

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 move your email archive.
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.