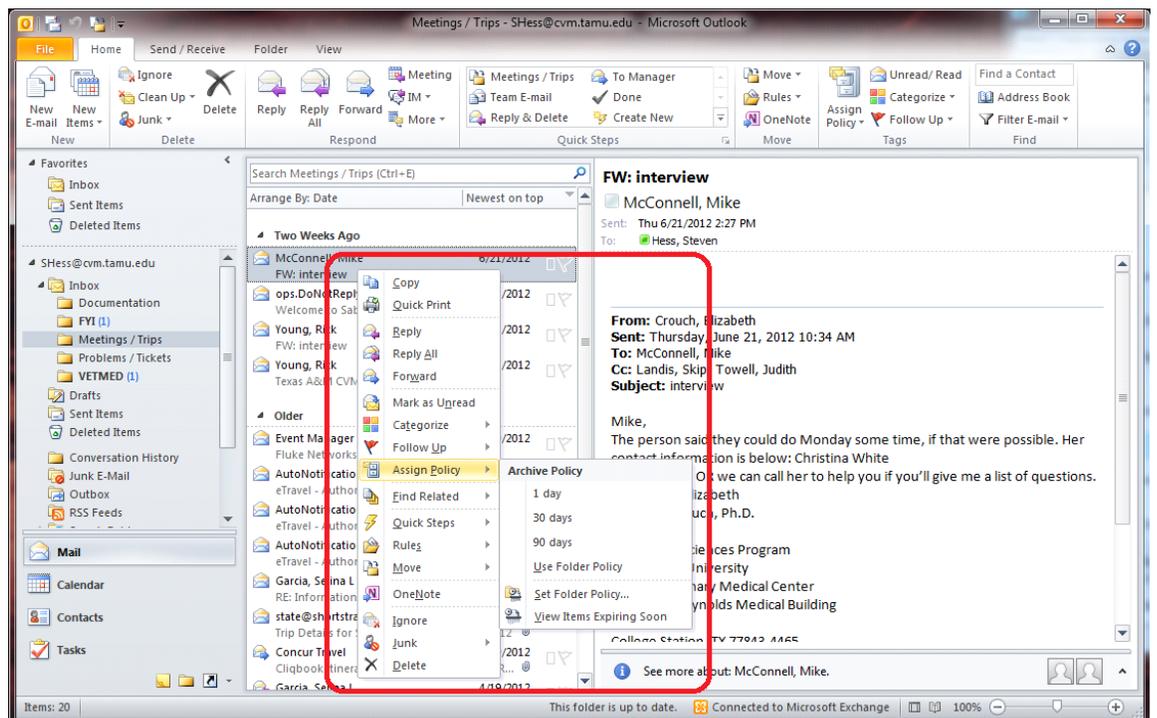
You will also notice a new menu when highlighting items in your inbox named “Assign Policy”. Clicking on this menu will bring a drop down of the available archive policies, shown below in red.



Three options are available; a 1 day, 30 days, 90 days, and 6 month policy. The number of days of the policy is how long before it moves to the archive. For example, an item that you would like to archive by the next day you would choose the 1 day policy and so on.

