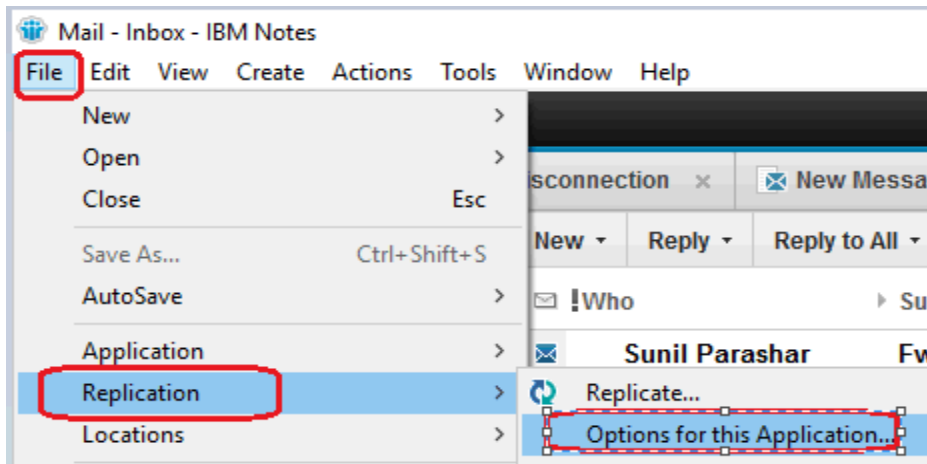
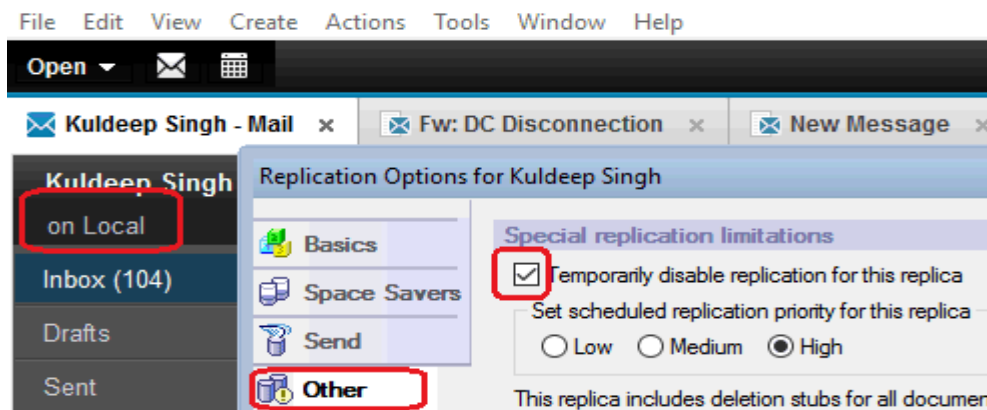


SOP - Configuring replica & Archiving Settings

1. Start lotus notes & open your **Local Mail Replica**. Now click on File-->Replications-->Options for this replication as shown below:



2. Pop-up window will appear. Please click on "Other" & Check the option "Temporarily disable replication for this replica". **BE SURE YOU ARE DISABLING REPLICATION ON LOCAL REPLICA & NOT ON SERVER COPY.**

