

NUMBER:	2.24
SUBJECT:	ARCHIVING BOOKING GENERIC E-MAIL ACCOUNT PROCEDURES
CATEGORY:	MISCELLANEOUS BOOKING
DATE:	APRIL 14, 2010; JULY 24, 2014; MAY 31, 2018
RELATED SECTIONS:	2.0 LEAD CLERK PROCEDURES

PURPOSE:

To standardize archiving the “Records, Booking” generic e-mail account.

POLICY:

The “Records, Booking” generic e-mail account will be archived on a regular basis to avoid reaching its established limit capacity.

PROCEDURE:

- A. The Records, Booking generic e-mail account will be archived every 30 days by the assigned lead clerk. On a rotating basis, the lead clerk will be responsible for ensuring the archiving process has been properly completed as required.
- B. The following steps will be followed to archive the group e-mail account:
 1. Click on the appropriate Group e-mail account folder [**Mailbox – Records, Booking**]:
 2. Click on **File, then Clean Up Tools, then Archive**:
 3. Verify that the [**Archive this folder and all subfolders**] box is checked and the [**Mailbox – Records, Booking**] file is Highlighted (Selected):
 4. In the [**Archive items older than:**] box, select a month prior to today’s date. Place a checkmark in the [**Include items with “Do not AutoArchive” checked**] box.
 5. Near the [**Archive File:**] block, click on the [**Browse...**] button:
 6. Click on the [**Records**] folder:
 7. Under the [**Records**] folder, select the [**Booking Section**] folder:
 8. Under the [**Booking Section**] folder, click on [**Email Archive for Records, Booking**]:
 9. Click on [**Archive(Month & Year).pst**] file and click [**OK**]:

10. This will revert you to the previous screen with the specified path of the folder the E-Mail will be archived on:
 - C. Archiving should be done on a regular basis, just remember to change the date on the **[Archive items older than:]** section.
 - D. Note that the **[AutoArchive]** function does not work on Group E-Mail Accounts.

For samples and screenshots, please refer to Booking Desk Reference Section 2.4