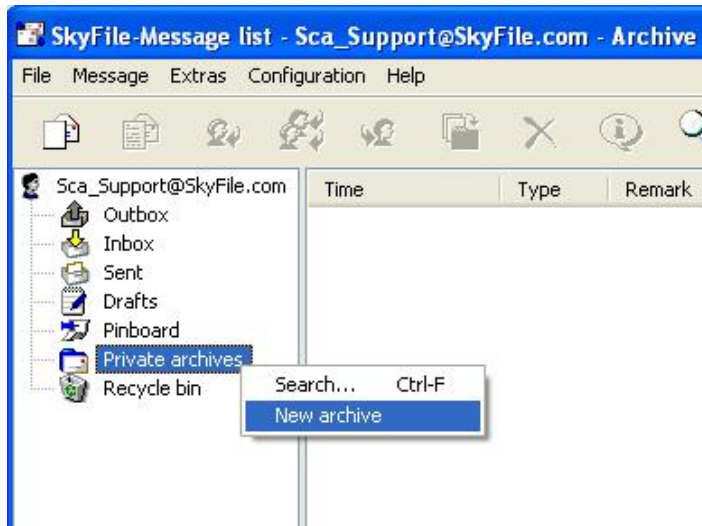
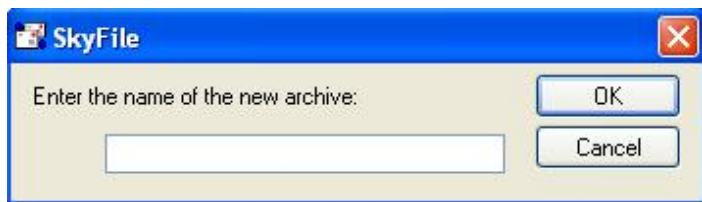


# SkyFile Mail – Archiving Messages

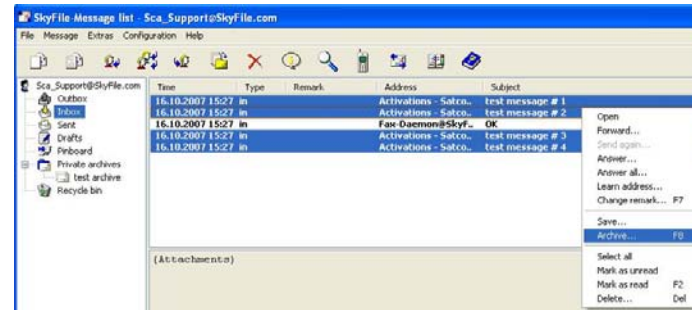
1. Right Click your “Private archives” and select **New archive** (or select **File > New archive** from the menu options)



2. Enter the name of the new archive and click OK



3. Choose your selected messages, Right Click and select **Archive** (or select **Message > Archive...** from the menu options)



4. Select your created archive (or existing archive) and click OK

