

# How to Archive Your Lotus Notes Inbox

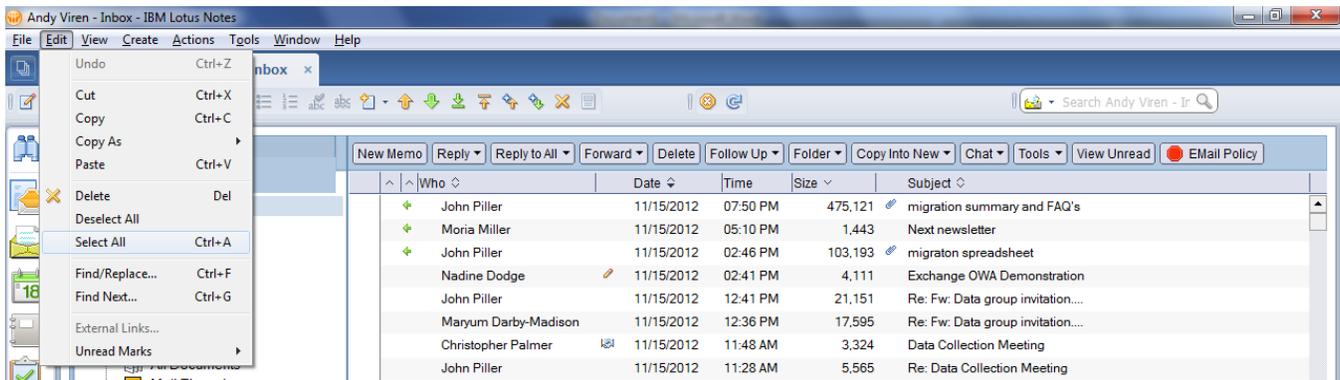
**What is this?** An overview of how to “archive” or save a copy of your inbox emails onto your computer’s hard drive.

**Who is this for?** All Parks & Recreation employees who use the Windows Lotus Notes client. People who use only iNotes cannot complete this task.

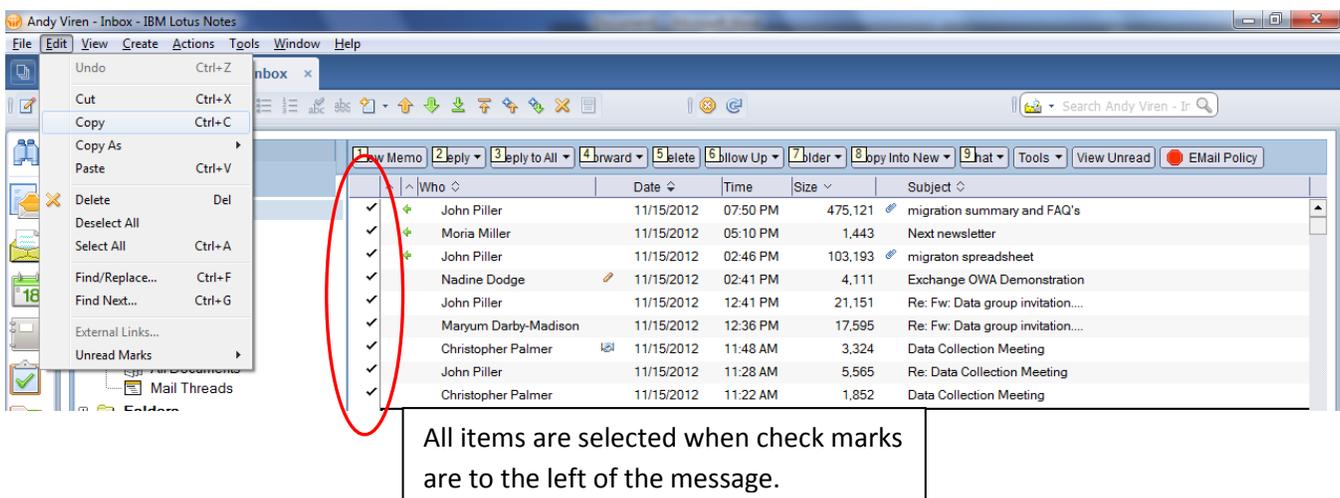
**Why?** Because archiving emails will ensure that you will have access to ALL of your old email after our department is migrated to Microsoft Exchange as our email service. Migrations are not 100% reliable for saving everything.

**When should you do this?** Before you leave on the day before you are to be migrated to Microsoft Exchange. This will happen on different dates depending on division. Ask your supervisor what date will affect you.

