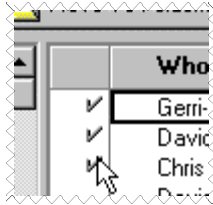


1 - 2 - 3 Step-By-Step ARCHIVING ONLY SELECTED DOCUMENTS



1. Select the messages you want to archive by clicking in the unmarked column to the left of the “Who” column in your Mail view.

A checkmark identifies each message you select.

2. Choose **Actions | Mail Tools | Archive Selected Documents with Folders**.

Replication frees you to work offline.



COMPOSING MESSAGES WHILE YOU'RE ON THE ROAD

LOTUS NOTES HOLDS ANY MESSAGES YOU CREATE FROM THE “ISLAND” (STAND-ALONE) LOCATION UNTIL YOU DIAL INTO THE EAU AND SWITCH YOUR LOCATION FROM “ISLAND” TO “OFFICE.” LOTUS NOTES PROMPTS YOU TO SEND YOUR OUTGOING MAIL AS SOON AS YOU SWITCH.

Replication

You can replicate any database you're allowed to access. The first time you replicate, you simply copy the database to a new location; typically, your laptop. Now, as its official “owner,” you can add or delete its records — even add a full text index.

When you connect to the network and replicate the same database again, you update the original automatically (if you have permission to modify it). Every time you replicate your own Mail File, for example, Lotus Notes can modify your original Mail File by applying any changes you made to the replica. It also modifies your replica copy by applying any changes made to the original, and it can give you an opportunity to send any messages waiting in your Outbox.

In short, Replication is a two-way street that frees you to view, compose, and reorganize your Mail File when you don't have access to your assigned mail server.



NOTE:

Many users accidentally overwrite their mail archives by making the mistake of “replicating” when they mean to “archive.” Use *archiving* only to remove old mail messages from your mail file. Use *replication* to create copies of databases you plan to modify.