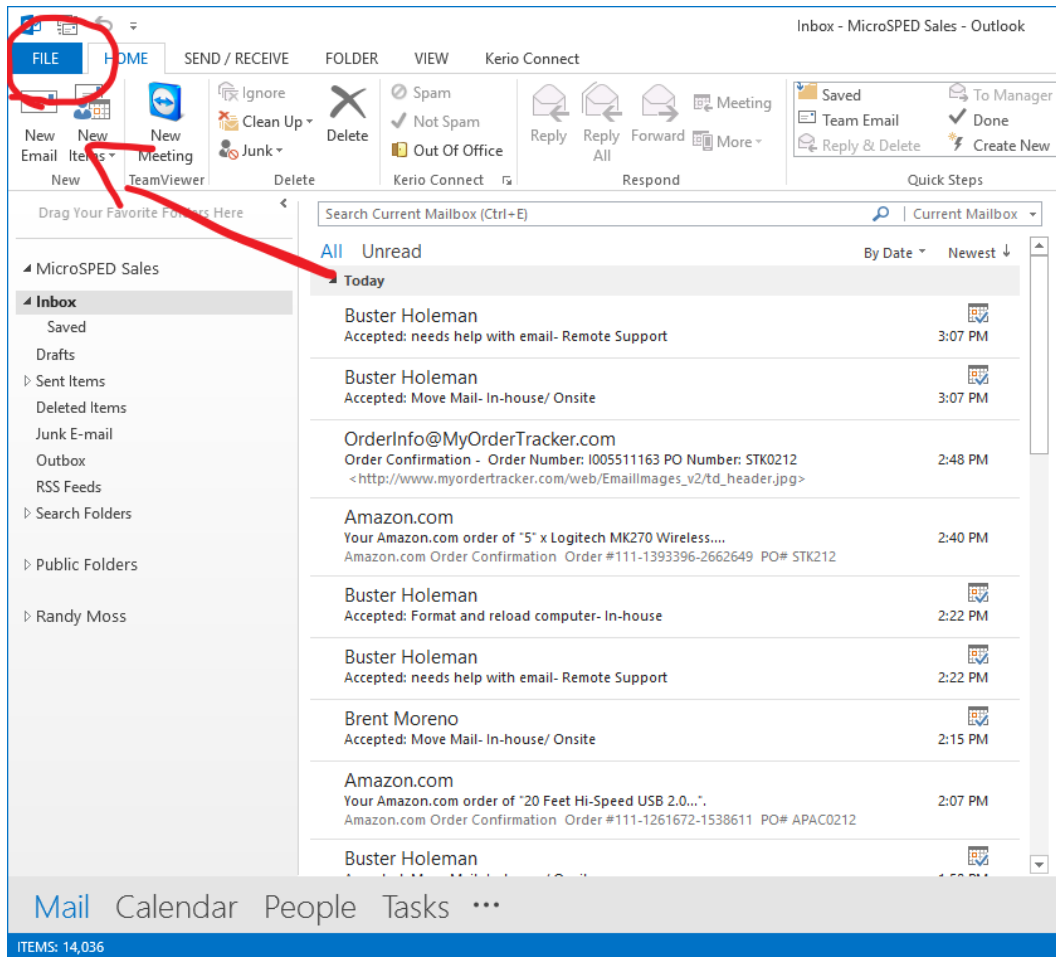


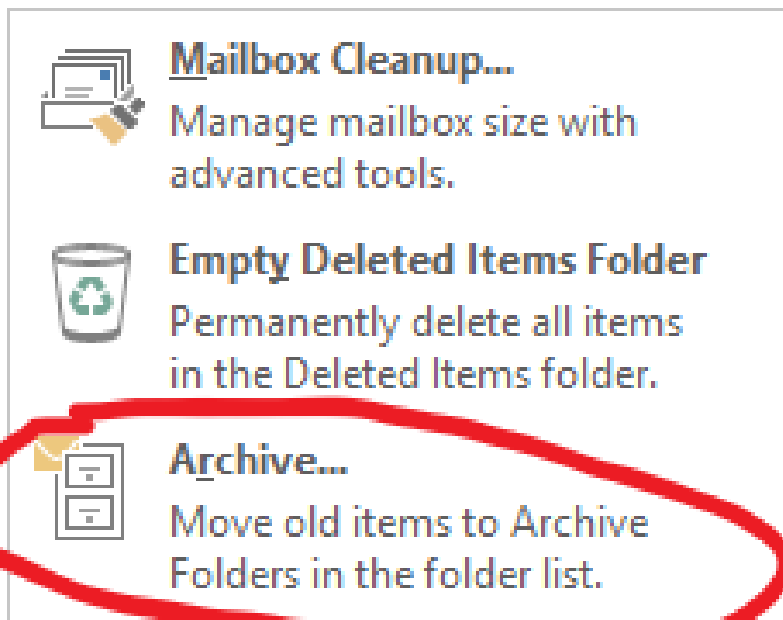
Instructions on Archiving Emails



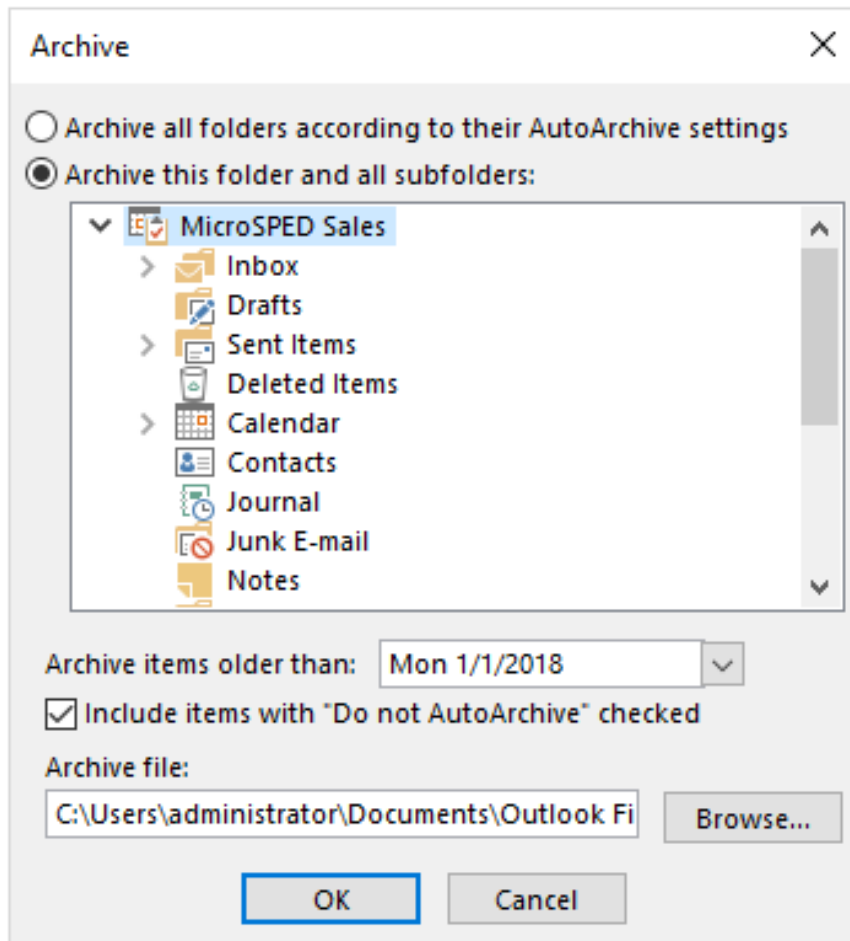
Select "File" at the top left of your screen.

The screenshot shows the Outlook 'Account Information' page. On the left is a blue navigation pane with options: Info, Open & Export, Save As, Save Attachments, Print, Office Account, Options, and Exit. The main content area is titled 'Account Information' and features a dropdown menu for the account 'sales@microsped.net - Kerio Connect (KOC Offline Edition)'. Below this are several sections: 'Add Account', 'Account and Social Network Settings' (with a sub-option 'Connect to social networks'), 'Mailbox Cleanup' (highlighted with a red circle), 'Rules and Alerts', and 'Slow and Disabled Add-ins' (highlighted with a yellow background). The 'Mailbox Cleanup' section includes a 'Cleanup Tools' dropdown arrow.

