Email Archiving Principles

Glossary

- **mailbox** ... user's mail storage area on a mail server, keeps messages in folders, limited size.
- **mail client** ... (Thunderbird, Outlook, etc.) accesses mailbox via IMAP protocol (makes local copy of the mailbox on user's computer).
- **webmail client** ... accesses a mailbox via web browser
- **email archiving** ... systematic approach to saving and protecting the data contained in e-mail messages so it can be accessed quickly at a later date

Good to know

- Users must be aware of the limited size of their institutional mailbox.
- Regular maintaining of the mailbox is recommended (see below for details and hints).
- Users should make regular backup of their local archive folder

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Last update: **2017-01-11 11:20**