

# The Archive Mail Agent Handbook

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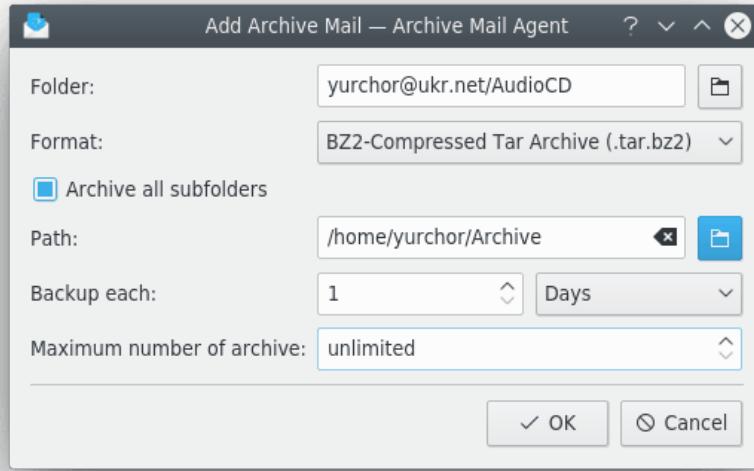
## 1 Introduction

Archive Mail Agent is an Akonadi agent which allows to archive mail folders automatically.

### 1.1 Using Archive Mail Agent

Use **Settings → Configure Automatic Archiving...** in KMail's reader window to open a dialog to set up automatic archiving of mail folders.

This is a powerful tool that can be used to assist in backing up your email. To use this, click the **Add...** button, and the **Add Archive Mail** dialog will pop up.

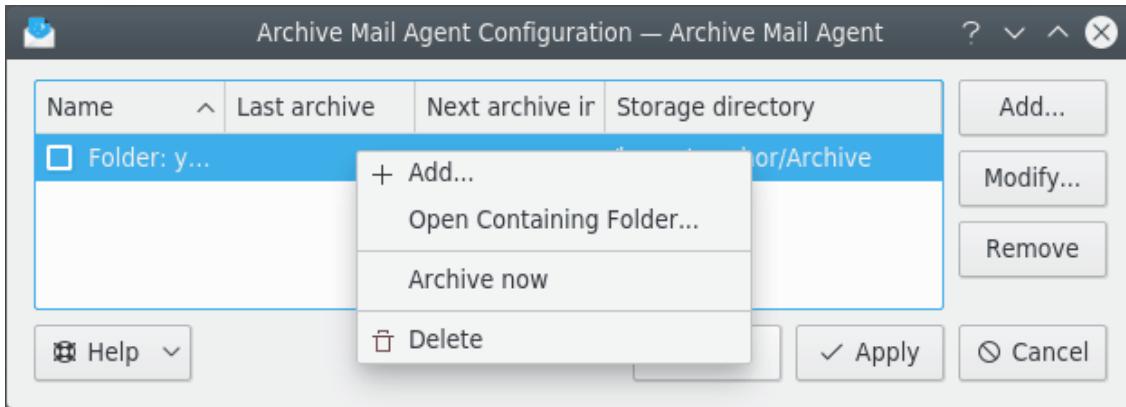


*Add Archive Mail dialog*

- First select the folder you would like to archive.
- Select the format you would like to save it in. e.g. `.tar.bz2` in the drop down list. The archive filename will consist of the prefix **Archive**, the path of the selected folder in KMail's folder list, the date in format **year-month-day** and the selected file extension e.g. `Archive_Local_Folder_inbox_2019-09-03.tar.bz2`.
- By default **Archive all subfolders** is enabled. Uncheck this if you only want the parent folder archived.
- You can type in the location you would like to save your archive, or click the **Open File Dialog** button to select the folder.
- Select how often you wish to backup through the dropdown menus next to **Backup each**:
- If you are limited on drive space you will want to set a limit on **Maximum number of archive**:

If you have added or modified an archive job it will be executed automatically after closing the dialog.

If you have already added mail archive jobs the **Configure Archive Mail Agent** dialog will list and allow to modify them.



### Configure Archive Mail Agent

You can use the checkbox at the left of each entry in the list to enable or disable archiving of this job.

It is possible to access this configurational dialog any time later using **Settings** → **Configure KMail...** then select the **Plugins** page in KMail main window and pressing the configuration button against the **Archive Mail Agent** item.

Using the context menu launched with a right mouse button click on an archive job you can open the folder containing the archives or start the archive job immediately. This will overwrite an existing archive created earlier at the same day without notification.

## 1.2 Credits and License

Archive Mail Agent

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