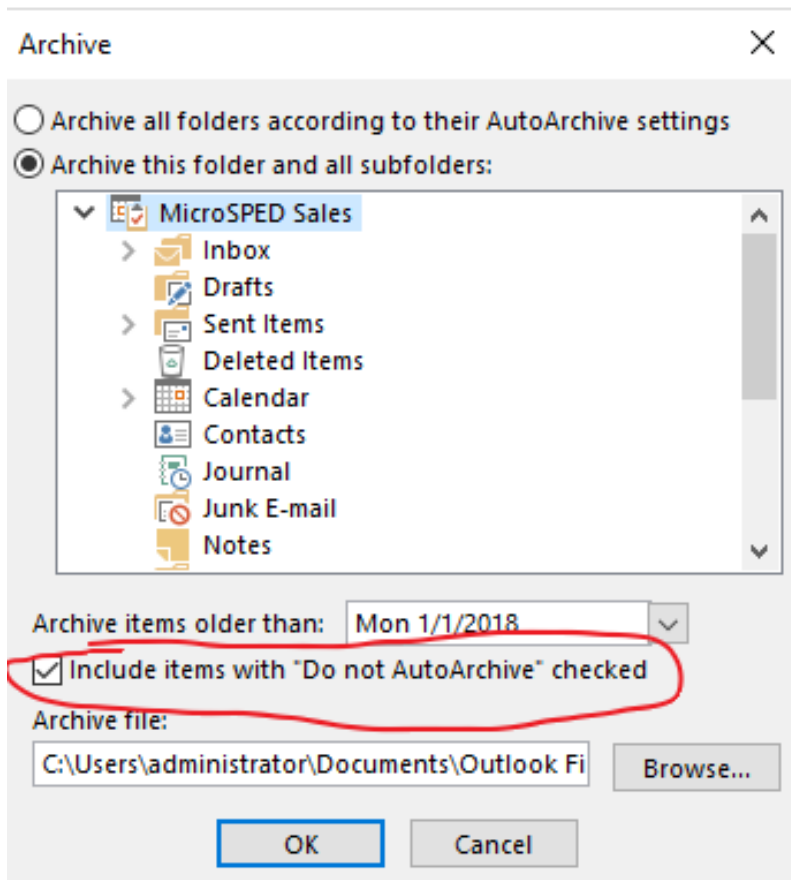
Next, locate the drop down box labeled “cleanup tools.” Click the drop down arrow.



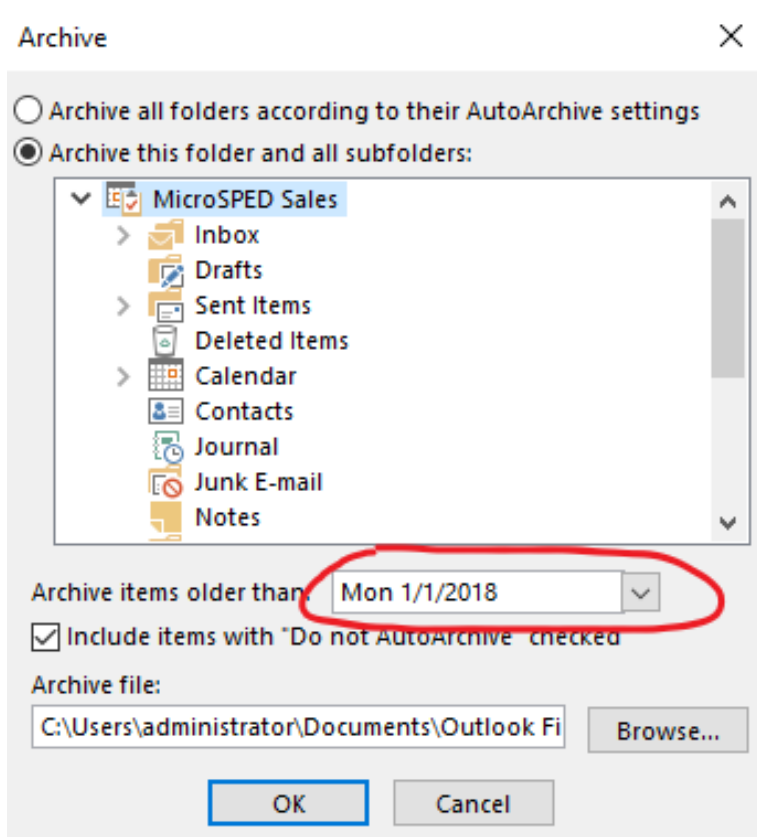
The drop box should have selections similar to this. Select "Archive."



