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".

rd	New Message	Note To Do
		New Mailbox
		Enter name for new local mailbox to be created at the top level of the "On My Mac" section.
	Welco	ime kit July 2, 2010
	Location:	On My Mac
_	Name:	Archive
	?	Cancel OK
le.c	om Servi	ce News Summary 7-2-2010 July 2, 2010

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

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	Pref	erence	s		Ж,	-	
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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.

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	General A	O Accounts	RSS RSS	junk Mail	A Fonts & Colors	000 Viewing	Composing	Signatures	Rules	1
	Active	Descriptio	on om Ar	ople				Add R	ule	1
		180 Day	, Auto	o Archive				Edit Duplic Remo	tate ve	
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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.

000	Rules					
General Accounts	RSS Junk Mail Fonts & Colors Viewing Composing Signatures Rules					
Description: 180 D	ay, Auto Archive					
If any 🔹 of the following conditions are met:						
Date Received	Date Received 🗘 Is Greater Than 🗘 180 days old 🕞 🕂					
Perform the followin	g actions:					
Move Message	to mailbox: archive					
?	Cancel OK					