

ARCHIVING EMAILS IN GMAIL

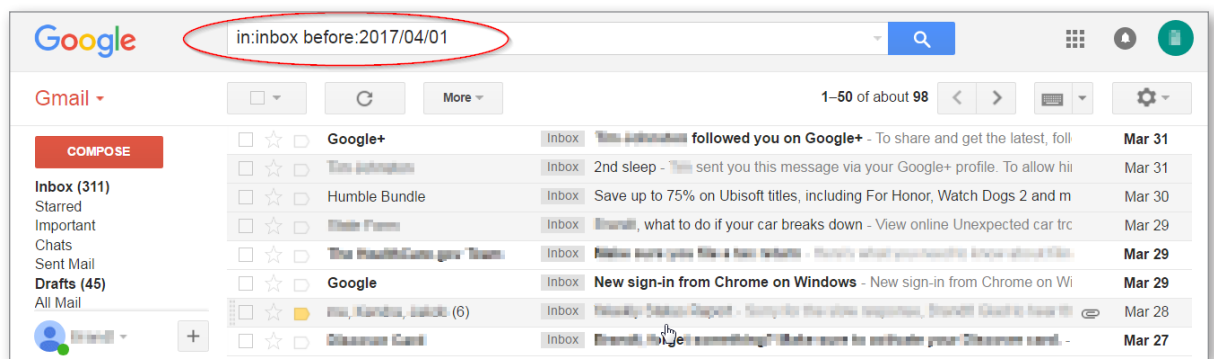
The first step in archiving your email is to run a search and select the date range of emails you would like to archive. Let's say you want to archive all messages that you received before the month of April.

In the search box at the top of your Gmail page type **before: 2017/04/01**. If you want to choose a different range, the formula is **before: yyyy/mm/dd**.

You have the added option of choosing a specific folder to look in. For our example I've chosen the inbox folder. **in:inbox**

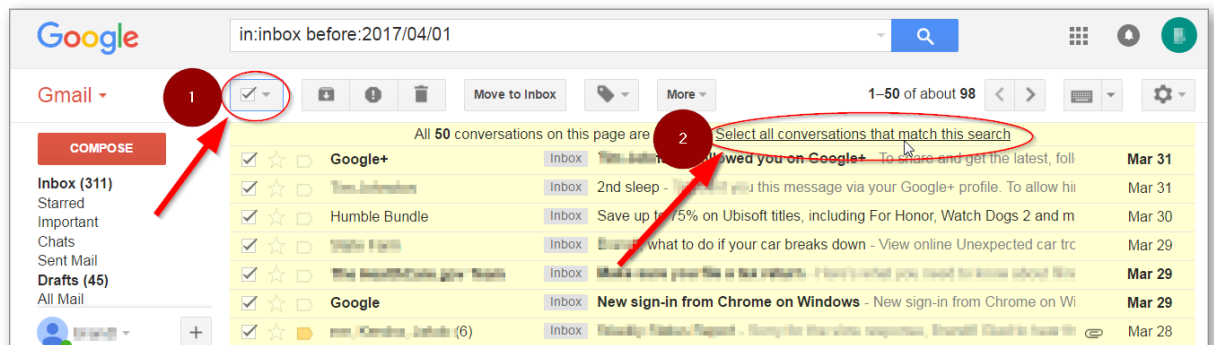
The entire search string will look something like **Figure A**.

FIGURE A



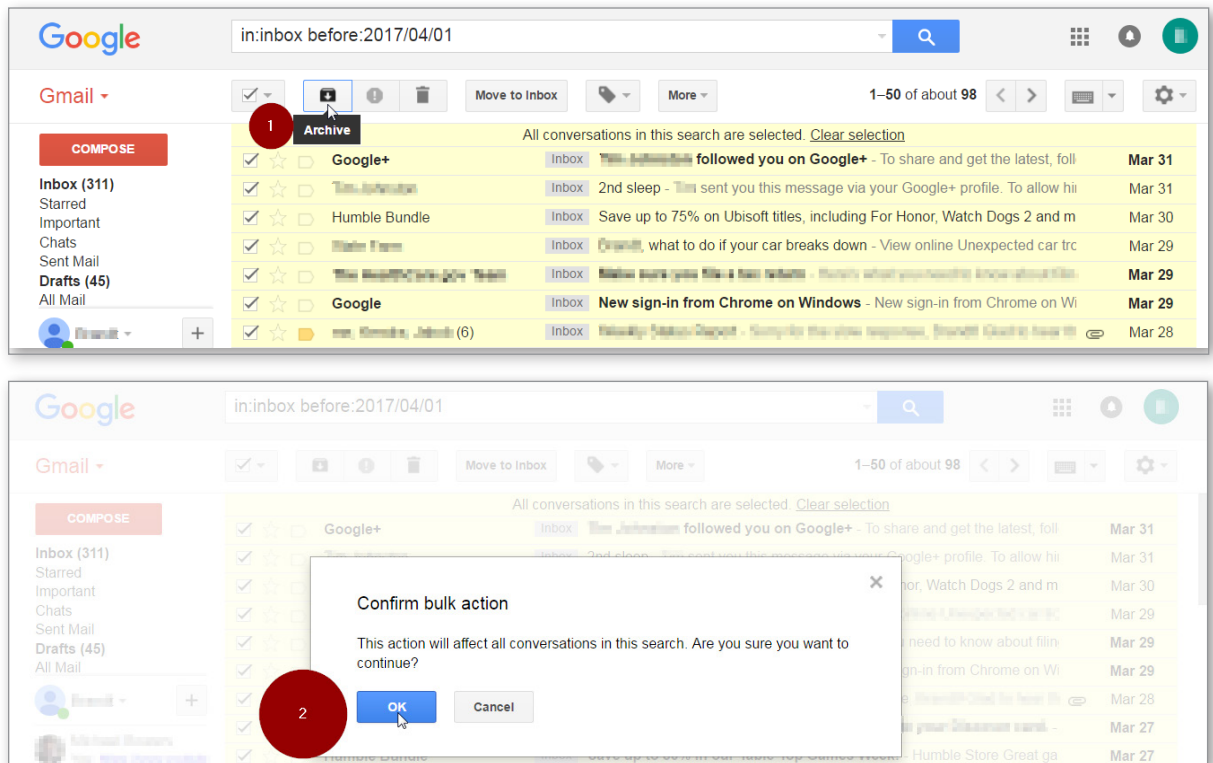
Now that you have a list of results matching your search criteria, you can start the archive process. First check the Select All check box as shown in **Figure B**. *That check box only accounts for the messages that manage to fit on the first page, so click the link that says: **Select all messages that match this search**, to select all of the messages in the list.*

FIGURE B



Once you have made those two selections, you just click the archive button, shown in **Figure C**. When you click the archive button you will get a warning message, click OK to complete the process.

FIGURE C



If you ever want to find emails you have archived, they are now located under the All Mail label.