

Archiving email using IBM DB2 CommonStore for Exchange.

In this example, Jane, a Human Resources manager, is going through her Outlook Inbox, reading each piece of new email. Her company's policy requires user-initiated archiving of important email and attachments.

Jane selects a single email to archive, using the CommonStore Toolbar buttons on the Outlook toolbar. She could have also initiated the archive from the Outlook Actions menu.

Once the email has been archived, it is still visible in Jane's Inbox, however, when Jane opens the archived email, she sees a message that reads:

"IBM DB2 CommonStore for Exchange Server
This message has been archived by Jane Smith at 2007/03/02
09:36:46"

Below this text is a hyperlink called "Message".

By default, all text and attachments are removed from the original email when it is archived. This lightens the load on the email server and leaves a stub in Jane's Inbox.

Jane returns to her Inbox, and selects two more emails and selects Archive from the Actions menu. One of the emails that Jane selected for archive includes an attachment. During the archive process, the attachment is removed from the email and is stored along with the archived email. This saves space in Jane's Inbox.

If Jane needs to retrieve the archived email, she can click on the "Message" hyperlink in the message stub that remains in her Inbox and it will be retrieved from IBM DB2 CommonStore for Exchange. If the original email contained an attachment, the attachment is also retrieved from the archives when the email is retrieved.

This completes the demonstration of user-initiated email archiving and viewing of archived email.

