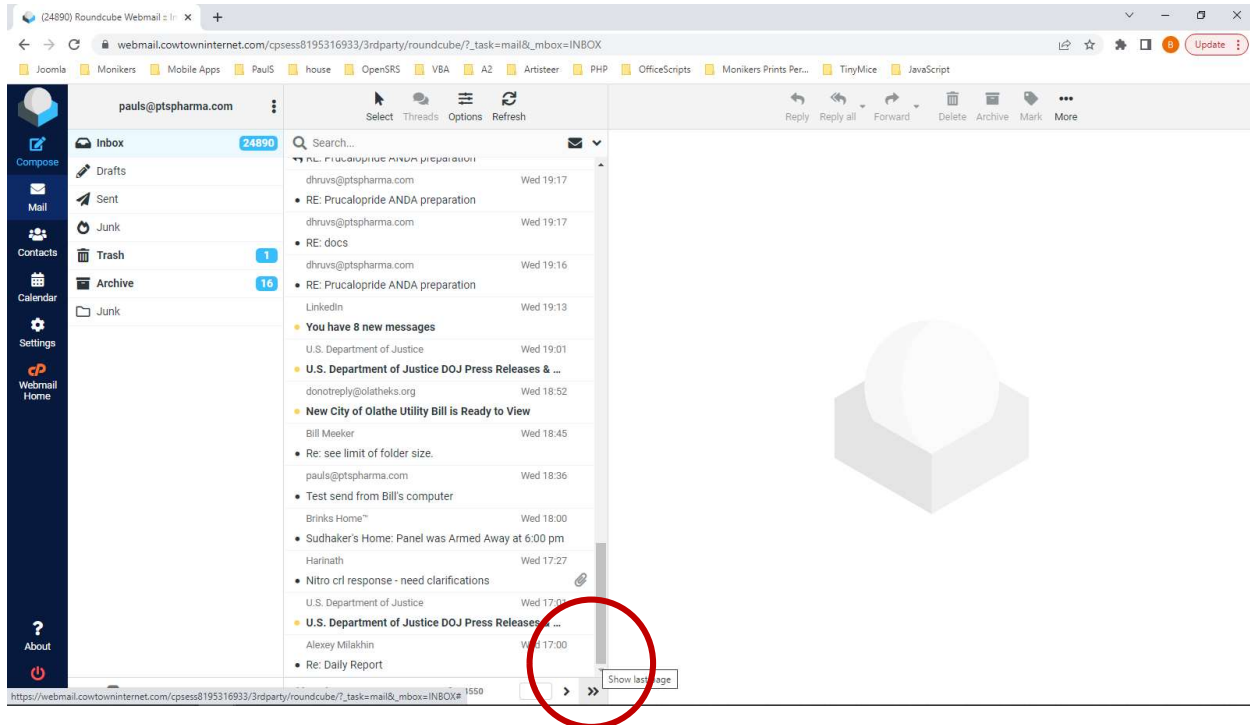


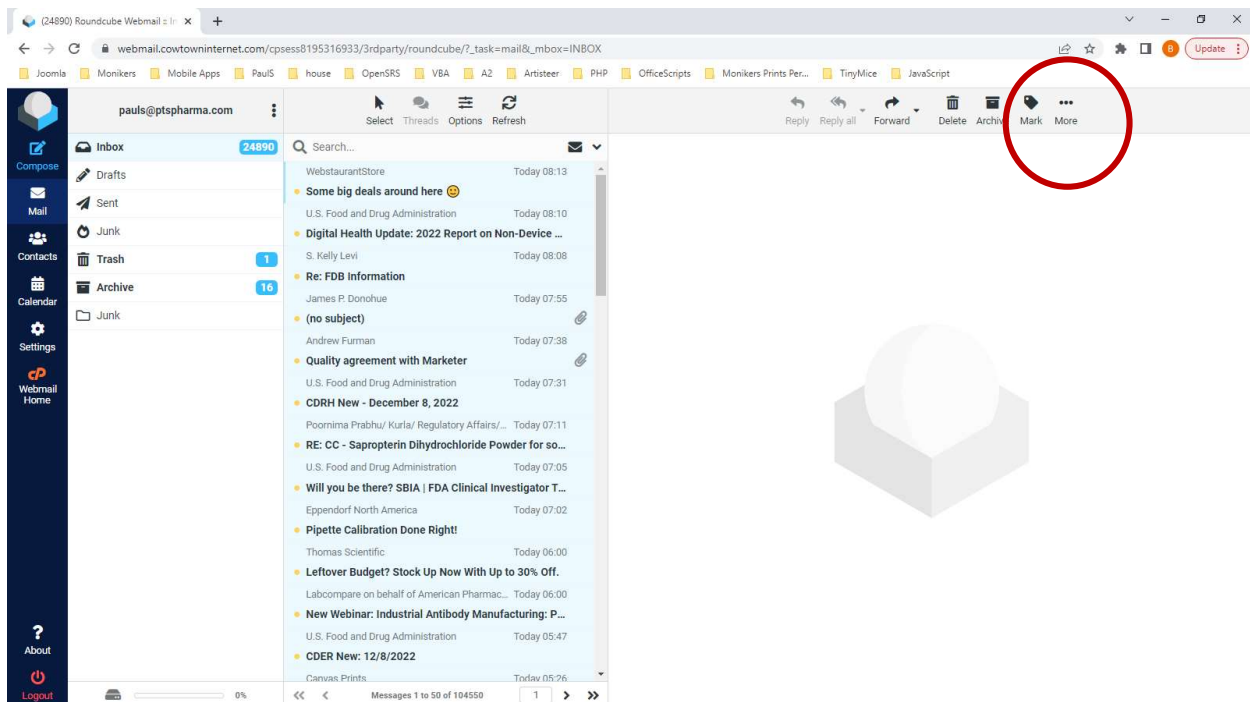
You can Archive the emails online.

Go to your inbox at <https://ptshaprma.com/webmail> and log in to your email account.

In your inbox, go to the bottom of the page and bottom of the list of emails and click the double right arrow to go to the end of the list of emails.

