

GROUPWISE 7.0

HOW CAN I RESTORE MY SENT ITEMS FOLDER? (OOPPS!)

- Click on your name in the Folder List (on the left side of the screen; it has a house by it)
- Click **File > New > Folder**
The “Create Personal Folder” dialog box opens.
- Click **Find Results Folder**
- Click **Predefined Find Results Folder**
- Click **Sent Items**
- Click **Next** Click Up, Down, Right, or Left to position the folder where you want it in the Folder List.
- Click **Finish**.

