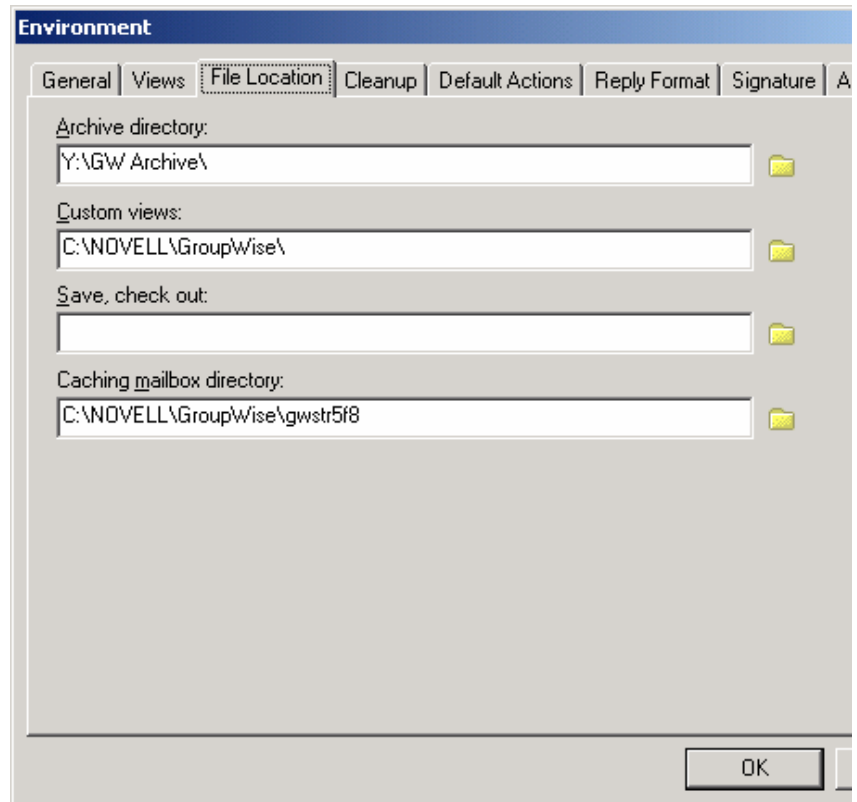


GROUPWISE 7.0

HOW DO I ARCHIVE MESSAGES IN GROUPWISE?

- First, create a folder in your Y:\ directory and call it "GroupWise Archives."
You may already have this created if you have archived before.
- Now open GroupWise:
- Go to **TOOLS > OPTIONS > ENVIRONMENT**
(Double-click to open)
- On the **FILE LOCATION** tab, go to **ARCHIVE DIRECTORY** field.
- Click on yellow folder to right.
- Use "My Computer" to browse to the folder that was just created or the folder that you have been using in the past for archiving messages.



Y:\<Username>\Archives GroupWise or Y:\Archives GroupWise (This should now be displayed in the box below Archive directory.)

- Click on **OK**.
- Click **CLOSE** to close **OPTIONS**.
- To archive a message, **RIGHT-CLICK** on it and select **Move to Archive** (the message should disappear from the listing and move to your archives). You can select multiple files and archive them all at the same time.

Read to the end to learn how to retrieve your archived messages

NOTE: Messages that are saved in your filing cabinet only stay there for 90 days unless they are archived. After 90 days, they are automatically purged by the system.

TIPS: If you have filed messages in folders in your Cabinet, when you open one of these folders and archive one of the messages, it automatically creates the same folder in the Cabinet in the Archives.

If you archive a message from your Inbox, it will appear in the Mailbox listing. You can then file it whatever folder you want.

Archiving messages with large attachments is not recommended. Once you have downloaded an attachment, you probably have already saved it for future reference. If you then archive the message with the attachment, you are taking up duplicate space on the servers

TO RETREIVE ARCHIVED MESSAGES:

Open GroupWise

Go to **FILE > OPEN ARCHIVE**

Look in your folders to select message(s)

If you want to bring an archived message back into your active mailbox, right-click on it and click on **ARCHIVE** (which currently has a checkmark in front of it). This will move it back to your active mailbox.

YOU CANNOT VIEW ARCHIVED EMAIL MESSAGES FROM YOUR Y:\ DRIVE. YOU MUST GO THROUGH GROUPWISE > FILE > OPEN ARCHIVES TO VIEW THEM.