

Simple Email Archiving Guide

This Procedure describes how to create an archive copy of all inbound and outbound mail in MDaemon.

Step 1

Select Setup | Server Settings. [Figure 1-1]

Step 2

Select Archiving in the left-hand navigation menu. [Figure 1-2]

Step 3

To send an archive copy of every inbound and outbound message to a designated email address, check the box **Send copies of all inbound and outbound mail to these addresses**, then, in the blank below, specify the email addresses to which you wish to send an archived copy. [Figure 1-3]

Step 4

To archive mail to a designated folder on the server, enter or browse to the path of the folder to which you would like to archive all email messages, and then check the box **Archive inbound mail** and/or **Archive outbound mail**. [Figure 1-4]

- A copy of every inbound and/or outbound message will be sent to the designated folder.
- If you select ...archive based on recipient address or ...archive based on sender address, a separate archive folder will be created for each sender and/or recipient.

Example:

C:\MDaemon\Archives\example.com.IMAP\In.IMAP\frank.thomas@example.com.IMAP

Step 5

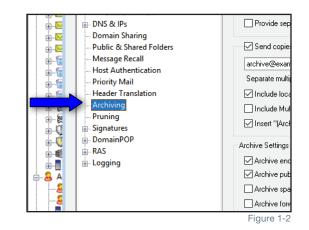
Click **Apply** and **Ok** to save your changes.



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File	Edit	Setup	Security	Accounts	Queues	Windows	Help
			Server Settings			F2	
1 3			Domain Mar	nager		Alt+F2	
1 1	÷		Account Ma	nager		Ctrl+M	5:29.586: 5:29.586:
	±		Gateway Ma	nager		Ctrl+G	5:29.586: 5:29.587:
	- -		Mailing List Manager			Alt+G	5:29.587: 5:29.587
							Figure ¹



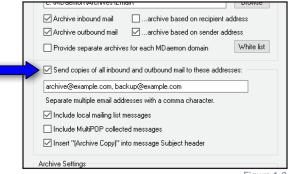


Figure 1-3

