



# **SkyFile Mail v10.50**

## **Automatic Archive Management Quick User Guide**

February 2020  
Ref: Version 1

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## 1. INTRODUCTION

**SkyFile Mail Client v10.50** provides access to a new feature/service called “**Automatic Archive Management**”. It was developed following an alarming assessment that SkyFile Mail Client users do not pay attention to the number and the volume of emails they get/keep into the folders of the software. Keeping hundreds or thousands of emails into the incoming mailbox of SkyFile Mail could generate many unexpected effects conducting the system to become very slow, to blocages or even the system to crash.

Because this type of situation is encountered very regularly by Customers calling Marlink Service Desk for supporting them, Marlink decided to **automatically create archives on behalf of the user**.

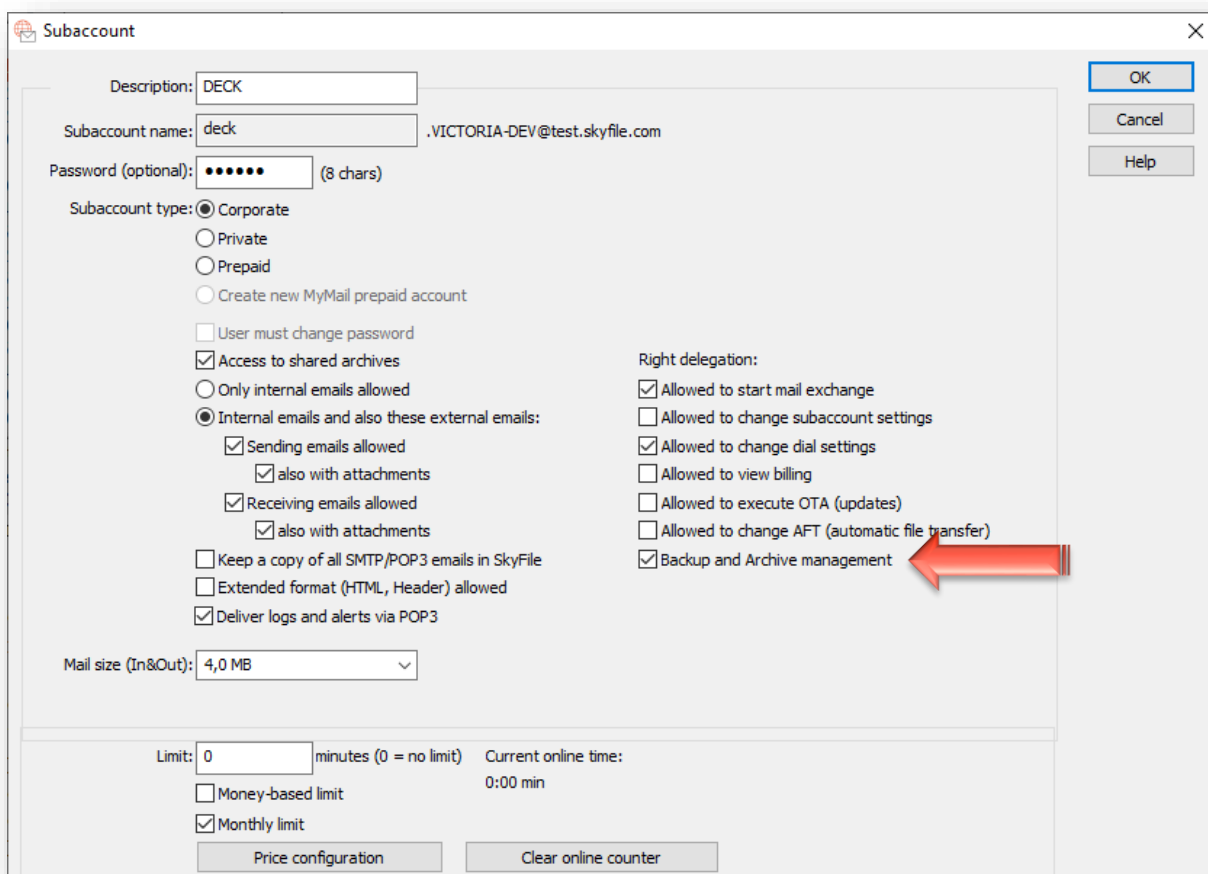
We want to recall that an automatic archiving process exists already in SkyFile Mail Client, introduced in 2017, in **SkyFile Mail v10.10**. It allows to create an archive as soon as predefined levels are reached

- If a folder reaches a level equal to 1GB or to 1 000 emails, the master is warned
- If a folder reaches a level equal to 1.2GB or to 1 200 emails, the Automatic Archiving is started

With SkyFile Mail v10.50, this existing service is completed by an interface allowing authorized people onboard to configure the Auto Archiving process

## 2. ACCESS TO ARCHIVE MANAGEMENT MENU

The access to the **Archive Management** menu is granted to the Master or the Administrator of the system and to all onboard authorized users. The right to access this service is given by the Master thanks to the “Right Delegation” menu situated in the “SubAccount” management panel.

