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# **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
- local folders... set of mail folders located on the computer where mail client is installed and running

### 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

# How to maintain your mailbox

There are several ways to achieve this:

- 1. unnecessary messages wiping (after deleting empty the recycle bin folder)
- 2. bigger attachments detaching (sort emails by size and deliberately remove the biggest attachments)
- 3. move messages to your computer mail folder (archiving to local archive) and make backup of your archive regularly then

### Maintenance hints and tips

- check folders size (use webmail for this)
- remember to empty the recycle bin email folder

# **Email messages archiving**

- You can **archive** messages by moving them to **Local folders** in your mail client (Thunderbird)
- Make immediately a fresh copy of the local archive to a different storage media (external disc, etc.)
- Be aware that your local archive is on your computer so its content is not accessible via webmail

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### Archiving hints and tips

- classify messages by durability (assign a folder for temporary messages, mark, tag, etc.)
- make "preliminary archive" folder inside of server's mailbox, continuously process messages movement
- move spasmodically (regularly or on demand) messages from the pre-archive to the local archive folders
- this significantly reduces the need to copy the local archive to the external media
- the local folders copy on the external disc could be connected and used off-line, kept and distributed

### **Archiving and Shredding rules (examples)**

### **Conditions**

- all messages concernig any topic older than ...
- all messages with tag "temporary" and older than month
- all messages with attachements from sender XY
- all messages in folder AB since ... till ...
- all messages from last year unprocessed by rules above

#### **Actions**

- move to the different folder inside of mailbox (still on server)
- move from the server to the local folder (on local disc)
- clean

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