

Make and Use the Archive Mailbox on iOS Mail

by Mike Sullivan | Cove Apple Club | June 25, 2014 | Some Rights Reserved

Apple's iCloud email service, as well as a few other email providers, allow you to keep your important mail in a special "Archive" mailbox.

Mail that you stuff into the Archive mailbox will be kept **forever on the server**, and is always searchable.

The Archive folder is the perfect place to stuff email messages that you want to keep, but don't need to be in your Inbox or filed in a particular sub-folder any longer. In effect, the Archive mailbox works just like a "Bankers Box" file storage box: deep, "cold storage" for mail that you *might* need *someday* years from now, but don't want cluttering up your desk or office until then.

Unlike email messages you move to the Trash, archived email messages remain in your Archive folder until you delete them. You can use the Archive folder to keep important messages without clogging up your regular Mail folders with thousands of old messages you don't need to see everyday.

These instructions assume you're using Apple's iCloud email service, or another high-quality email service that uses the IMAP message protocol. If in doubt, check with Mike!

Create the Archive mailbox if it doesn't already exist

1. On iPhone or iPad, tap Mail to open the Mail app.
2. If the list of Mailboxes isn't displayed, tap the "Mailboxes" icon at top left until the list of Mailboxes is displayed. You should see "Inbox" at the very top, and then a list of your mailboxes, which could include Drafts, Sent, Junk, Trash and so on.
3. Above and to the right of the list of Mailboxes, tap Edit
4. Below and to the right of the list of Mailboxes, tap New Mailbox.
5. In the Edit Mailbox dialog:
 1. Enter **Archive** as the mailbox Name. Be sure to type it **EXACTLY** as shown, with a capital "A"
 2. In the Mailbox Location field, make sure **iCloud** is selected. If not, tap on the right arrow to show the list of storage locations, and then tap **iCloud**.
 3. Tap **Save**
 4. Tap **Done**
6. Your new Archive mailbox should now be displayed in the list of Mailboxes on iCloud, with a special "Bankers Box" icon, different than all your other Mailbox folder icons.

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Send an email message to the Archive mailbox

1. Tap on the message to view it
2. Tap on the Folder icon in the icon bar
3. From the list of folders, tap on Archive
4. The message is moved to your Archive folder

For more information:

See how to configure iOS Mail or OS X Mail server settings for your non-Apple mail provider:

<https://ssl.apple.com/support/mail-settings-lookup/>

Read about the Archive feature of Apple Mail:

<http://support.apple.com/kb/PH2652>

Gmail users: see this article about how Gmail handles email archiving:

<http://support.apple.com/kb/HT4207>