

GROUPWISE 7.0

HOW LONG DO MY MESSAGES STAY IN GROUPWISE?

The email system automatically purges/empties your trash every **7 days**, and purges/deletes any “read/opened” messages that are older than **90 days** on a continual basis—not weekly or monthly. This includes your main Mailbox, Sent Items, and any messages (and folders) you filed in the Cabinet. What does this mean? If you do not archive your email, **all messages older than 90 days will be deleted forever!** There will not be a way to restore these messages, once they have been purged. (Please see instructions entitled “How Do I Archive Messages In GroupWise?”)

Note: Once you have downloaded an attachment and saved it to your own directory, by archiving the message, this attachment is taking up duplicate space. This is extremely detrimental if the attachment is a large file.

We must also keep in mind that we do not want to move all messages from one server to another. In other words, archive only important ones. If you simply warehouse all your messages in the archives, a new problem will be created on the faculty/staff or student servers. Space, even cyberspace, has its limits.