Next, a box should come up. You may select either the topmost choice or the Inbox choice. If you select the top it will archive from every mailbox. If you select inbox it will only archive from your inbox, sent messages and drafts will not be archived.



If you do select the top choice, select the check box labeled "Include items with 'Do not AutoArchive' checked."



You may change the date to any date that you want. It will archive all messages older than that date. Then select "Ok."

The screenshot displays the Microsoft Outlook interface. At the top, there are tabs for FILE, HOME, SEND / RECEIVE, FOLDER, VIEW, and Kerio Connect. Below these are various action buttons such as New Email, New Items, Ignore, Clean Up, Delete, Spam, Not Spam, Out Of Office, Reply, Reply All, Forward, Meeting, More, Saved, To Manager, Done, Create New, Reply & Delete, and Move. The left sidebar shows a folder hierarchy: MicroSPED Sales, Inbox (selected), Saved, Drafts, Sent Items, Sync Issues, Deleted Items, Junk E-mail, Outbox, RSS Feeds, Search Folders, Archives (highlighted with a red box), Outlook Data File, Public Folders, and Randy Moss. The main pane shows a search bar for the current mailbox and a list of emails. The list is sorted by date, newest first. The emails include:

- Today**
 - GCI Store - Amazon Marketplace: RE: Order cancellation request from Amazon customer MicroSPED Inc.(Order: 113-7... Order ID 113-7260441-3398646; 2:39 PM
 - Amazon.com: Your Amazon.com order of "Datalogic ADC 90A052065..." has shipped! Amazon.com Shipping Confirmation; 2:39 PM
 - Brent Moreno: Accepted: Install KMV console- ONSITE; 2:05 PM
 - Brent Moreno: Accepted: Hook all computer back up upstairs- ONSITE; 1:46 PM
 - donotreply@ingrammicro.com: Order Confirmation Email - Order : 703408811; 12:03 PM
 - Heather Goodlander: RE: Tax invoices from AppRiver; Yes, if you have that please send it to me. Thank you, Heather; 11:49 AM
 - GCI Store - Amazon Marketplace: RE: Order cancellation request from Amazon customer MicroSPED Inc.(Order: 113-7... Order ID 113-7260441-3398646; 10:58 AM
 - Amazon.com: Your e-mail to GCI Store; Here is a copy of the e-mail that you sent to GCI Store.; 10:42 AM
 - Amazon.com: Your Amazon.com order of "Datalogic ADC 90A052065..."; Amazon.com Order Confirmation Order #113-7260441-3398646 PO# ES21518; 9:28 AM
 - Heather Goodlander: Tax invoices from AppRiver; Please see attached invoice from AppRiver Thank you Heather Heather Goodlander; 8:56 AM
 - Amazon.com: Your Amazon.com order of "Dell 8ctng Replacement..."; Amazon.com Shipping Confirmation; 8:53 AM
- Yesterday**
 - Renewals@barracuda.com: Barracuda Spam and Virus Firewall renewal reminder for BAR-SF-481233 <!DOCTYPE html PUBLIC "-//W3C//DTD XHTML 1.0 Transitional//EN"; Wed 7:13 PM

At the bottom of the interface, there are links for Mail, Calendar, People, and Tasks, along with a status bar showing "ITEMS: 5,552".

After your archive finishes, there should be an archive button on the left side of your screen. When you click it, all of your archived messages will be available for you to see, search, etc.