

# Info-Flyer

## Archiving Email in GroupWise

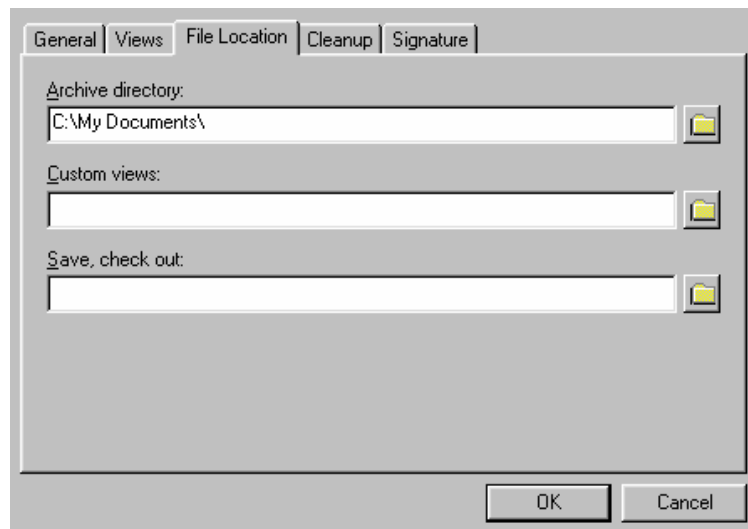
GroupWise items (email and phone messages, appointments, reminder notes and tasks) are saved on Georgia Southern University's server where space is limited. Therefore, GroupWise emails should be archived to your local hard drive every week so that you do not exceed your storage quota.

Archiving items saves network space and keeps your Mailbox uncluttered. IT Services recommends that you archive important items in your Mailbox that are not currently relevant to your work. You will still be able to view archived items whenever you need to, the items will just be in a different place from your current GroupWise items. You can also unarchive any archived item if you want to move it back with your current items.

Note that there are a few differences with archived items. When you archive an item you have sent, you will not be able to track the status of that item like you can with current items. Also archived items are not available when using Remote GroupWise.

### Specify Your Archived Items Storage Folder

1. Open GroupWise.
2. Click on Tools, then Options.
3. Double-click on Environment.
4. Click on the File Location tab.
5. Choose the location where you want to store the items by clicking on the yellow file folder next to Archive Directory. IT Services suggests that you use the My Documents folder.



6. Click OK.
7. Click Close to close the Options box.

### Archiving Items In Your Mailbox Manually

*We suggest that you use this tool when you first begin to archive items. After you are familiar with how archiving works, you can save time by having GroupWise automatically archive items for you.*

Note you must first have specified the archive path (see previous instructions).

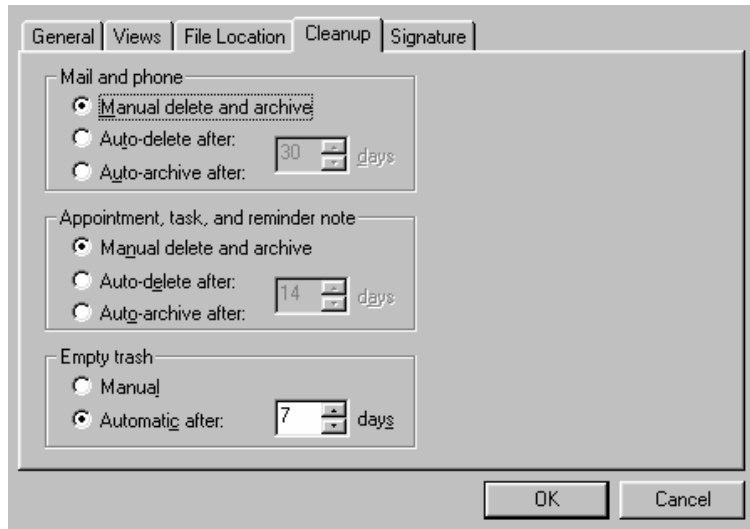
1. Open GroupWise.
2. Highlight the items in your Mailbox you want to archive. Note that you can highlight more than one item by holding down the Shift key while you click on the items.
3. Click on Actions, then Archive.
4. The item will disappear from your screen. It has not been deleted; it has been moved to your archives.

You cannot archive your Trash. If you wish to archive the items in your trashcan you must move them to another GroupWise folder and then archive the items from that folder.

## Archiving Items In Your Mailbox Automatically

We suggest that you use this tool after you are accustomed to Archiving items. This will move your old items automatically after the date that you specify.

1. Open GroupWise.
2. Click Tools, then Options.
3. Double-click on Environment.
4. Click on the Cleanup tab.
5. Select Auto-Archive After for the item type you want. You will see this screen:



6. You can set up Mail and Phone options and Appointments, tasks and reminder note options separately. Here is also where you set up when to empty emails from the GroupWise trash folder.
7. Specify the number of days after the item is delivered or completed that you want it to be archived.
8. Click OK.
9. Click Close to close the Options box.

## Viewing Archived Items

1. Open GroupWise.
2. Click File, then Open Archive.
3. You will be able to view all archived items.
4. To close out of the Archive view, go back to File then Open Archive. The screen will change back to show your current GroupWise item; also the check mark next to Open Archive will be removed.

## Unarchiving Items

1. Click on File, then Open Archive. You will now be viewing your archived items.
2. Click the item you want to unarchive. (Note that you can highlight more than one item by holding down the Shift key while you click on the items. Or hold down the Control key to skip around and highlight different items).
3. Choose Actions, then Archive. The item will move back with your current GroupWise.
4. Click File, then Open Archive to go back to view your current GroupWise items.

Note: Unarchived messages are returned to the folder from which they were archived. If the folder has been deleted, GroupWise will create a new folder.

## Further Information

For further information, refer to the Novell GroupWise User s Guide. GSU has GroupWise Version 5.5 so be sure to get the correct one from -

<http://www.novell.com/documentation/lg/gw55/index.html>