

GroupWise 7.0

Selecting All or a Large number of Appointments, Notes or Tasks

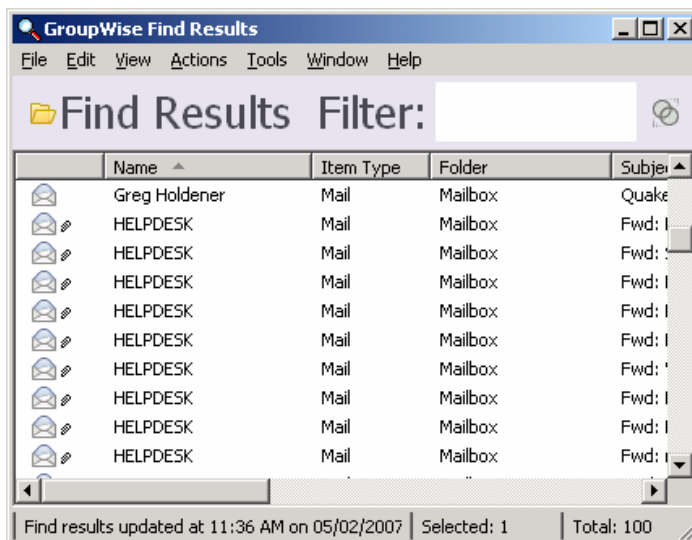
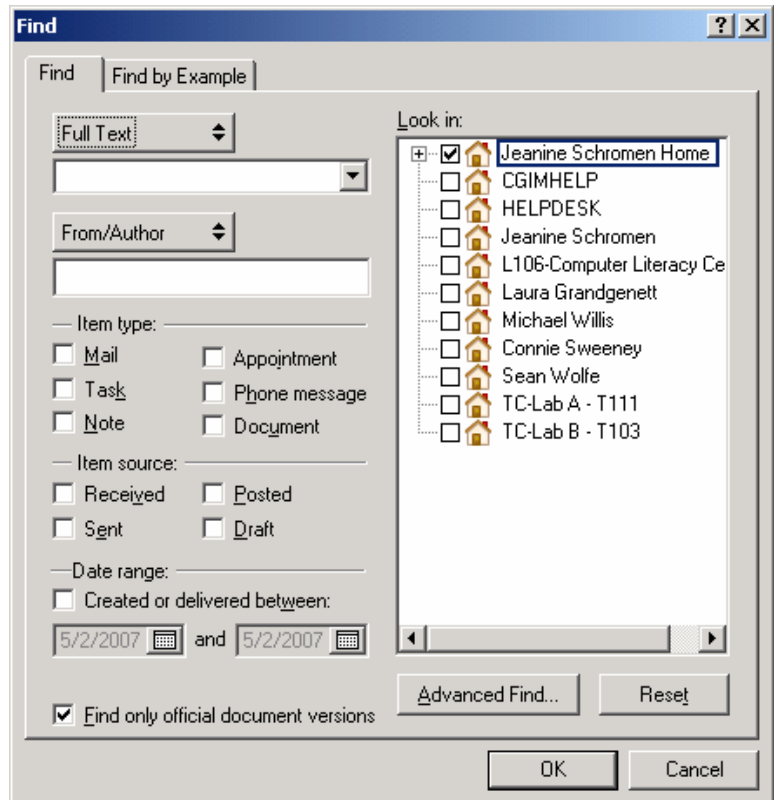
After you have set up an Archive using GroupWise Archive instructions continue with the following procedure to Archive all email within a certain criteria.

To be able to select ALL or large numbers of Appointments, Notes or Tasks:

Select Tools | Find

- Select the items you want to archive (ie. Mail, Task, Note, Appointment, and Phone Messages)
- Select OK.
- Set the Date parameter to be before the date required.

Example: All mail that is older than 90 days from July 19th. Select a date of 01- 01-2007 and 04-31-2007.



When all items you want to archive show up in "Find Results".

You can select individual items or multiple. If you wish to select all items, click on **Edit | select all**. If you wish to select individual items, while holding down the Ctrl key you can click on multiple items.

After selecting the items needed, click on **Actions | Archive**

These items will now have been moved to your GroupWise Archive.