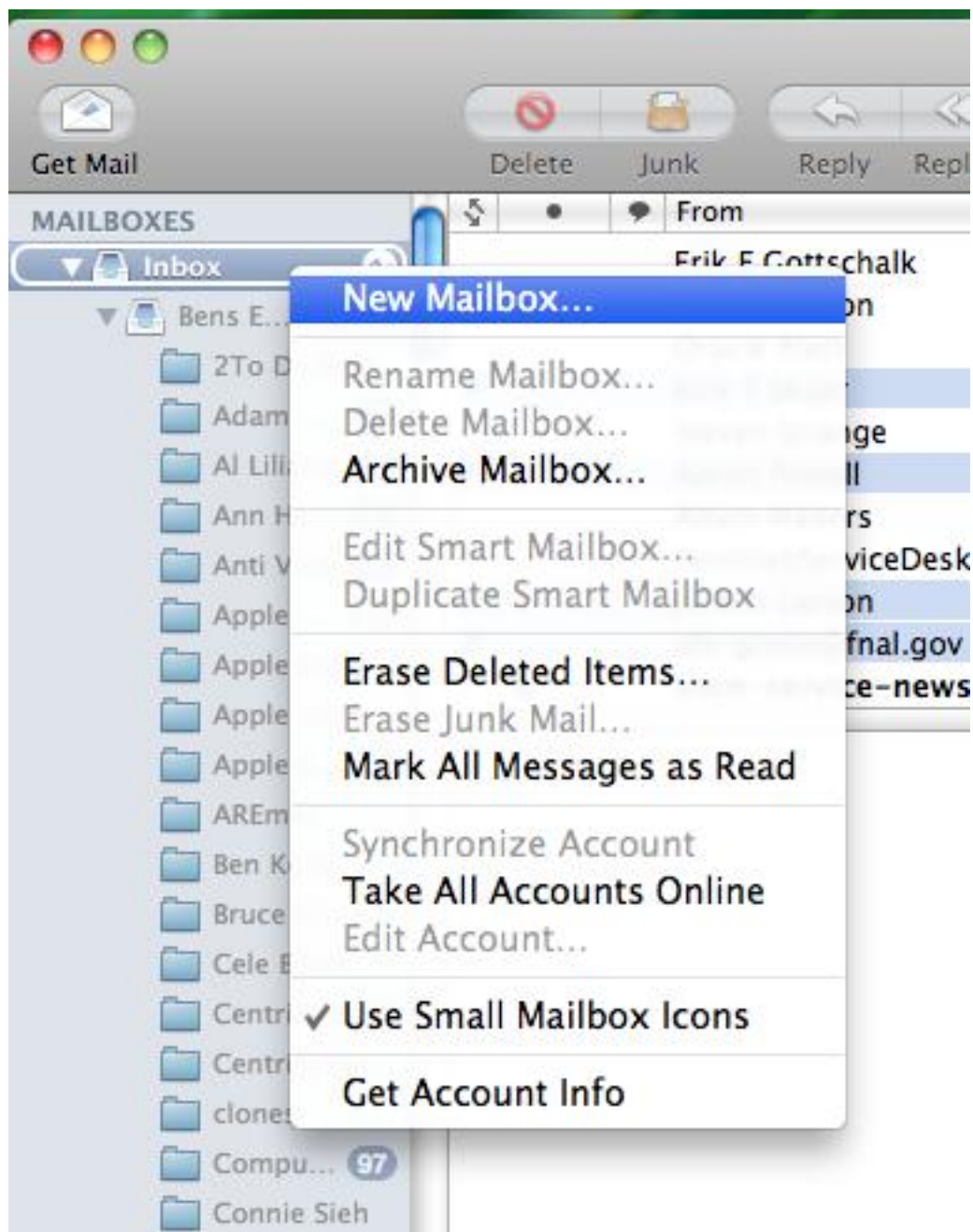


Mac Mail- How to Archive Email

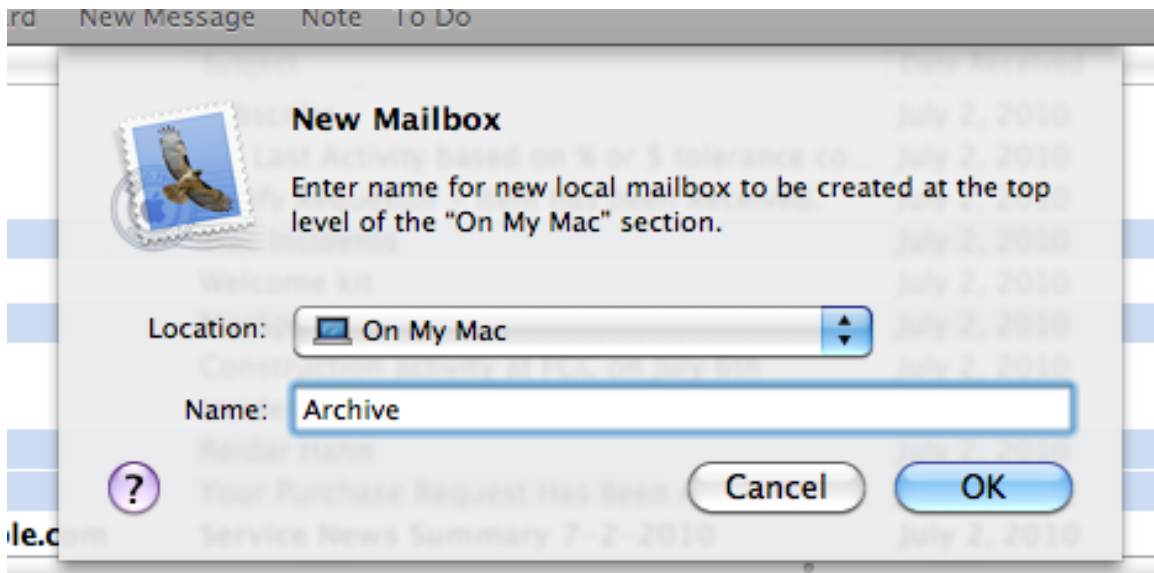
In order to archive email using Apple Mac Mail, you will need to create a local inbox and then create a rule that will allow you to move your mail.

