

# Archiving emails


When archiving emails, those emails are moved to the **Archive** folder. The **Archive** folder contains a separate sub-folder for each calendar year. The archived emails are saved to those sub-folders sorted by the year of receipt. The **Archive** folder is created as soon as you initially use this function. The following options exist:

- archive a folder's emails that are older than 90 days
- archive single emails

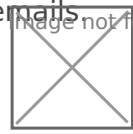

## How to archive an email folder's content:

1. Select an email folder in the folder view.
2. You have the following options:
  - Click on **All** above the list. **Select Archive all messages.**



- Click the **Actions** icon  next to the folder name. Click on **Archive all messages.**
3. In the **Archive messages** window click on **Archive.**

## How to archive single emails:

1. Select one or several emails 
2. Click the **Archive** icon  in the toolbar.

You can also use one of the following methods:

- Press the [a] key on the keyboard.
- Use the context menu in the email list.