Users can drag and drop messages into the archive called Online Archive – userid@louisville.edu, for easy online access. Users can also move email items from the primary mailbox to the archive mailbox automatically, using Polices, to reduce the size and improve the performance of the primary mailbox.

Users can import data to the archive in the following ways:

• Drag and drop email messages from the primary mailbox into the archive.

• Assign archive policies to automatically move email messages from the primary mailbox to the desired destination.