To create a local mail inbox:

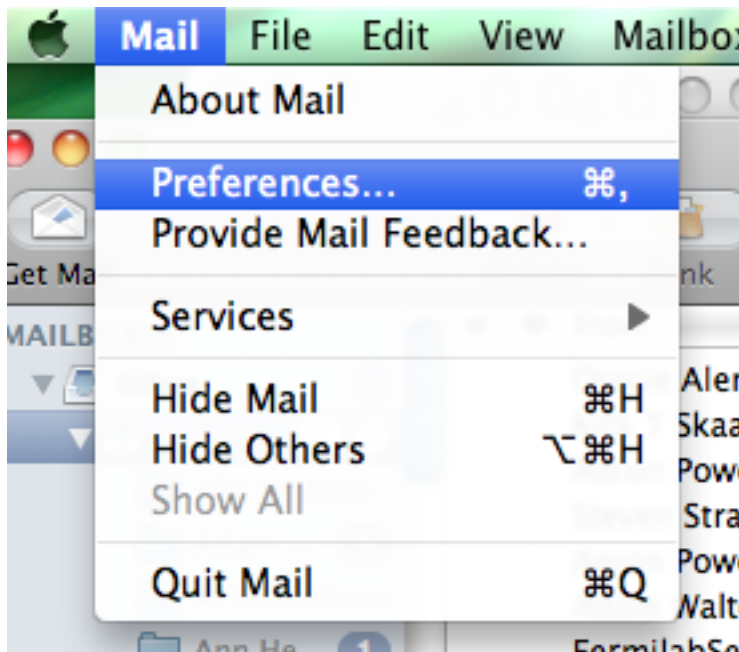
1. Right click on your inbox from the left menu and select “New Mailbox”.



2. In the “New Mailbox” window that appears, in the Location area, select “On My Mac” from the drop down menu.
3. In the Name field, enter a logical name for your new mailbox such as “Archive”.
4. Click “OK”.



5. From the top menu options, select “Mail” and “Preferences”.

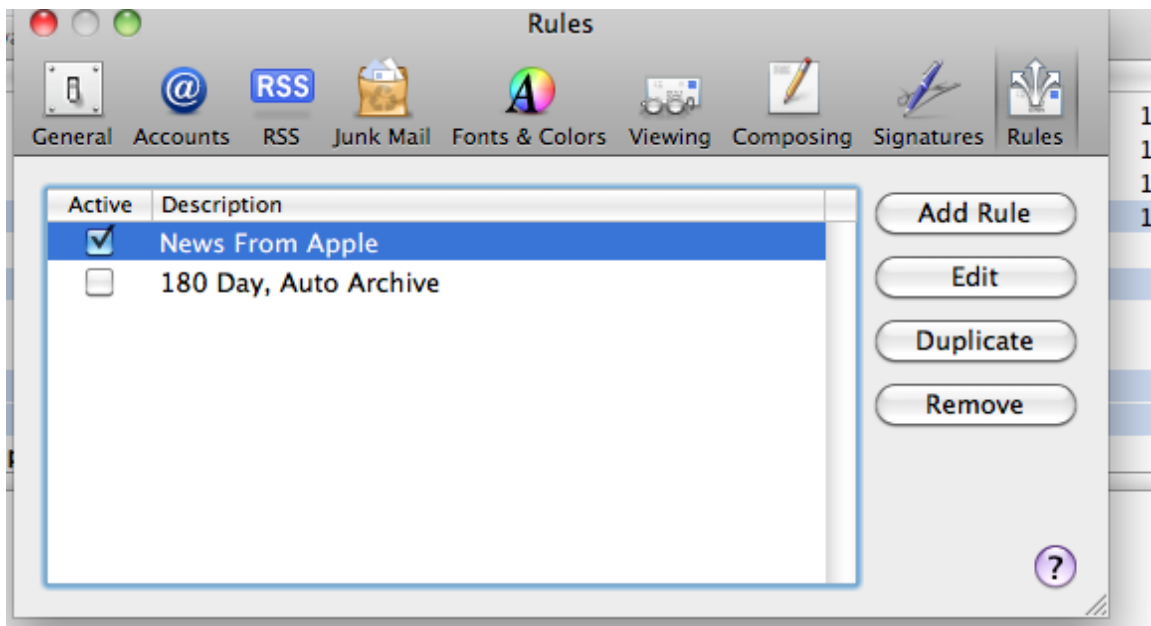


6. A Preferences window appears. Select the “Rules” icon.



7. Select the rule you want to add by enabling the “Active” box beside it.

8. Click the “Add Rule” button.



To create a rule that moves your older mail:

9. Fill out the Description field.
10. Set the drop down menus under Description to “any”, “Date Received” and “Is Greater Than”.
11. Enter “180” in the “days old” field.
12. In the “Perform the following actions:” area, set the drop down menus to “Move Message” and “archive”.
13. Click “OK”.
14. Your email is archived.