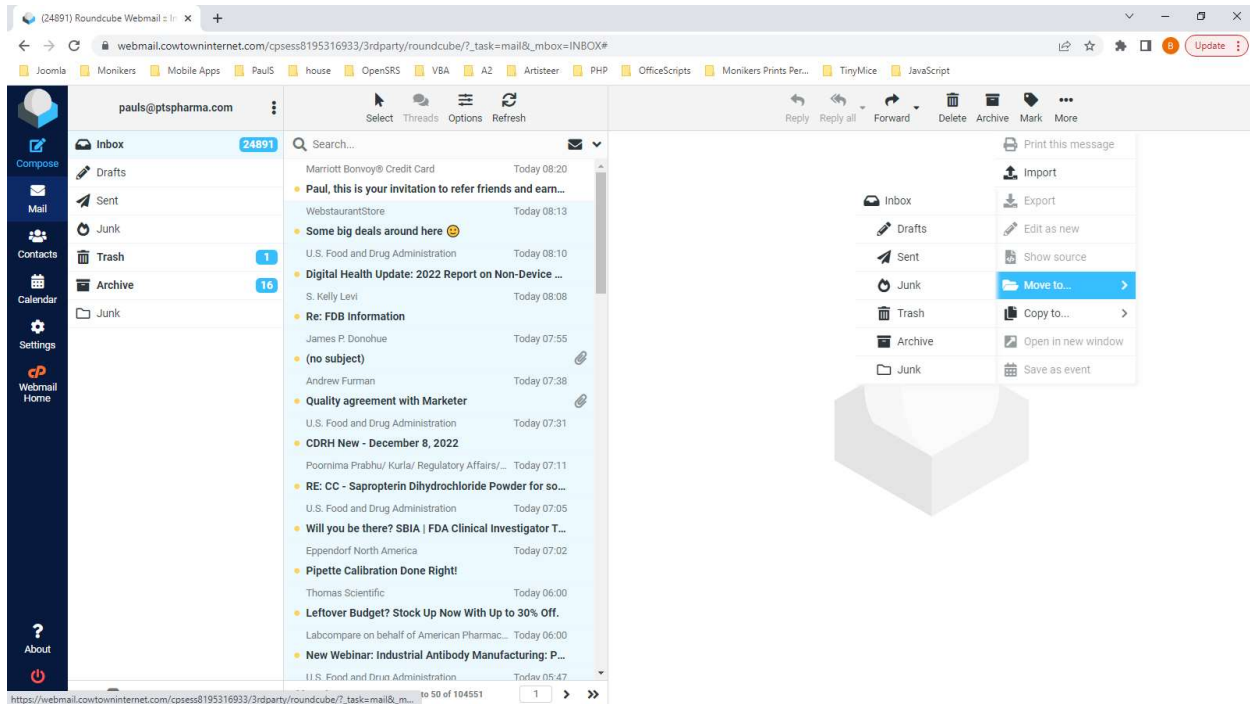


Select the last one, hold down the shift key and select the email showing. This should select them all.



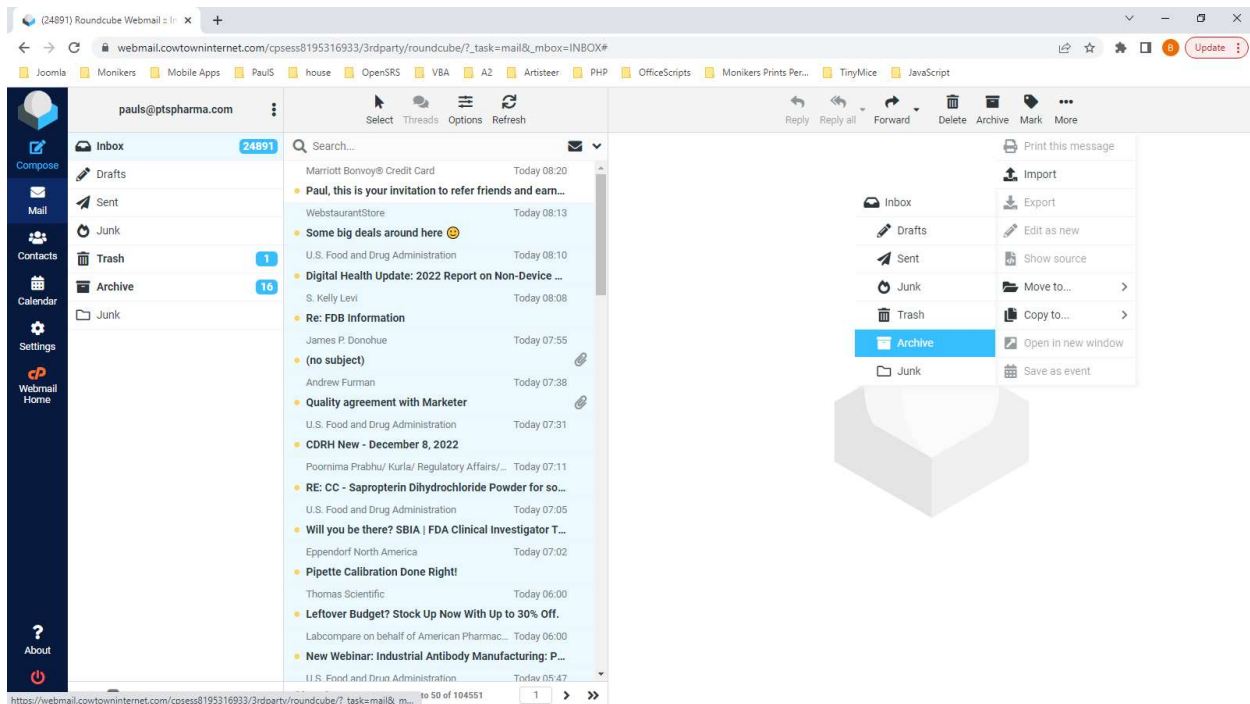
Click on More in the top right hand corner of the screen.

Click Move to:



May have to wait a few seconds.

The move to Archive.



This will stick them in your online Archive folder.