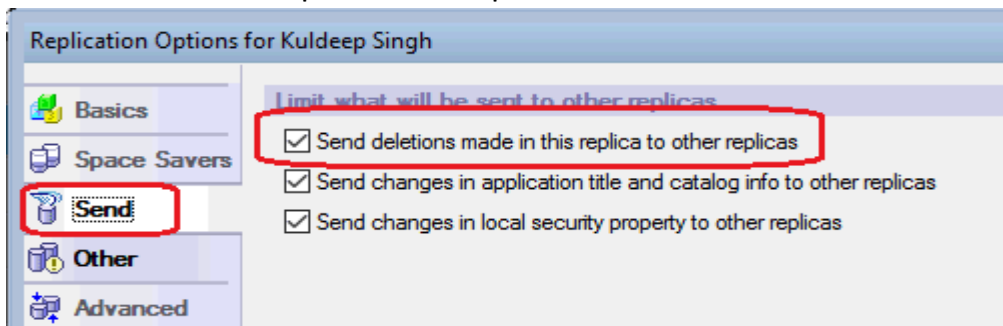


3. Now shutdown Lotus Notes Client.

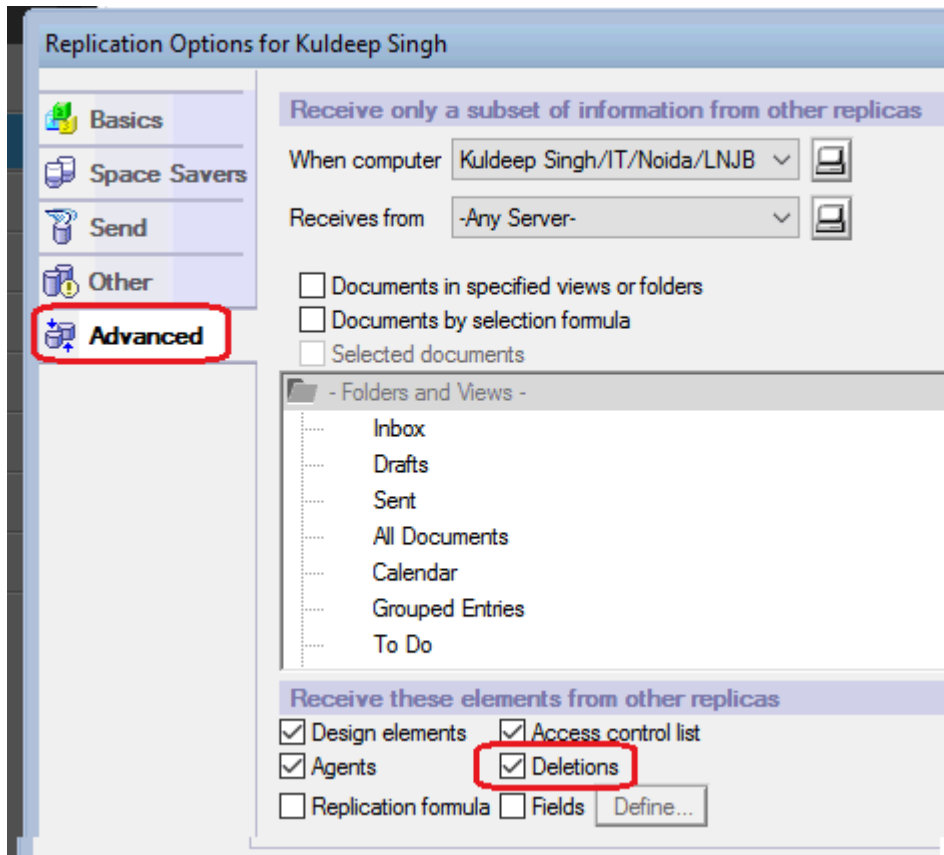
4. Move local replica from the default path eg. C:\Notes\Data\mail\kuldeepsingh.nsf to another directory for eg: d:\old replica\kuldeepsingh.nsf.

5. Start Lotus Notes & it will automatically create another local replica on the default path for eg. C:\Notes\Data\mail\kuldeepsingh.nsf.

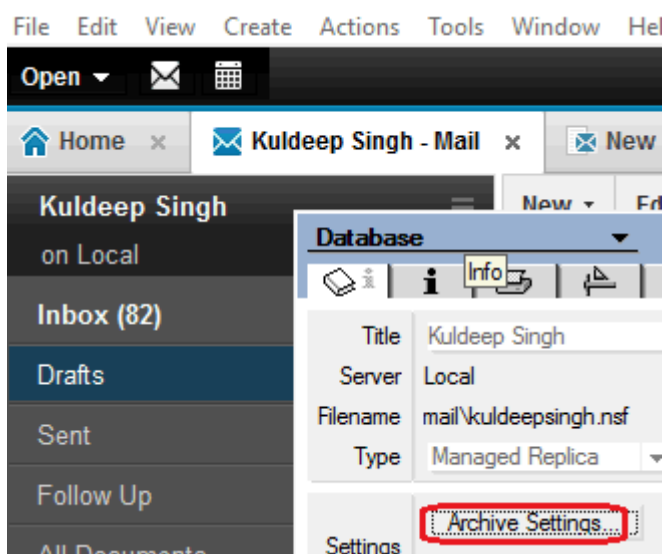
6. Once replica is created, open replica settings of Local Replica, Click on "Send" & enable "Send deletions made in this replica to other replicas" as shown below.



