

# Make and Use the Archive Mailbox on Mac

by Mike Sullivan | Cove Apple Club | November 11, 2015 | 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 instantly 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. And in fact, the icon Apple uses for the Archive folder in Mail is a little Banker's Box.

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!***

## Add the Archive icon to your Mail toolbar

1. On your Mac, open Mail.
  1. The Message Viewer window should be displayed. If it is not, click on File, then click on New Viewer Window to display it.
  2. With the Message Viewer window displayed, open the View menu, then click Customize Toolbar.
  3. In the Customize Toolbar icon palette, look for the Archive icon, then click-and-drag it to an empty area of the Message Viewer window toolbar. It looks like this:



4. Click Done to close the Customize Toolbar palette.

## Create the Archive mailbox if it doesn't already exist, and move a message to the Archive mailbox

1. In your Message Viewer window, find a message you'd like to move to the Archive folder and click once to select it.
2. With the message selected, click the Archive icon in the toolbar. The message will be moved to the Archive folder. If there was not an Archive folder already existing on the server, it will be created and should appear in the sidebar view of your Mailboxes.

## Search the Archive mailbox

1. If the sidebar does not show the list of Mailboxes, click the Mailboxes icon below the toolbar to display it.
2. Find the Archive mailbox in the sidebar, usually listed below your Inbox, Trash, Sent and Junk folders.
3. Click in the Search bar at the top right of the message viewer window, and then type in any words, phrases or contacts info you want to search for. Messages from the Archive that meet your search criteria will be displayed.

## For more information:

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>