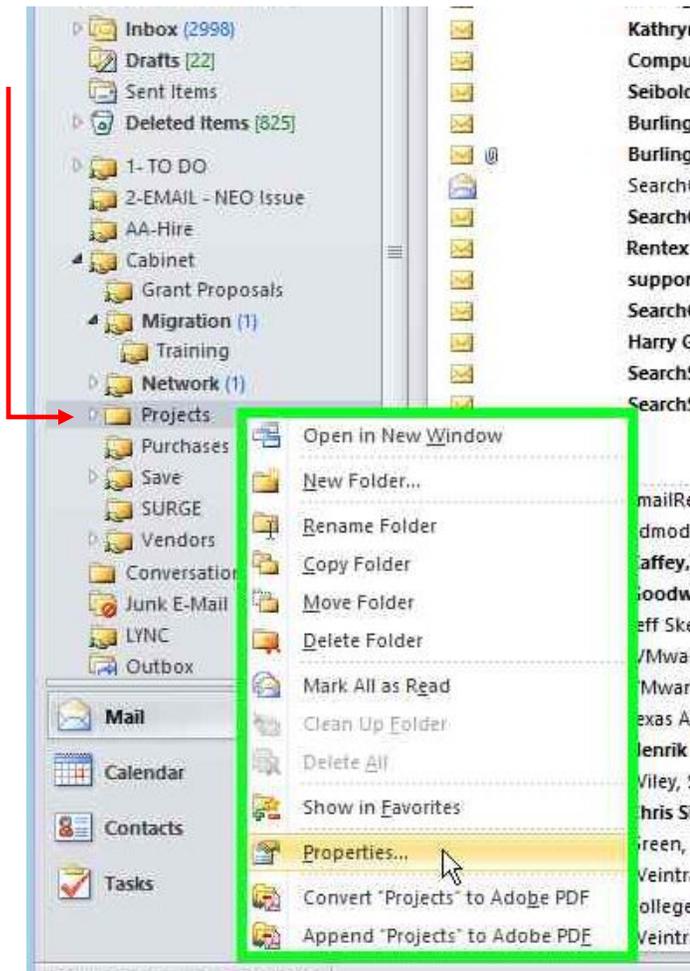
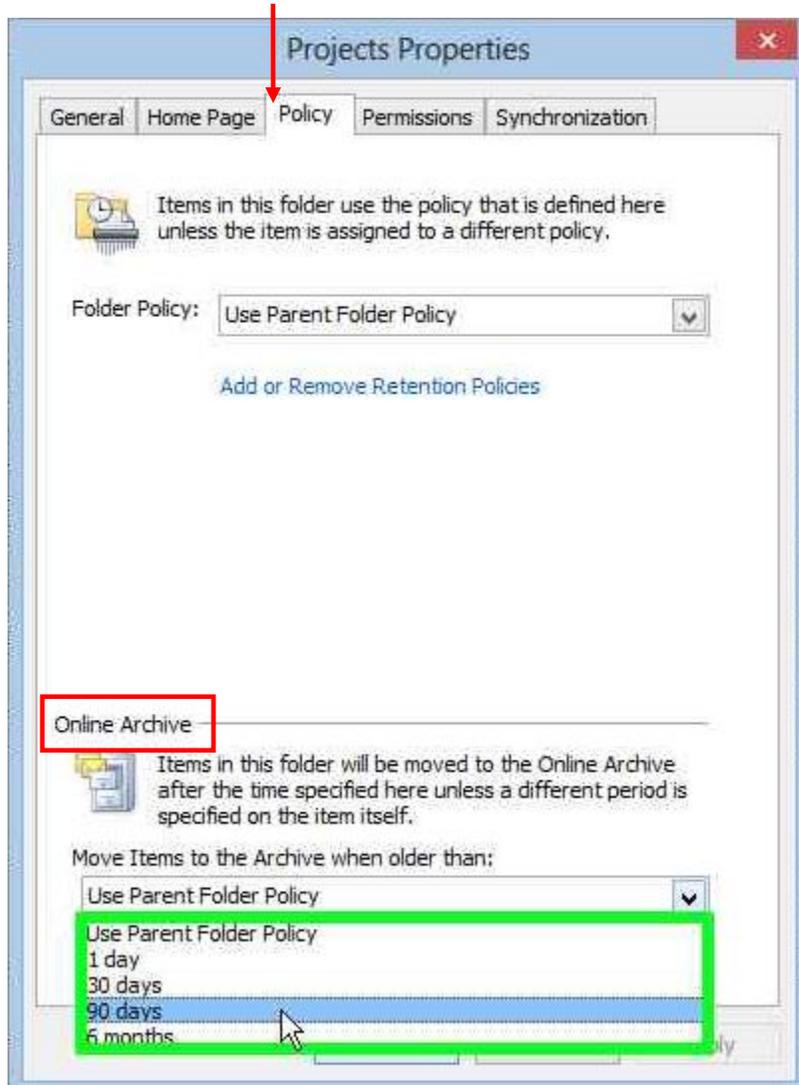
Why would you use this instead of dragging the item? This method will recreate the folders that the item is stored in when it moves over. It will match the structure of your current mailbox, and allows you to flag an item and move on.

You can also right click on emails and access the same menu with the same policies. These are identical to the ones described above; it just allows a second method to access this feature.



## Folder Archiving:

The same options are available for folders as well. You can right click a folder and navigate to properties. You will then click the policy tab and can choose from the drop down menu under Online Archive at the bottom of the screen to set the policy date. Once again, the policies will be 1 day, 30 days, 90 days, and 6 months.



You can assign an Archive policy at a top level folder and all folders below will assume the same policy.

## **WARNING: DO NOT ARCHIVE YOUR ENTIRE INBOX.**

### **Your archive will grow out of control.**

Make separate folders that you organize your e-mail in. An Archive Policy may be set on this folder structure and can be managed quite well.

**Note: To disable archiving on an item or in a folder you can select "Use Parent Folder Policy" to return to the default.** Your primary Mailbox is limited to 1 GB of storage and the Archive mailbox is limited to 3 GB of storage per user, with a warning message alert at 2.75 GB. This gives you an effective total storage of 4 GB of mailbox space.

If you have any questions regarding the E-mail Archive, do not hesitate to contact the CVM Helpdesk at 979 862-4554.