

GroupWise 7.0 Email Archiving Instructions

Before following the archiving instructions below, please delete any emails you can, particularly personal emails and emails with attachments.

When you archive an e-mail, you are saving it to another location. You will be archiving to your H: drive (Home folder), and it will fill up quickly if you archive several years' worth of e-mail without cleaning it out first.

1. Open GroupWise

2 . Set Up Archive Location

1. Empty your e-mail trash before proceeding. Right-click on the trash can and select **Empty Trash**.
2. Click **Tools > Options**.
3. Double-click **Environment**. Click the **File Location** tab.
4. If there is a file location already typed in the **Archive Directory** field, make sure it starts with **H:**. If you already have an email archive starting with H:\, you can skip the rest of this section and proceed to the section titled **To Archive an E-mail Message**.
5. If something was in the **Archive Directory** field and it did **NOT** start with **H:**, *do not proceed any further with these instructions*. Contact your facilitator immediately for help with moving your email archive. (He or she will need to show you how to unarchive all emails you don't want to lose and then set up a new archive location.)
6. If the **Archive Directory** field was blank:
 - a. If you have archived e-mail in the past, navigate to the folder where you archive your e-mail.
 - b. If you have never archived e-mail before, type **H:\Email Archive**
7. Click **OK**.

8. If you are asked if you want the **archive directory created**, click **Yes**.
9. If you are asked to create a **caching directory**, click **Yes**.
10. Click **OK** then click **Close**.

3. To Archive an E-mail Message:

1. Click **once** on the e-mail to select it.
2. **Right-click** on the envelope icon and choose **Move to Archive**.
3. The message disappears from the GroupWise window you were working in and is now stored in a compressed form in your archive folder.

****If you want to archive a group of messages, highlight several at a time and then follow steps 1 and 2 above.**

4. To View Your Archived E-mail Messages

1. Click **File > Open Archive**. Notice that the blue bar at the top of your GroupWise program now reads *(Archive) – Novell GroupWise – Mailbox*.
2. The items you are now seeing are in your archive.
3. **To return to your live e-mail**, click **File > Open Archive** again.

5. To Unarchive A Message:

Let's say you have archived a message, but you now need to reply to it or forward it to someone else. You have to unarchive it first.

1. Make sure you are viewing your Archived messages (Click **File > Open Archive**. Be sure that the blue bar at the top of your GroupWise program now reads *(Archive) – Novell GroupWise – Mailbox.*)
2. Click **once** on the e-mail you need to unarchive.
3. **Right-click** on the envelope icon and choose **Move to Archive**. This will send the mail back to your "live" mailbox.
4. To get back to your regular mail, Click **File > Open Archive** again. Now you are looking at your "live" email on the server again.

GroupWise 7.0 Check Mailbox Size

The Check Mailbox Size utility will show you which e-mails are taking up the most space in your e-mail account. It displays your e-mails by size from largest to smallest. You may want to delete the largest e-mails. Check Mailbox Size allows you to open an e-mail to read it before you delete it or archive it.

1. Open GroupWise

2 . Open Check Mailbox Size utility

1. Click **Tools > Check Mailbox Size...**
2. In the middle of the window, you will see a pie chart that represents how much space your e-mails are currently taking up. Most employees can store up to 100 MB of e-mail. If you exceed this amount, you will not be able to send e-mail until you delete some of your e-mail.
3. On the left side of the window, click on **Trash, Sent items, Received Items, or Posted/Draft items** to move between the different folders in your e-mail account.

4. At the bottom of the window, your e-mails will begin to appear, ranked in order from largest to smallest. Large e-mails take up a lot of space in your e-mail account. Consider deleting or archiving the largest e-mails.

5. **To View an E-mail:** (To determine if you should keep, delete, or archive it)
 - a. **Double-click on the e-mail.** It opens as usual.

 - b. To close it, click the **Close** button on the top left side, or click the **x** in the top right corner.

6. **To Delete an E-mail:** (This process will permanently remove an e-mail from your e-mail account. It deletes and empties the e-mail in one step.)
 - a. **Click once on the e-mail** to select it.

 - b. On the right side of the window, click on the **Delete** button. You will receive the warning: **“Items deleted and emptied will not be recoverable. Do you wish to continue?”**

 - c. If you are certain that you want to delete and empty the e-mail, click **Yes**. The e-mail is permanently removed.

 - d. **Otherwise**, click **No**. The e-mail will remain in your e-mail account.

7. **To Archive an E-mail:** (This process will move an e-mail to your e-mail archive. In earlier instructions, you learned to archive e-mail. This is an alternate way to archive.)
 - a. **Click once on the e-mail** to select it.

 - b. On the right side of the window, click on the **Archive** button. This process may take a few moments. This will move the e-mail from your “live” mailbox to your archive.

- c. To unarchive the e-mail, follow the instructions above “To Unarchive a Message.”

3 . Close Check Mailbox Size utility

1. Click the **Close** button on the top right side, or click the **x** in the top right corner.