If we asked you; "do you auto-archive your emails?" what would you say?

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5 Reasons Why Archiving Emails Is Important

Firstly, why do we need "email archiving"?

Well, we've all probably seen the pop up that occasionally appears asking us if we want to auto-archive? Yes? We ALL do it don't we? Well, some of us probably do it.

Don't we?

How you manage your inbox will probably determine your view on this. If you are an "Inbox Zero" devotee, this isn't for you. But if your inbox is full of unread newsletters, updates from your boss and a million cc's that you don't care about, you may find archiving crucial to your organisation and simpler email management.

So what does auto-archiving do?

Email archiving removes emails from your inbox and stores them in an easily accessible location. This can be done manually or automatically depending on your preference and IT proficiency, and once done you can easily search for emails by date, contact, or keyword.

Archiving gives you a secure location to store emails you no longer need direct access to, ensuring your inbox is clean and organised, and attachments and other files are kept safe.

So here are 5 very good reasons you should be auto-archiving…

(number 5 may be familiar!)

1. A Cleaner Inbox

If your inbox is a to-do list, the more clutter there is, the easier it is to overlook something important. Archiving does NOT mean forgotten. A reply that you receive to an archived email moves that email back to your inbox immediately.

Archiving helps you TAKE control of your inbox, and then KEEP control.

2. Never Lose Important Data

Businesses are today sending and receiving sensitive data via email more than ever. Medical records, invoices, contracts, HR information, financial information, just to name a few. Done properly, email archiving can be an asset to keeping track of this data.

Storing them separately in a secure folder/location means there is reduced chance of you deleting or losing them.

3. Helps Keep Your Business Compliant

When it comes to regulatory compliance, data security and retention are critical. Depending on your particular industry there will be specific rules and guidelines regarding document retention and possibly email archiving compliance.

Again, archiving makes it easy to store, access and retrieve data in its original format. A big box ticked regarding data compliance.

4. Centralised and Efficient Administration

A few times we have mentioned AUTO-archiving as opposed to MANUAL archiving. Instead of expecting your staff to archive emails using a manual process, make that process automated following clear company rules and policies.

This prevents the end user from having to waste time managing large amounts of data which is probably not their responsibility in the first place. It also ensures the data is managed from a company perspective, reducing the chances of accidental deletion or loss, even when staff turnover occurs.

5. Mailbox Size Limitations

Email service providers such as Microsoft 365 and Gmail have mailbox size limitations. Usually it's 50GB and you will not be able to exceed the maximum size set by your email service provider. When you max out in Outlook you will suddenly run into significant performance problems when working with oversized mailboxes.

By archiving into a separate mailbox (for example, the free 'Online Archive' that Microsoft 365 provides its users) you can help prevent this issue, and not be unexpectedly caught out by performance issues.
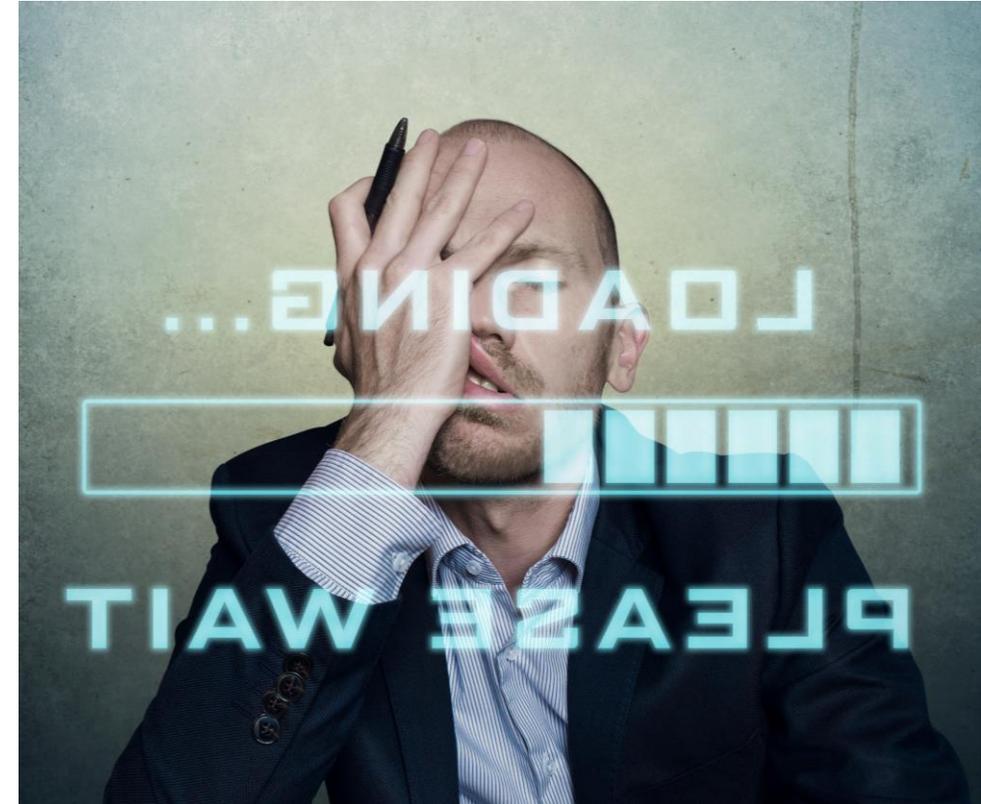
Do You Want To Know More About Email Archiving? Get In Touch Today

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