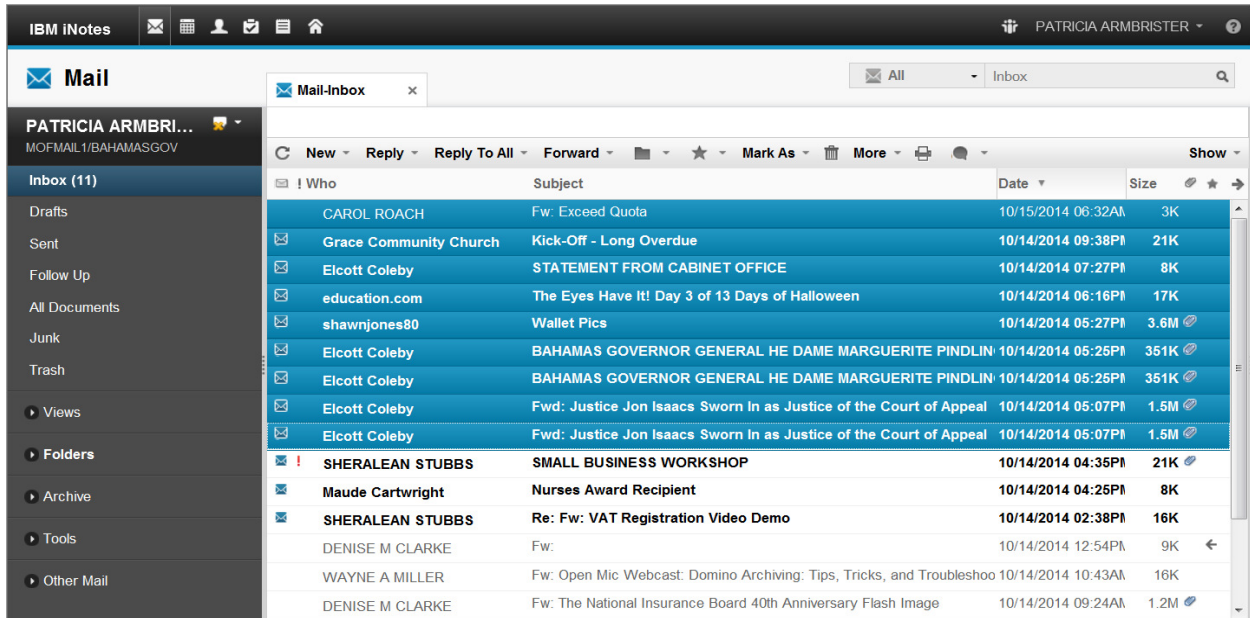
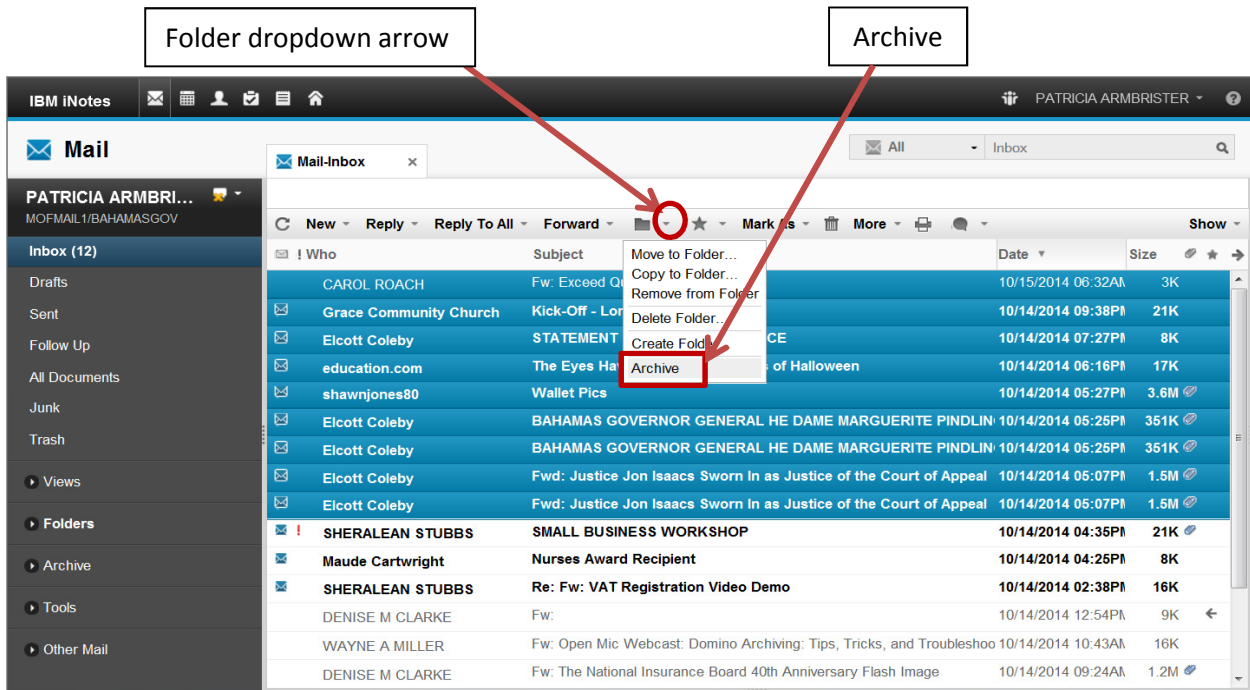


