

## BACKING UP LOTUS NOTES IMAP FILE

After connecting to your Lotus Notes account you may want to backup your IMAP account to ensure that if your computer's hard drive were to be damaged, you upgrade machines or otherwise lose your data that your old archival mail is still available to you.

*To back up IMAP account:*

1. After creating the connection to your Lotus Notes mailbox on the left hand pane of the MS Outlook 2007 client program there will be a listing for the account. Right click on the account and select "Properties for <username>@shu.edu ...".

Typically it will be listed as your old Notes address (i.e. smithjoh@shu.edu).

2. On the "<username>@shu.edu properties" screen click the link for "Advanced"
3. On the "Advanced" screen there will be a section for "filename:", the path outlined will be where your IMAP connection exists on your computer.

By browsing to this location and copying the file to an external drive or burning an optical media disc (like a CD-R, DVD-R, etc.) you will ensure that your old messages will be available to you indefinitely.

### **Please be advised:**

If when you are attempting to browse to your locally stored mail file you notice that a folder in the path is missing then most likely your computer has been set to hide certain folders from view. If this is the case please call the Help/Service Desk to be walked through how to temporarily unhide these folders to continue in backing up your account.