

# Archiving Pegasus Mail email messages

Before you begin please review all three methods to determine which one best suits your needs.

## Method 1 – Archiving to a directory on a local drive or network drive

This is a method of archiving Pegasus Mail email messages to a directory on the local drive or on a network drive. This same procedure will work for any read/write drive and eliminates the potential conflicts that can occur when duplicate internal folders ID's exist as a result of using copies of mailbox files for backup.

1. Create the directory where the archived email will reside. In this example we will use C:\Archive
2. In Pegasus Mail, open the Folder listing (it's the menu "Folders" next to "Tools").
3. With the Folder window active, select the "Folders" pull-down menu followed by "Add mailbox to list". Tick the Directory Path option and enter the path to the directory you created in Step 1. (C:\Archive in our case). Enter a Mailbox name that is meaningful to you.
4. Add a folder to the mailbox with a name meaningful to the messages you are preparing to archive. You can also just use the New mail folder of the attached mailbox but this storage is not as efficient because each message is stored as a single file. You can add multiple folders as needed.
5. Move each message from its existing mailbox folder to this newly created mailbox folder. Use the Move button in the toolbar of the folder window to move the messages.  
DO NOT DRAG AND DROP! This appears to work but did not as of this writing (Pmail v4.63).  
HINT: To move all message at one time use the key combination Ctrl-A to select all messages in the folder then click the Move button.  
NOTE: You may wish to Copy instead of Move to that you can verify the archive before deleting the original messages.  
**IMPORTANT: You can not move or copy entire folders. You MUST work at the message level.**
6. You may delete your original folder once it's empty if you so choose.

## Method 2 – Archiving to read only media (CD or DVD) as individual messages (.CNM files)

This is a method of archiving Pegasus Mail email messages to a CD or DVD. Note: Each directory on the CD or DVD that contains message files (.CNM files) can be added as a Pegasus Mail mailbox. If you plan to archive messages from multiple Pegasus Mail folders or trays then you will need to build an appropriate directory structure in your temporary location before moving messages.

1. Create the temporary directory where the archived email will reside pending burning to CD. In this example we will use C:\Temp\Archive. Build any additional directory structure now.
2. In Pegasus Mail open the Folder listing (it's the menu "Folders" next to "Tools").
3. With the Folder window active, select the Folders menu item followed by "Add mailbox to list". Tick the Directory Path option then enter the path to the directory you created in Step 1 (C:\Temp\Archive\?). Assign a Mailbox name that is meaningful to you.
4. Move each message from its existing mailbox folder to the New Mail folder of this newly created mailbox. **IMPORTANT: Use the Move button in the toolbar of the folder window to move the messages. DO NOT DRAG AND DROP! This appears to work but does not.**  
HINT: To move all message at one time using the key combination Ctrl-A to select all messages in the folder before clicking the Move button.  
HINT: You may wish to use the Copy button which will allow you to verify the archive before deleting the original messages.
5. Once finished archiving to this mailbox disconnect it (right click on the mailbox and select "Disconnect this mailbox")
6. If you created a multiple directory structure in step 1 then add the next folder as a mailbox as per Step 3 and move messages as per Step 4.
7. Disconnect and add directories as mailboxes until you are finished your archiving process.
8. You can now burn your archive folder to a CD or DVD.  
NOTE: Make sure all folders have been disconnected as mailboxes before burning.

To access mail archived to a CD or DVD: insert the disk then add the appropriate directory on the disk as a mailbox in Pegasus Mail. The directory must contain message files (.CNM files) in order to be recognized as a mailbox by Pegasus Mail. Keep in mind that CD and DVD storage is read only storage so these messages can only be viewed.

### **Method 3 – Archiving to read only media (CD or DVD) as Pegasus Mail folders**

This method will allow you to archive a Pegasus Mail folder to read only media. This method requires the use of the PMRestArch utility to restore the folder for use by Pegasus Mail. It is provided for informational purposes. Methods 1 and 2 offer easier access to archived mail.

1. In Pegasus Mail, open the folder listing (it's the menu "Folders" next to "Tools").
2. Right click on the folder you plan to archive and select "Folder Information...". Make note of the filename (it will end with a .pmm extension) then close the Folder Information window.
3. Close Pegasus Mail. (DON'T FORGET THIS STEP!)
4. Using Windows Explorer or some other file manager utility, navigate to your mailbox folder. Locate the two files with the filename you noted in step 2. One will end in .pmm, the other in .pmi.
5. Burn these file to your read only media. You may wish to copy them to a temporary location on your local hard drive before burning.
6. You can now open up Pegasus Mail and delete the folders that you just archived. IMPORTANT: If these messages are invaluable, test a restoration first to confirm that the messages can be restored.

### **Restoration of Pegasus Mail folders from read only media:**

The restoration process utilizes the PMRestArch utility. Execute PMRestArch.exe to open the PMRestArch GUI. Select the folder where the archived folder(s) reside. In the left pane select the folder(s) you wish to restore and move to the right pane using the arrow buttons. Click the Restore button to complete the restore process.

Once you have run this program to restore archived folders to a directory you can attach that directory using the Pegasus Mail 'Add mailbox to list' option to access the restored folders in this new mailbox.

NOTE: THERE IS A BUG IN THE PMRESTARTCH PROGRAM. The Read Only attribute does not get removed from the restored .pmi file. You will need to remove this attribute manually in order for the restored folder to be recognized by Pegasus Mail.

The PMRestArch utility may be available from your IT Department or can be downloaded from:

[http://www.lexacorp.com.pg/lexacorp\\_utilities.html#EMail](http://www.lexacorp.com.pg/lexacorp_utilities.html#EMail)