



How to create a Policy

Applies to: ArchiveOne® Express; Topic Last Modified: 30th July 2010.

Note

This topic explains how to create a Policy.

Before you begin

Before you perform the procedure in this topic, be aware of the following:

- User must have proper permissions to run the ArchiveOne Express console.

Procedure

To configure an archive policy

1. Open the ArchiveOne Express console.
2. Right click on **Policies** node and select **New Policy**.
3. You will be presented with the following options:
 - a. **Search criteria**. Select this to specify what criteria should be used to identify messages for archiving (such as message age). If you don't specify any search criteria, all messages will be found.
 - b. **Where to search**. Select this to specify which mailboxes / public folders the criteria is going to be applied to.
 - c. **When to stop**. Select this to set a time limit that when reached, will stop the policy searching for further messages if it still running. No limit is set by default.
 - d. **Actions**. Select this to specify what to do with the messages that match the set criteria. By default, this is set to list them.
4. Select **Search criteria**, and set it to the appropriate criteria for this policy.
5. Select **Where to search**, and set it to the appropriate user.
6. Select **Actions**, and from the drop down list select "**Archive them (move to repository, create message links)**". It is advised to also select "**Enable Repository Override**", and select this to the appropriate repository.
7. If necessary, edit **When to stop** as appropriate, and then select **Done** to finish.

For more information

For assistance with other features of ArchiveOne® Express, please refer to the other ArchiveOne® Express documentation / videos available from C2C:

- [C2C website](#)
- [C2C Support Portal](#)