**Step 1:** While in your Lotus Notes Inbox click “Edit” and “Select All”

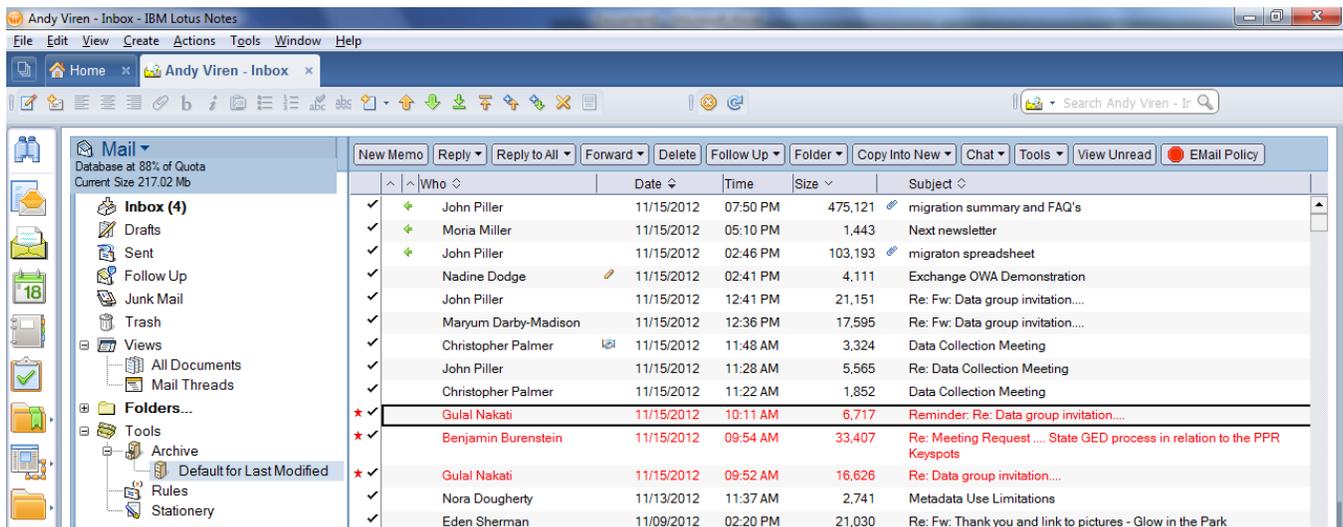


**Step 2:** With all emails having check marks in the leftmost column, click “Edit” and “Copy”

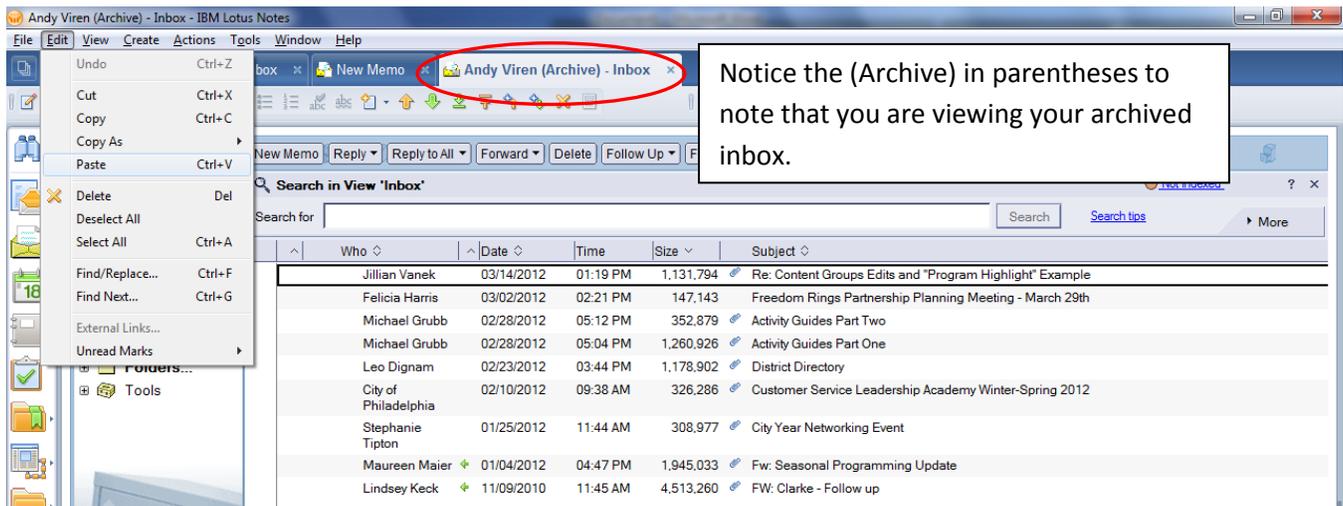


# How to Archive Your Lotus Notes Inbox

**Step 3:** Navigate to the Tools View on the left-hand side. Hit the + until “Tools” appears. Hit + again and “Archive” should appear. Select “Default for Last Modified” (A view of this archive folder should open.)



**Step 4:** With the view of your Archive folder open click “Edit” and “Paste”



**Step 5:** Verify that all the items from your inbox have been successfully copied. You can do this by checking that your most recent email is now in your archive. If you are not confident that you have successfully archived your inbox or have questions about the process, you may reach out to the OIT Helpdesk at 215-686-8213 if you need assistance.