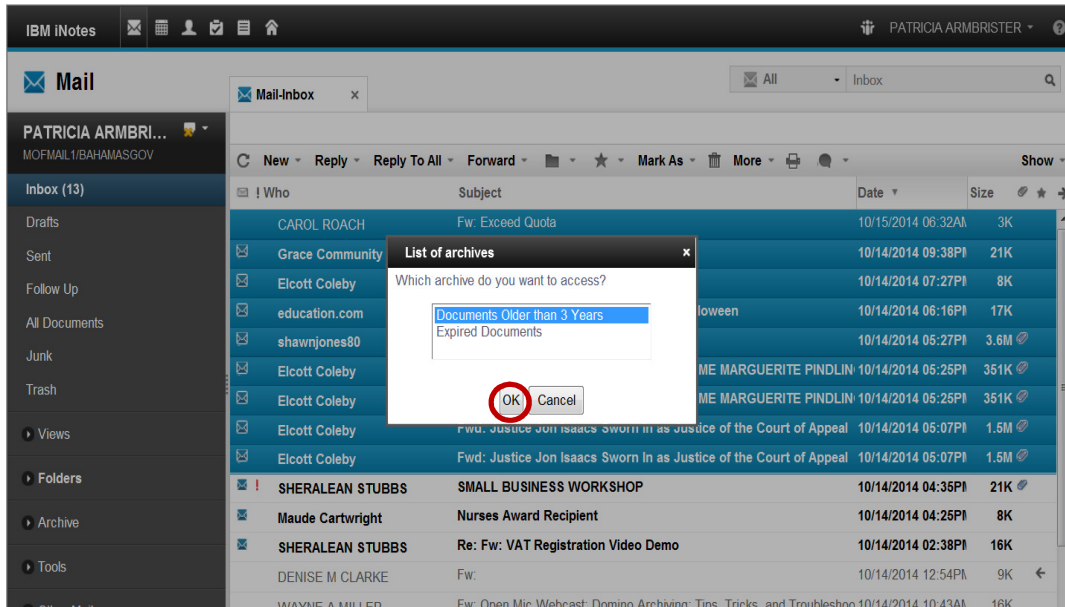
# Archiving Inotes 9.1



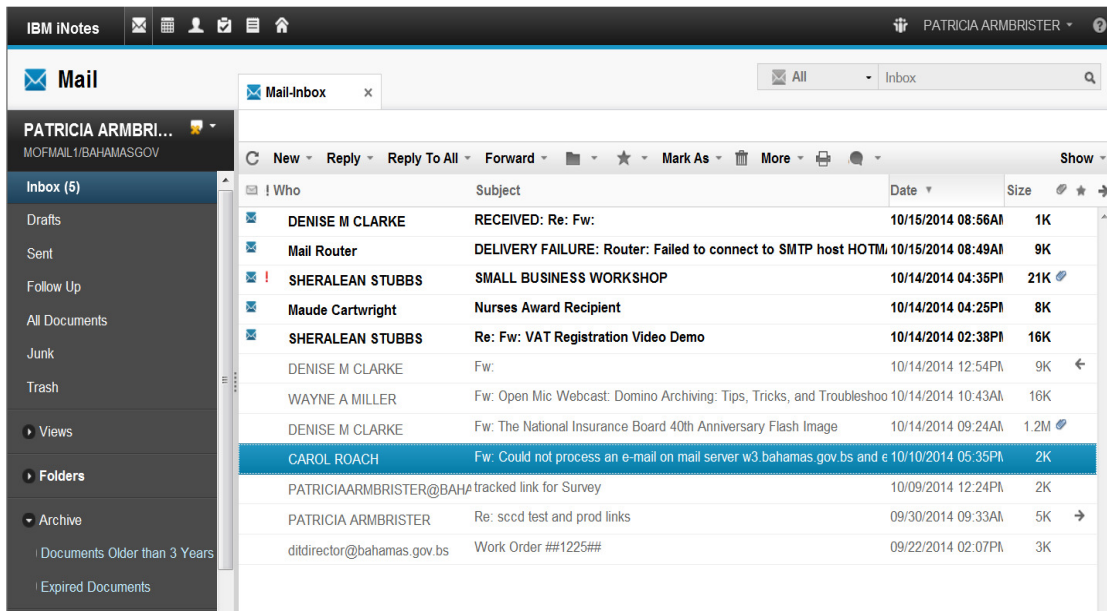
1. Select the emails to be archived by either :
  - a. **Holding Shift** to select emails that are consecutive – Hold shift down and select the first email and then go to the last email and select, then release. It should highlight as above.
  - b. Hold down the ctrl key to and skip through and select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