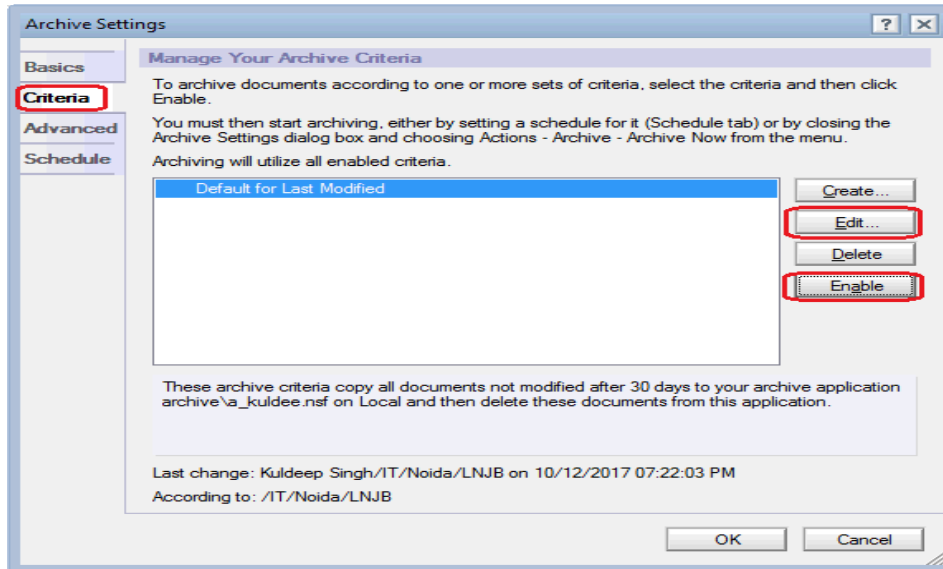
7. Now click on "Advanced" & enable "Deletion" option & click "OK" as shown below.



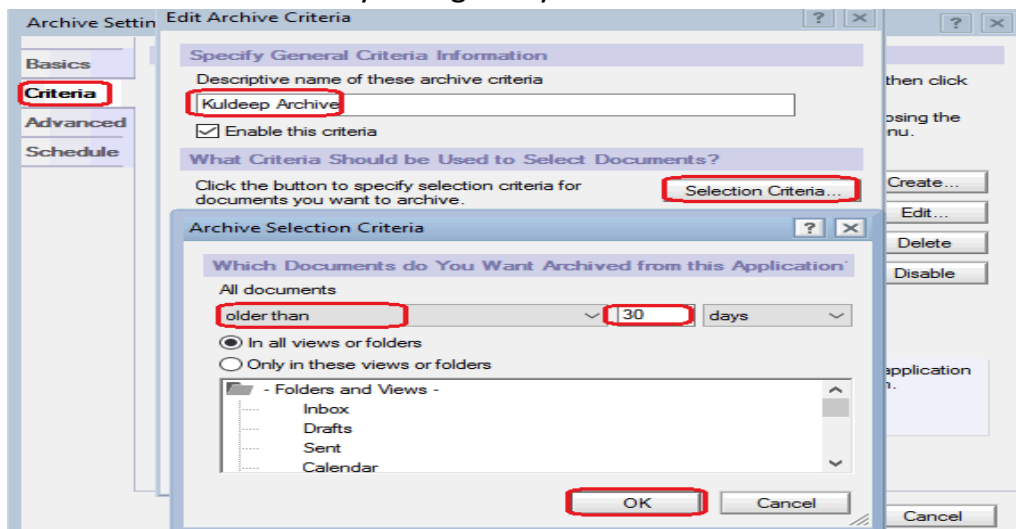
8. Now please configure "Archive" settings going to local replica Inbox & clicking on File--> Application-->Properties-->"Archive Settings" as shown below



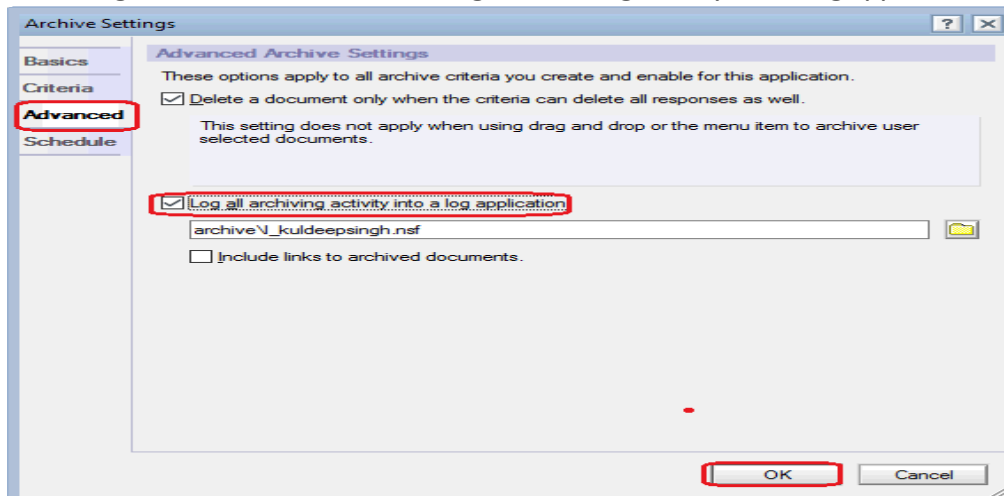
9. Now click on "Criteria" & click on "Enable" & "Edit"