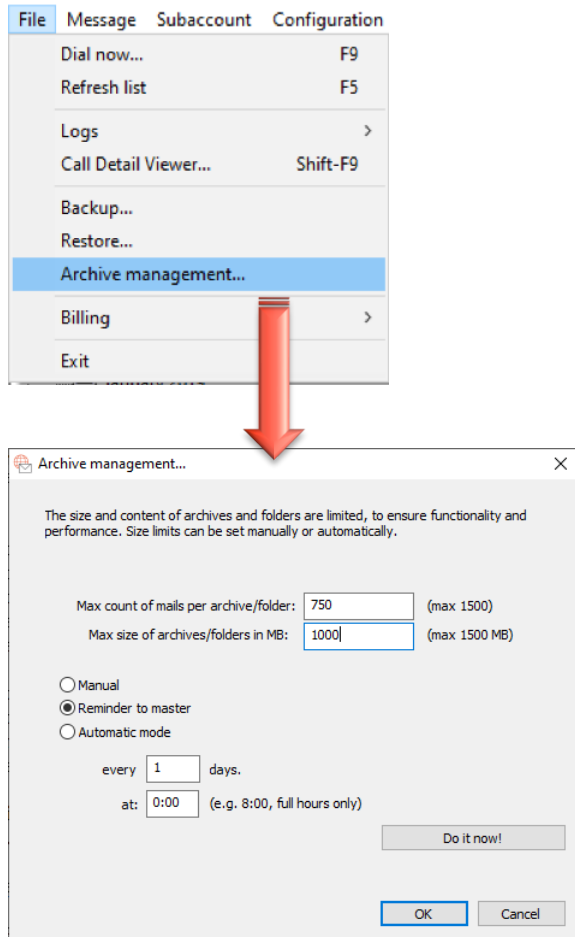


The screenshot shows the 'Subaccount' configuration window. The 'Right delegation' section is expanded, showing several checkboxes. The 'Backup and Archive management' checkbox is checked, and a red arrow points to it. Other checked options include 'Allowed to start mail exchange', 'Allowed to change dial settings', and 'Allowed to change AFT (automatic file transfer)'. Other options like 'Allowed to change subaccount settings', 'Allowed to view billing', and 'Allowed to execute OTA (updates)' are unchecked. The 'Subaccount type' is set to 'Corporate', and the 'Mail size (In&Out)' is set to '4,0 MB'.

### 3. ARCHIVE MANAGEMENT MENU

#### 3.1 ACCESS

The “Archive Management” menu is accessible via the “File” menu

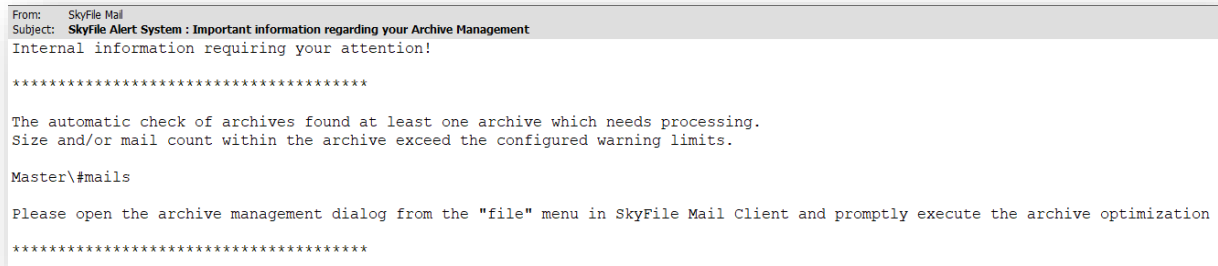


#### 3.2 OPTIONS & FIELDS

- **“Max count of mails per archive/folder”** = indicate here the maximum number of emails a folder might safely stored.
- **“Max size of archives/folders in MB”** = indicate here the maximum size of the folder might safely stored.

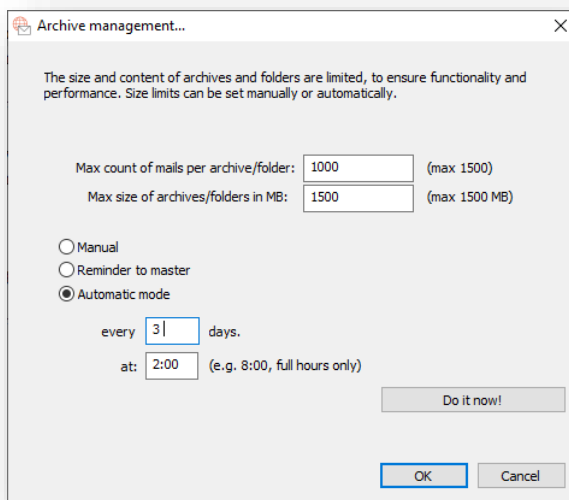
Note: Archives are automatically created as soon as one of the predefined limit is reached.

- **“Manual”** = Master manages and creates archives manually by clicking on the button “do it now!”
- **“Reminder to Master”** = the Master is warned thanks to internal emails each time a predefined limit is reached. The Master is invited to create an archive by clicking on the button “Do it now!”



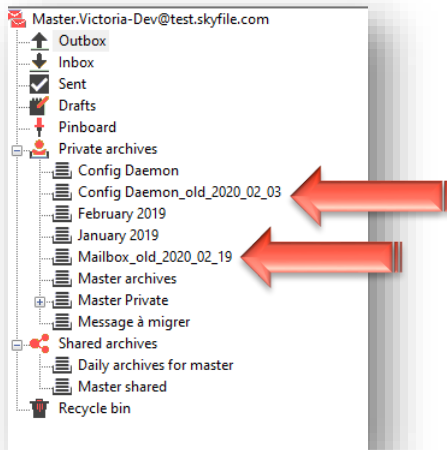
- **“Automatic mode”** = Archives are automatically created when one of the pre-defined level is reached and at the time defined by the user.

in the following example Automatic Archives are created (if necessary) every 3 days at 2:00 o'clock



## 4. ARCHIVES

The archives created by the system are registered with the name of the folder and the date when the archive was created. The following example shows one Auto Archive created the 2<sup>nd</sup> of February and a second one created the 19<sup>th</sup> of February



**Note:** Inbox and Sent folders are considered as one folder, therefore the archive created for these two is a unique folder concentrating the incoming and the outgoing emails.

## 5. NEED SUPPORT?

For further information about this feature or if you have questions about it please, contact Marlink Service Desk

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