

# How to enable mailbox archiving?

## Summary

This article provides summary on how to enable mailbox archiving/personal archive via MachPanel interface.

### Applies To

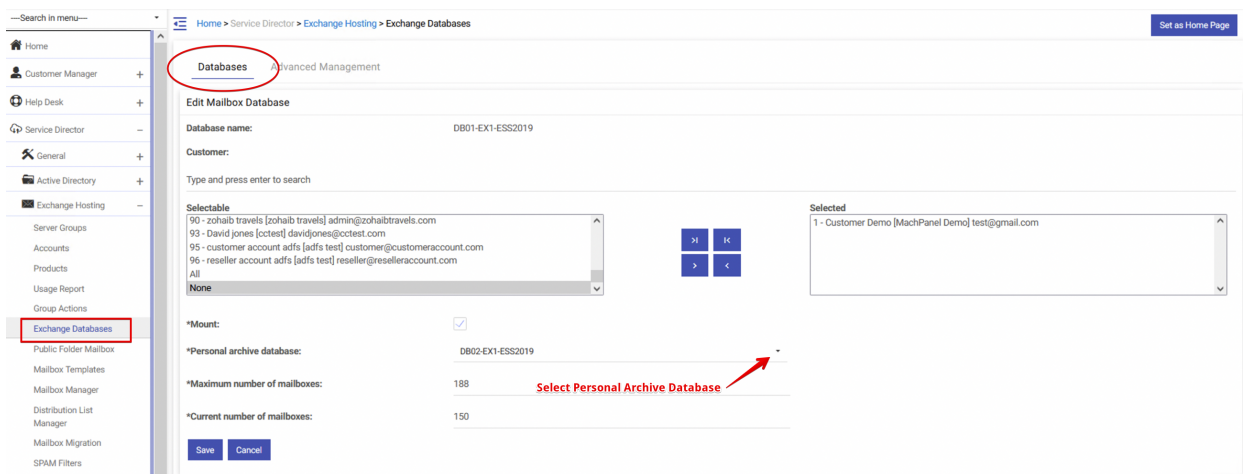
Applies to MachPanel v4.3.10 and above.

### Personal Archive Database & Settings

Please see below steps details for enabling mailbox archiving for your customers:

## STEP-01: Create and choose Personal Archive Database for Customer

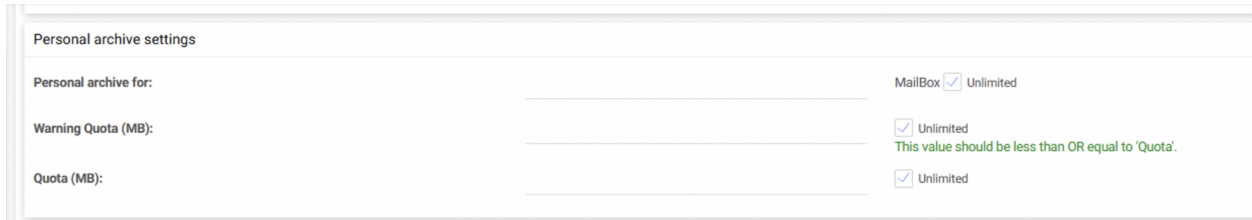
1. Create a separate database for archiving or you can use the same mailbox database for archiving also. If you want to store archive mailboxes on a separate database then you need to create archiving database on your exchange servers (from backend).
2. Once archiving database is created you need to select the appropriate database in [Exchange Databases](#) in MachPanel for archiving as shown in below snapshot:



## STEP-02: Specify Personal Archive Quota in Exchange Service Plan

## How to enable mailbox archiving?

- Provide the required mailbox and archiving storage in second step of Exchange [Service Plan](#) creation as shown in below snapshot:

