# Creating an offline archive of CampusCruiser email (pre-migration)

You can archive your CampusCruiser email to a file on your hard drive or OneDrive (offline). When creating the archive, you can choose individual folders from a specific date range, or the entire Inbox (including subfolders). You can then view your messages using a Web browser. Archived messages are compressed and saved in a ZIP file format.

Archiving does NOT automatically change the quota used for your Inbox. You must delete your messages and/or folders in order to reduce the amount of messages in your Inbox.

1. Log into CampusCruiser, and click on the Mail icon.

2. Under the Tools tab, click **Archive**.
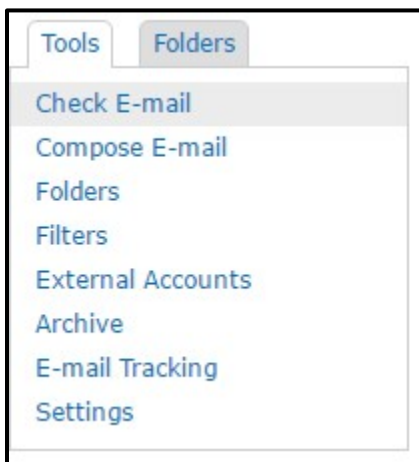
3. Choose the folders you want to archive, by clicking on the folder and click the **+** button.
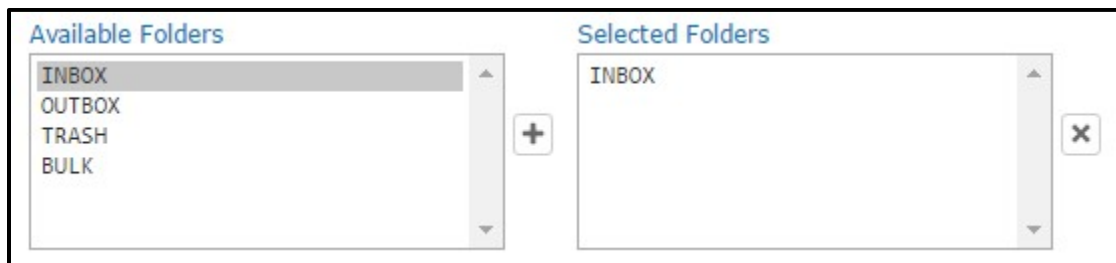
4. Choose the date from which you would like to start archiving email from (ex: 01/01/2017).

5. Then select the 'To' date; this is the latest date of email the archive will contain.

From : 03/21/2017   To : 04/21/2017

6. In the Archive File Name field, you can enter a name for the archive folder (we recommend using the default name).

7. Click **Submit**.

Archive File Name : CC_Email_04-21-2017   **Submit**

8. The file name will show as Submitted at the bottom of the window. Click Refresh Status to check the status.

C Refresh Status

Archive File Name

CC_Email_04-21-2017.zip

9. The status will eventually change to '**Processed successfully**'.

Size	Submitted	Status	Actions	Expiration Date
47KB	04/21/2017 08:38 AM	Processed successfully	Delete Report	Fri, May 05, 2017

10. Click on the Archive file name to download the file. Note that there is an expiration date to downloading the archive file. Depending on your browser, you will be prompted to save the file. The default location is typically your Downloads folder.

Archive File Name

CC_Email_04-21-2017.zip
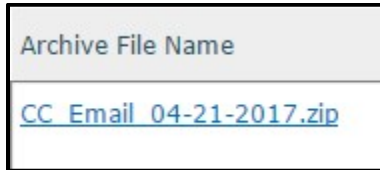
11. Locate the file. Right click on the file and choose Extract All…
   a. Click Extract, or choose another location to extract files.
   b. You will now have a folder with the same name as the archive zip file. Open the folder and double click on the index.html file.
12. You can now view your archived email.