



## Easy Archiving with MDaemon

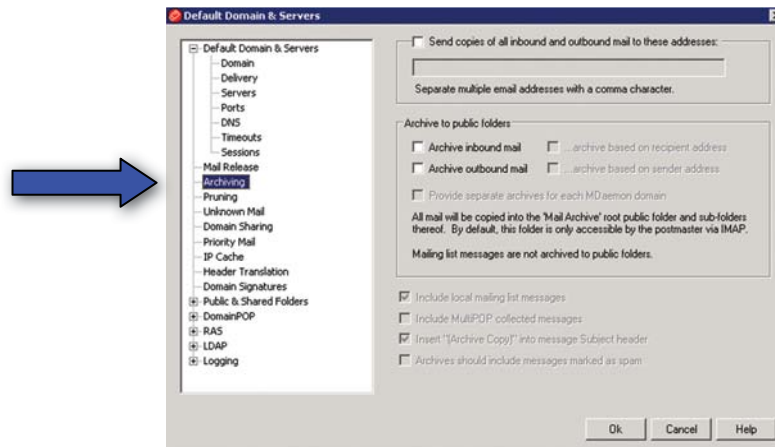
**This Procedure describes how to create an archive copy of all inbound and outbound mail.**

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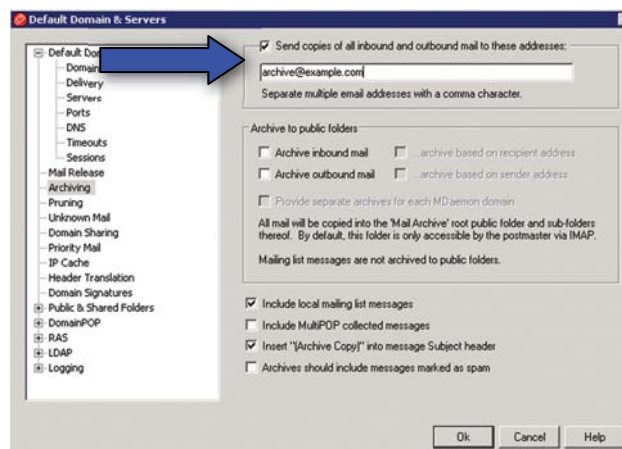
1. Select Setup | Default Domain & Servers.



2. Select "Archiving" in the left-hand navigation pane.



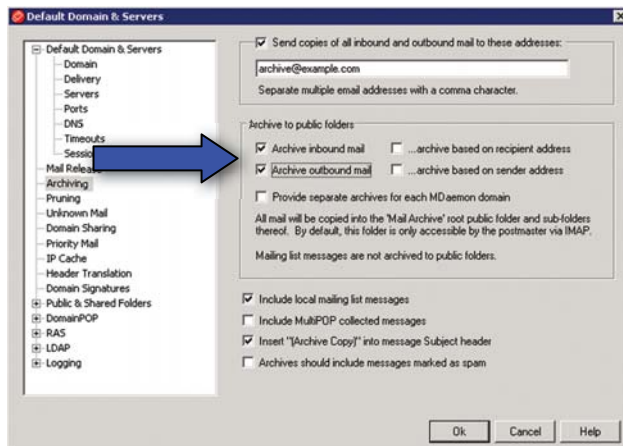
3. To send an archive copy of every inbound and outbound message to a designated email address, check the box "Send copies of all inbound and outbound mail to these addresses", then, in the blank below, specify the email addresses to which you wish to send an archive copy.



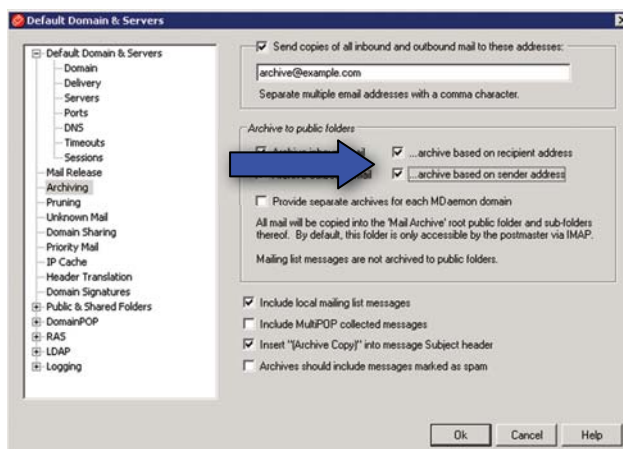
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- To archive mail to public folders, check the box “Archive inbound mail” and/or “Archive outbound mail”.



- A copy of every inbound and/or outbound message will be sent to the Mail Archive IMAP folder, located in the MDAemon\Public Folders directory.
- 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. For example: *C:\MDaemon\Public Folders\Mail Archive.IMAP\Inbound to.IMAP/user@example.net*.



- Click “OK” to save your changes.

