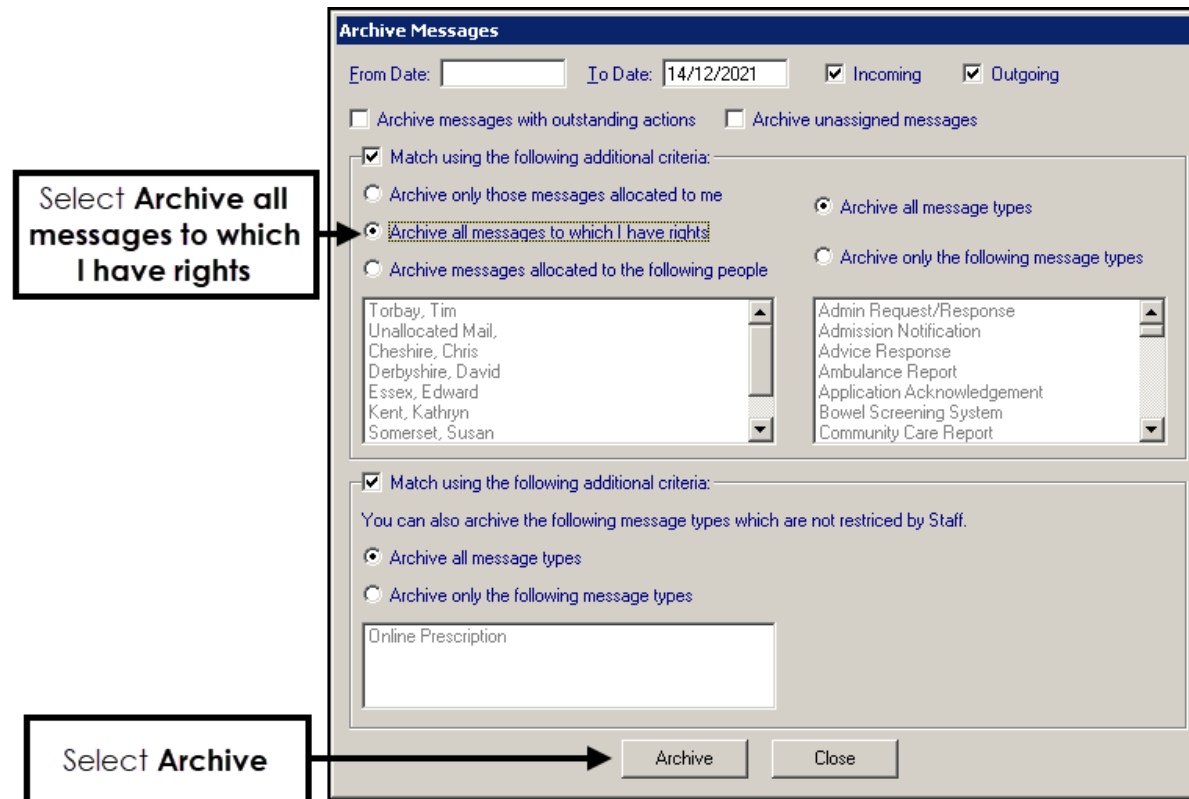


Cegedim Healthcare Solutions Flash Card - Archiving in Mail Manager

To maximise the performance of **Mail Manager**, you should be archiving it on a daily basis.

To run an archive in **Mail Manager**:

1. From **Mail Manager**, select **File - Archive** and the **Archive Messages** screen displays.
2. Select **Archive all messages to which I have rights**.
3. Select **Archive**:



4. The 'n messages archived. Do you want to run another archive?' message displays, select **No** to complete the process.