

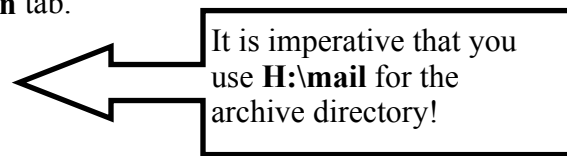
GroupWise 6.5 Email Archiving Instructions

Before following the archiving instructions below, I STRONGLY suggest you delete any emails you can. Particularly personal emails and emails with picture or PowerPoint attachments. If it's a joke or other personal email you just have to keep, print it out and delete it from your email box. **Don't forget SENT mail!** You will be archiving to your home folder, and your home folder will fill up quickly if you archive several years' worth of email without cleaning it out first.

All of the instructions below assume that you already have the GroupWise program open.

1. Set Up Archive Location

1. **Empty your email trash** before proceeding. (**Right-click the trash can and select Empty Trash**)
2. Click **Tools > Options**.
3. **Double-click Environment** > click the **File Location** tab.
4. In the **Archive Directory** field, type **H:\mail**
5. Click **OK**
6. If you are asked if you want the **archive directory created**, click **Yes**.
7. If you are asked to create a **caching directory**, click **Yes**.
8. Click **OK** then click **Close**.



2. Set Up Automatic Archiving

1. Click **Tools > Options**.
2. **Double-click Environment** > click the **Cleanup** tab.
3. Under **Mail & Phone**, select **Auto-Archive After**. (You can also select Auto-Archive After under Appointment, Task, and Reminder note if you use your GroupWise calendar and want to archive anything in it.)
4. **Specify the number of days** after the item is delivered or completed that you want it to be archived. **I suggest 90 days, but you can choose whatever you want.**
5. Click **OK** then **Close**.
6. **Leave GroupWise open for thirty minutes or so** to give it time to archive.
7. GroupWise will now automatically archive items in your mailbox which are 90 days old or older any time you are logged in to the program at school. You will not be aware that it is archiving.

3. To View Your Archived Items (After some time has passed! You won't see archived items immediately after doing the setup steps above!)

1. Click **File > Open Archive**.
2. The items you are now seeing are in your archive.
3. **To return to your live email**, click **File > Open Archive** again which will turn off the archiving option.

Sent Mail

If you want to keep copies of sent mail for documentation purposes, send a BC (Blind Copy) to yourself, print it or archive it to your home folder.