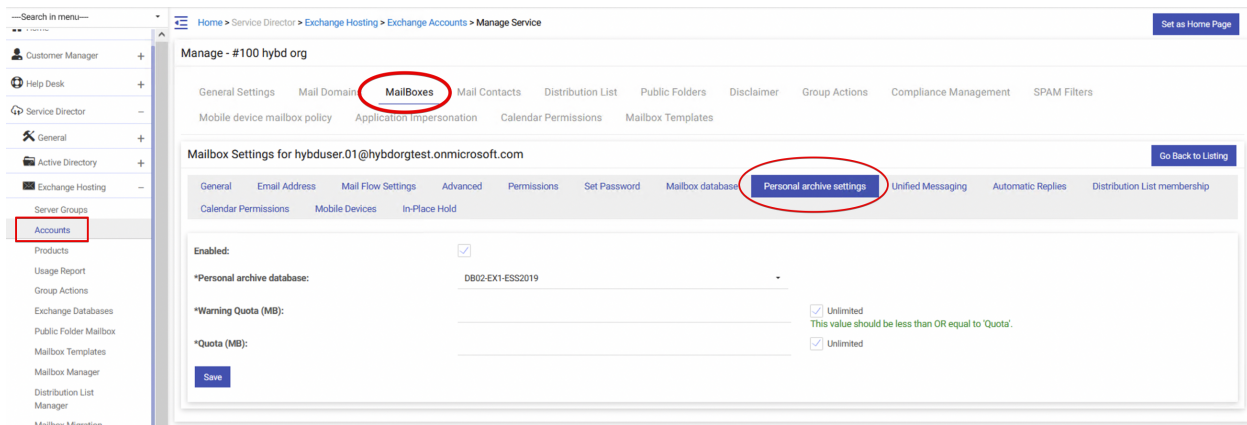


Personal archive settings

Personal archive for:	<input type="text"/>	MailBox <input checked="" type="checkbox"/> Unlimited
Warning Quota (MB):	<input type="text"/>	<input checked="" type="checkbox"/> Unlimited This value should be less than OR equal to 'Quota'.
Quota (MB):	<input type="text"/>	<input checked="" type="checkbox"/> Unlimited

### STEP-03: Enable Personal Archive Settings under Mailboxes tab

- After creating exchange organization with service plan created you can enable archiving for a mailbox under mailbox properties, Navigate to path: **Home >> Service Director >> Exchange Hosting >> Accounts**
- Click **Manage** in front of an Exchange Account. Select **Mailboxes** tab.
- Click on Mailbox user name and select **Personal Archive Settings** tab as shown below:
- Select the database and provide warning limits as required. Database selection is shown if you are logged in as provider.



Search in menu—

Home > Service Director > Exchange Hosting > Exchange Accounts > Manage Service

Manage - #100 hybd org

General Settings Mail Domain **Mailboxes** Mail Contacts Distribution List Public Folders Disclaimer Group Actions Compliance Management SPAM Filters

Mobile device mailbox policy Application impersonation Calendar Permissions Mailbox Templates

Mailbox Settings for hybduser.01@hybdorgtest.onmicrosoft.com

General Email Address Mail Flow Settings Advanced Permissions Set Password Mailbox database **Personal archive settings** Unified Messaging Automatic Replies Distribution List membership

Calendar Permissions Mobile Devices In-Place Hold

Enabled:

\*Personal archive database: DB02-EX1-ESS2019

\*Warning Quota (MB):   Unlimited  
This value should be less than OR equal to 'Quota'.

\*Quota (MB):   Unlimited

Save

- If you are logged in as end customer the database selection option is not shown and archiving mailbox will be stored in the database which was selected under server group settings.

## References

## How to enable mailbox archiving?

You can find more details for better understanding of Archiving on below link:

<http://exchangeopedia.com/2010/10/exchange-2010-personal-archives-and-client-access.html>

MachPanel Knowledgebase

<https://kb.machsol.com/Knowledgebase/50326/How-to-enable-mailbox-archiving>