Archiving Inotes 9.1

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🔀 Mail	⊠ Mail-Inbox ×	Ali -	Inbox	٩
PATRICIA ARMBRI 🐱 🎽	C New - Reply - Reply To All	- Forward - 🖿 - ★ - Mark As - 🛍 More - 🖶 🔍 -		Show -
inbox (11)	🖻 ! Who	Subject	Date 🔻	Size 🖉 \star 🔶
Drafts	CAROL ROACH	Fw: Exceed Quota	10/15/2014 06:32AM	ЗК 🔺
Sent	Grace Community Church	Kick-Off - Long Overdue	10/14/2014 09:38PM	21K
Follow Up	Elcott Coleby	STATEMENT FROM CABINET OFFICE	10/14/2014 07:27PM	8K
All Documents	education.com	The Eyes Have It! Day 3 of 13 Days of Halloween	10/14/2014 06:16PM	17K
.lunk	🖂 shawnjones80	Wallet Pics	10/14/2014 05:27PM	3.6M 🧭
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Views	Elcott Coleby	Fwd: Justice Jon Isaacs Sworn In as Justice of the Court of Appeal	10/14/2014 05:07PM	1.5M 🧭
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• Folders	SHERALEAN STUBBS	SMALL BUSINESS WORKSHOP	10/14/2014 04:35PM	21K 🥙
Archive	Maude Cartwright	Nurses Award Recipient	10/14/2014 04:25PM	8K
AT 1	SHERALEAN STUBBS	Re: Fw: VAT Registration Video Demo	10/14/2014 02:38PM	16K
▶ 100IS	DENISE M CLARKE	Fw:	10/14/2014 12:54PM	9К 🗲
Other Mail	WAYNE A MILLER	Fw: Open Mic Webcast: Domino Archiving: Tips, Tricks, and Troubleshoo	0 10/14/2014 10:43AN	16K
	DENISE M CLARKE	Fw: The National Insurance Board 40th Anniversary Flash Image	10/14/2014 09:24AM	1.2M 🥙 👻

- 1. Select the emails to be archived by either :
 - a. **Holding Shift** to select emails that are consecutive Hold shift down and select the first email and then go to the last email and select, then release. It should highlight as above.
 - b. Hold down the ctrl key to and skip through and select emails to be archived then release.

Fol	der dropdown arrow]	Archive	
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inbox (12)	🖾 ! Who	Subject Move to Folder	Date 🔻	Size 🖉 🛪 🔿
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	DENISE M CLARKE	Fw:	10/14/2014 12:54	Р№ 9К ←
Other Mail	WAYNE A MILLER	Fw: Open Mic Webcast: Domino Archi	iving: Tips, Tricks, and Troubleshoo 10/14/2014 10:43	AN 16K
	DENISE M CLARKE	Fw: The National Insurance Board 40th	h Anniversary Flash Image 10/14/2014 09:24	AN 1.2M 🥙 👻

- 📅 PATRICIA ARMBRISTER 🝷 💡 IBM iNotes 🔀 Mail - Inbox ۹ 🔀 Mail-Inbox PATRICIA ARMBRI... -C New - Reply - Reply To All - Forward - 🖿 - ★ - Mark As - 🏦 More - 🖶 🌒 Show Inbox (13) ☑ ! Who Subject Date v Size @ * > Grace Community List of archives x Which archive do you want to access? 10/14/2014 06:16PI Expired Documents OK Cancel ME MARGUERITE PINDLIN: 10/14/2014 05:25Pi 351K 🖉 ice of the Court of Appeal 10/14/2014 05:07PI 1.5M 🦉 Folders SMALL BUSINESS WORKSHOP 21K Ø SHERALEAN STUBBS 10/14/2014 04:35PN **Nurses Award Recipient** 10/14/2014 04:25PN 8K Maude Cartwright Re: Fw: VAT Registration Video Demo 10/14/2014 02:38PN 16K SHERALEAN STUBBS DENISE M CLARKE Fw: 10/14/2014 12:54PN 9K + 0 10/14/2014 10:43AM n Mic Webcast: Domino Archi
- 2. Select the drop down arrow beside the folder icon > Select Archive.

