

Archiving Items in GroupWise Mailbox

Email older than one year is automatically deleted from the GW mailbox. This includes any mail stored in folders. In order to save older email, please follow the archiving instructions below.

Archiving items helps improve mail system performance and reduces Mailbox clutter. Use Archive to save mail or phone messages, appointments, reminder notes, or tasks to a designated database on a local drive or network drive. When you archive an item you have sent, you will not be able to track the status of that item. The Archive feature is not available in GroupWise Web access.

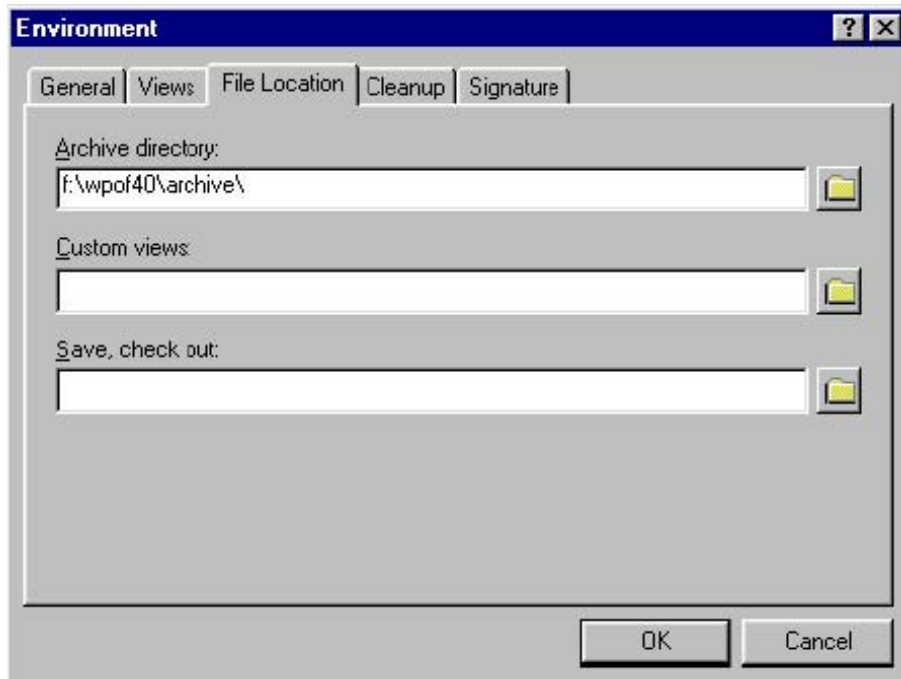
Archiving an Item In Your Mailbox

If you have not previously done so, specify the archive path in File Location in the Environment dialog box

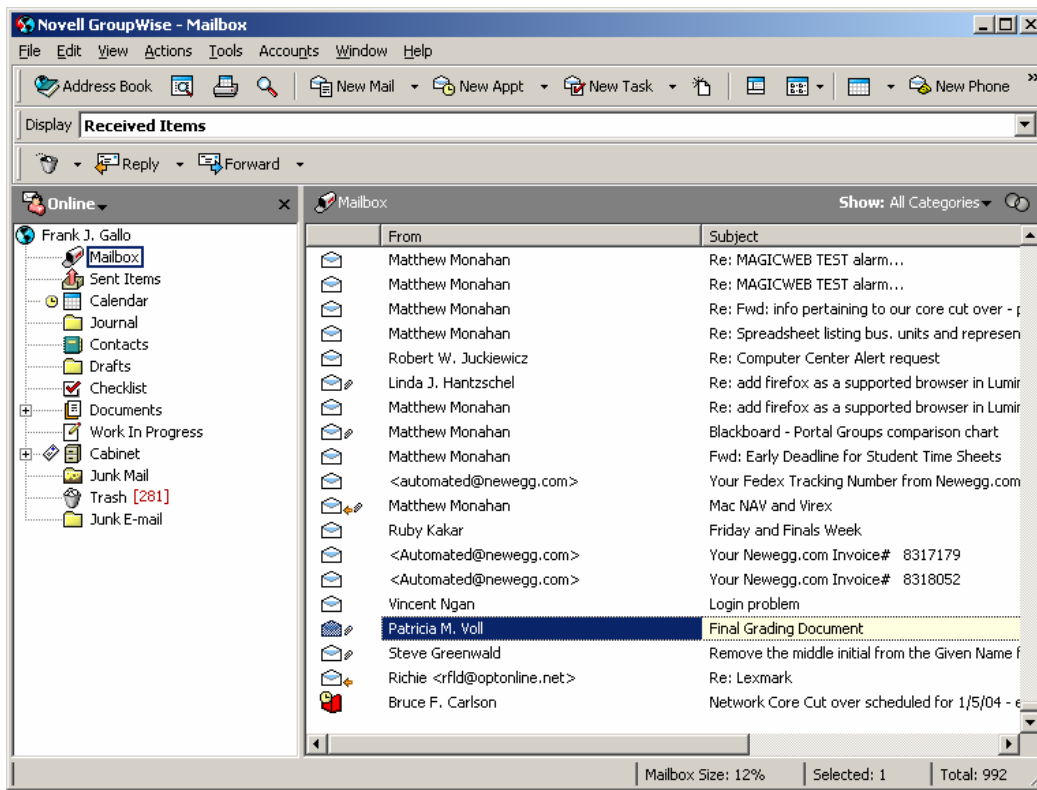
In the main GroupWise mailbox screen go to TOOLS > OPTIONS and double-click the Environment button.