10. Now add descriptive name of Archive & click on "Selection Criteria" & Change settings to "Older Than" & define number of days. for eg 30 days & click "OK"

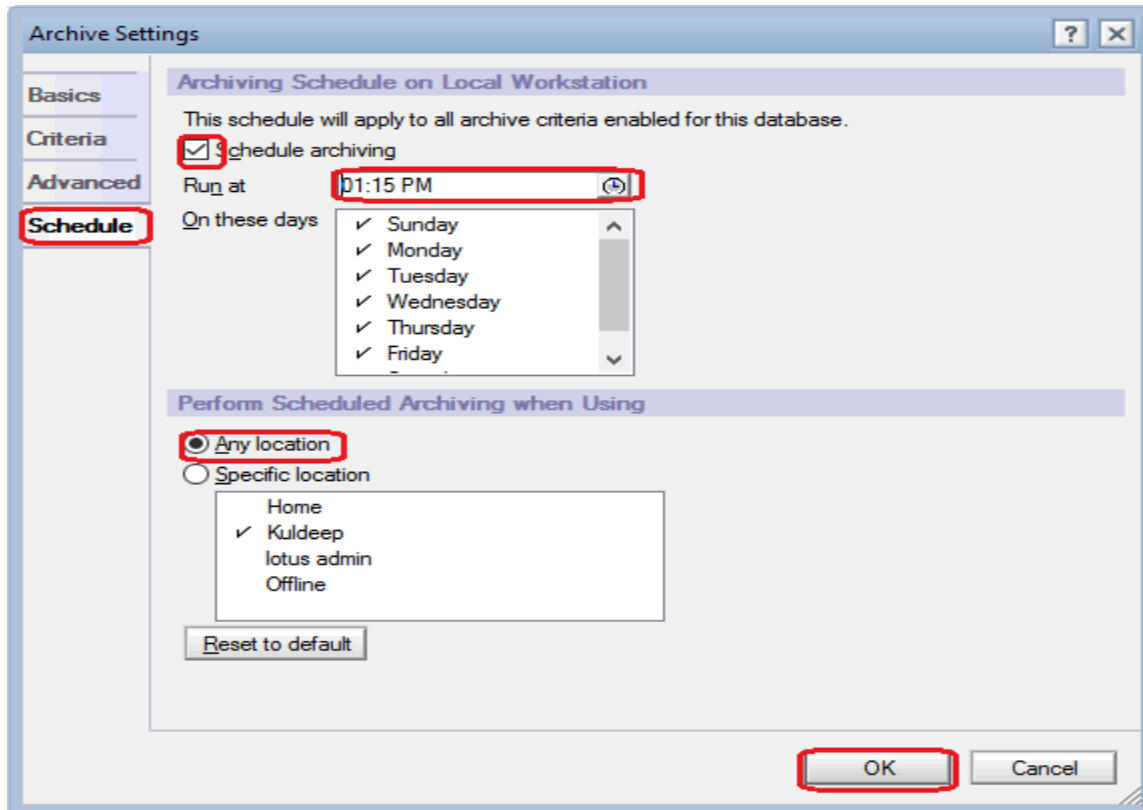


11. Now go to "Advanced" & check "Log all archiving activity into a log application".



12. Now you may select emails to be archived & click on "Action" "Archive Selected Documents", It will create fresh Archive database

12. Now go to Schedule tab, check "Schedule Archiving", define schedule time & check days of the weeks when you want Archive to be run. Now click on "Any Location".



Note: 1. Make sure scheduled time should be business hours as archiving will run once user is logged in to lotus notes.

2. There should be at least 2 minutes difference between scheduled archive of each users. It will help you to avoid unwanted bandwidth consumption as well as server better performance because deletion stubs will not replicate at the same time.

3. If you keep manual archive that is also fine, user just needs to press on Archive button as & when he/she receive quota warning message.