2. Select the drop down arrow beside the folder icon > Select **Archive**.

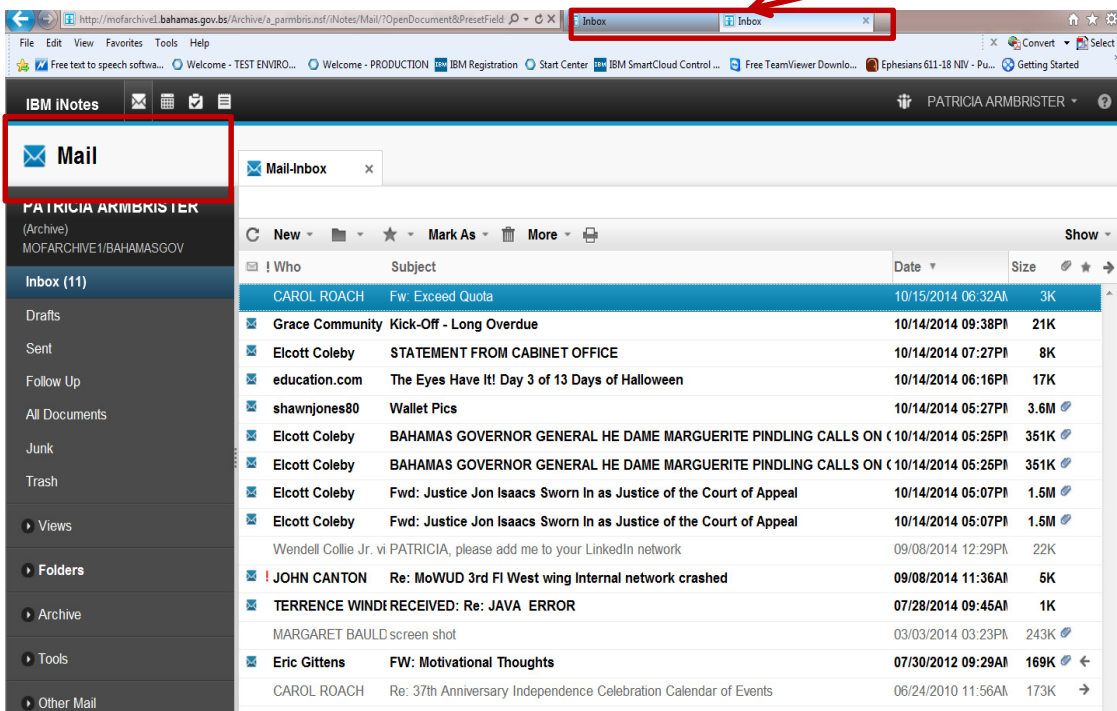


3. Select **Documents Older than 3 years** (if not available select available) > Select **OK**.

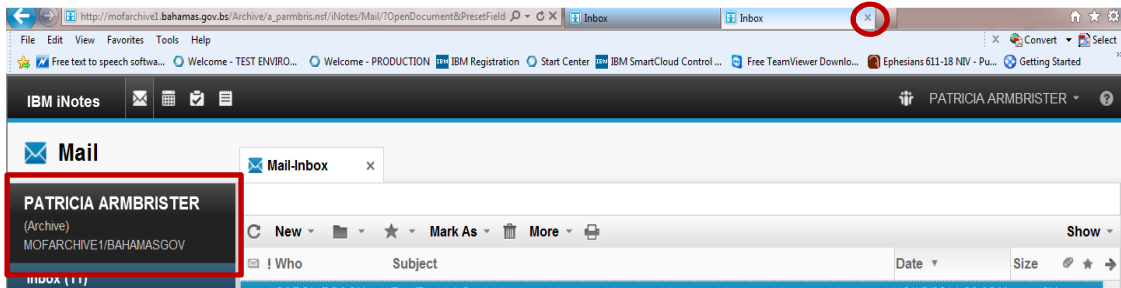


4. From the left Navigator select **Archive** > **Documents Older than 3 Years** (or other option selected in step 3). (*archive should open*).

Current and archive inboxes



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



**When finish with the archive close it by selecting the x by the inbox tab. Make sure your on the correct inbox.**