Next Select the FILE LOCATION tab and specify where you want your archive folder.



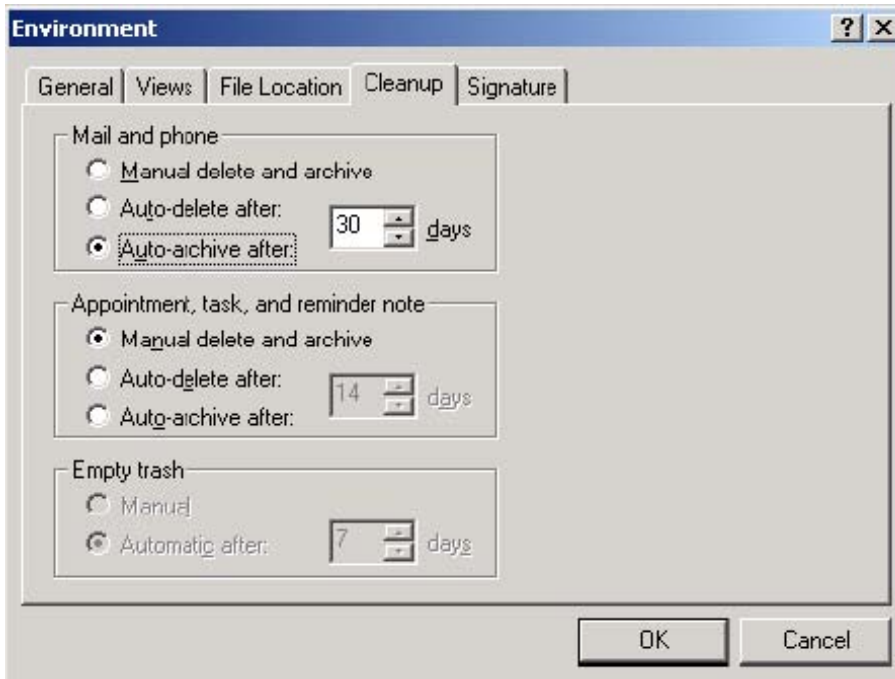
Click OK to close window and go back to main GroupWise window. Highlight the items in your Mailbox you want to archive.



Click ACTIONS > MOVE TO ARCHIVE

Archiving Items Automatically

Click TOOLS > OPTIONS Double-click ENVIRONMENT > then the CLEANUP tab Select Auto-Archive for the item type you want.



Specify the number of days after the item is delivered or completed that you want it to be archived.

Click OK.

Viewing Archived Items

In the Main Window, click FILE > OPEN ARCHIVE **Un-archiving Items**

Click FILE > OPEN ARCHIVE Click the item you want to unarchive > ACTIONS > ARCHIVE Click FILE > OPEN ARCHIVE to return to the Main Window TIP: un-archived messages are returned to the folder which they were archived. If the folder has

been deleted, GroupWise creates a new folder.