Archive

(cPanel >> Home >> Email >> Archive)

Overview

> ⊘ **Warning:**
>
> The *Archive* interface does **not** appear in your cPanel interface unless your system administrator enables the following settings:
>
> - The *Enable Email Archiving support* setting in the *Mail* section of WHM's *Tweak Settings* interface (*WHM >> Home >> Server Configuration >> Tweak Settings*).
> - The *Email Archiving* feature in WHM's *Feature Manager* interface (*WHM >> Home >> Packages >> Feature Manager*) for your account's feature list.

This interface allows you to save incoming, outgoing, and mailing list messages for a specified amount of time. The system stores the messages in the `mail` directory in the user's home directory. Each day, the system generates a new directory with the `archivetype.YYYY-MM-DD` format that contains all of the specified archive type's messages.

- When the system receives a message, it immediately archives the message.
  - This action occurs **before** the system applies any filters.
  - The system archives both spam **and** non-spam emails.
- The system does **not** archive messages that you receive before you enable the *Archive* feature.

You can view the messages in the cPanel interface or in an email client.

> ⚠ **Notes:**
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> - This feature uses the Greenwich Mean Time (GMT) time zone to name directories, select messages to store in each directory, and timestamp messages. You **cannot** change this setting.
> - The amount of disk space that the system uses to archive messages increases in accordance with the length of time that you store mail. Make **certain** that significant space exists on your disk drive before you enable the *Archive* feature for a domain on your cPanel account.

Default Archive Configuration

To enable a default archiving configuration for all of your domains, perform the following steps:

1. Select the desired archive type.
2. Select the length of time for the system to retain messages in the archive. The interface will display a message that the *Archive* feature is enabled.
3. Click *Apply to All My Domains* to apply the default configuration to all of your domains.

Manage Archiving

The *Manage Archiving* table lists the archiving settings for each of your domains.

Modify a domain's email archive

To make changes to an existing email archive configuration, perform the following steps:

1. In the table, locate the domain for which you wish to enable the email archive.
2. Select the desired archive type.
3. Select the length of time for the system to retain messages in the archive. The interface will display a message that the *Archive* feature is enabled.

IMAP Access

You can view messages in multiple ways through an IMAP connection.

Automatic Configuration Scripts

To use a cPanel-provided automatic configuration script, perform the following steps:

1. Click the *IMAP Access* option next to the domain for which you wish to view messages. The *Archive Mail Client Configuration* interface will display.
2. Select either *IMAP over SSL/TLS* (recommended) or *IMAP* for your chosen mail client.
3. Follow the instructions to complete the setup.
4. Use the provided settings to manually set up a read-only configuration via IMAP.

Manual Settings

To manually configure your mail client, perform the following steps:

1. Click the *IMAP Access* option next to the domain whose messages you wish to view.
2. In the selected mail client, provide the following information, where `example.com` represents your domain name:
   - Mail Server Username: `archive@example.com`
     - Your password is the same as your cPanel account password.
   - Incoming Mail Server: (SSL) `mail.example.com`
     - IMAP port: `993`
   - Incoming Mail Server: (non-SSL) `mail.example.com`
     - IMAP port: `143`
3. After you provide the information to your mail client, the daily directories appear in the folder list.

Download Archives

To download the archives to your local computer, perform the following steps:

1. Click the *Download Archives* option next to the domain for which you wish to view messages.
2. Select from the following options:
   - *All archives*
   - *Incoming*
   - *Mailing Lists*
   - *Outgoing*
3. The system downloads a `.zip` file that contains the archived messages to your local computer.

Access Webmail

Click the *Access Webmail* link to view archived messages through Webmail.

> ⚠ **Note:**
>
> You may need to perform additional steps in some webmail clients.