3. Select Documents Older than 3 years (If not available select available) > Select OK.

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Inbox (5)	🗆 !!	Who	Subject		Date 🔻	Size Ø	*	÷
Drafts	M	DENISE M CLARKE	RECEIVED: Re: Fw:		10/15/2014 08:56AM	1K		*
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Follow Up	⊠ !	SHERALEAN STUBBS	SMALL BUSINESS WORKSHOP		10/14/2014 04:35PM	21K Ø	1	
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Views		DENISE M CLARKE	Fw: The National Insurance Board 40th Anniversary Fla	ash Image	10/14/2014 09:24AN	1.2M Ø	£	
		CAROL ROACH	Fw: Could not process an e-mail on mail server w3.bah	namas.gov.bs and e	e 10/10/2014 05:35PN	2K		
		PATRICIAARMBRISTER@BAH	ρtracked link for Survey		10/09/2014 12:24PN	2K		
Archive		PATRICIA ARMBRISTER	Re: sccd test and prod links		09/30/2014 09:33AN	5K	→	
Documents Older than 3 Years		ditdirector@bahamas.gov.bs	Work Order ##1225##		09/22/2014 02:07PN	3K		
Expired Documents								

4. From the left Navigator select **Archive** > **Documents Older than 3 Years** (or other option selected in step 3). (*archive should open*).

	Current an	d archive inboxes	
Http://mofarchivel.bahamas.gov.bs Http://mofarchivel.bahamas.gov.bs Welcome Tree text to speech softwa Welcome	vchive/a_parmbris.nsf/iNotes/Mail/70penDocument&PresetField $ ho < 0 \times 1$ intox II In TEST ENVRO O Welcome - PRODUCTION III IBM Registration O Start Center III IBM SmartCloud Control G	box × Free TeamViewer Downlo Free TeamViewer Downlo	în ☆ Convert ▼ 🔂 Sele etting Started
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brafts	Grace Community Kick-Off - Long Overdue	10/14/2014 09:38PN	21K
ent	Elcott Coleby STATEMENT FROM CABINET OFFICE	10/14/2014 07:27PM	8K
oliow Up	education.com The Eyes Have It! Day 3 of 13 Days of Halloween	10/14/2014 06:16PM	17K
Il Documents	shawnjones80 Wallet Pics	10/14/2014 05:27PM	3.6M 🦉
unk	Elcott Coleby BAHAMAS GOVERNOR GENERAL HE DAME MARGUERITE	PINDLING CALLS ON (10/14/2014 05:25P)	351K 🖉
	Elcott Coleby BAHAMAS GOVERNOR GENERAL HE DAME MARGUERITE	PINDLING CALLS ON (10/14/2014 05:25P)	351K 🥙
rash	Elcott Coleby Fwd: Justice Jon Isaacs Sworn In as Justice of the Court of	of Appeal 10/14/2014 05:07PN	1.5M 🥙
Views	Elcott Coleby Fwd: Justice Jon Isaacs Sworn In as Justice of the Court of	of Appeal 10/14/2014 05:07PN	1.5M Ø
	Wendell Collie Jr. vi PATRICIA, please add me to your LinkedIn network	09/08/2014 12:29PN	22K
Folders	See I JOHN CANTON Re: MoWUD 3rd FI West wing Internal network crashed	09/08/2014 11:36AN	5K
Archivo	TERRENCE WINDI RECEIVED: Re: JAVA ERROR	07/28/2014 09:45AN	1K
7 u cinvo	MARGARET BAULD screen shot	03/03/2014 03:23PN	243K 🖉
Tools	Eric Gittens FW: Motivational Thoughts	07/30/2012 09:29AN	169K 🖉 🗲
• Other Mail	CAROL ROACH Re: 37th Anniversary Independence Celebration Calendar of E	vents 06/24/2010 11:56AN	173K →

Under your name at the left you should see the words Archive. The emails archived should appear.

Image: Inter/IndirectiveLisahamas.gov.bs/Archive/a_parmbris.nst/Notes/Mail/20penDocument&PrestField P • C X Image: Inter/IndirectiveLisahamas.gov.bs/Archive/a_parmbris.nst/Notes/Mail/20penDocument&PrestField P • C X File Edit View Favorites Tools Help X @ convert • @ Select				
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When finish with the archive close it by selecting the x by the inbox tab. Make sure your on the correct inbox.