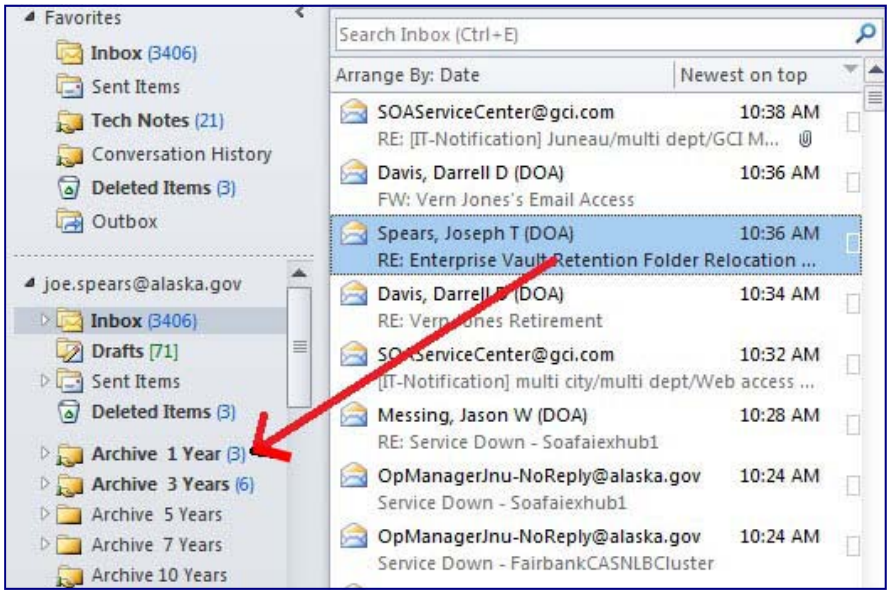
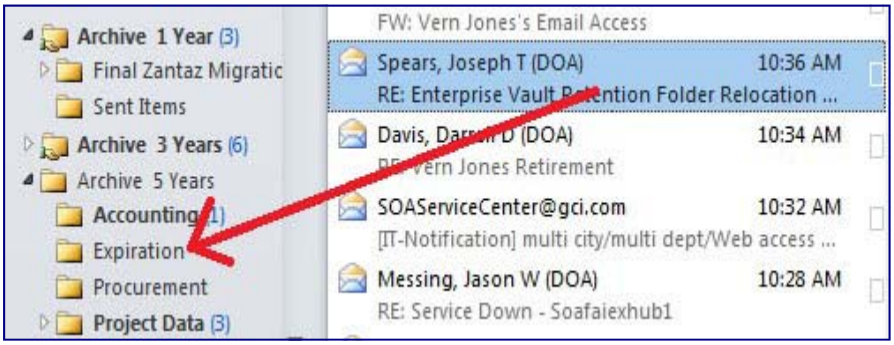
Enterprise Technology Services

How to Archive Email — a Simple Method



1. Identify messages as 1-, 2-, 3-, 4-, of 5-year retention messages.
2. Drag and drop message into correct archive folder.
3. Items that do not need to be retained: delete.

How to Archive Email — a More Defined Method



1. Create sub-folders for Archive 1,-, 2-, 3-, 4-, or 5-Year folder.
2. Identify which messages belong in which folder or subfolder .
3. Drag and drop message into correct archive folder.
4. Items that do not need to be retained: delete.

If you have questions about archiving your messages, please contact your department IT Help Desk personnel, a list of which is located here: http://doa.alaska.gov/ets/dedpa.html . **OR, contact Joe Spears at joe.spears@alaska.gov (269.6734). Messages that are not appropriately archived by May 18, 2013, will be subject to automatic deletion.**

Email Archiving in a Few, Easy Steps