

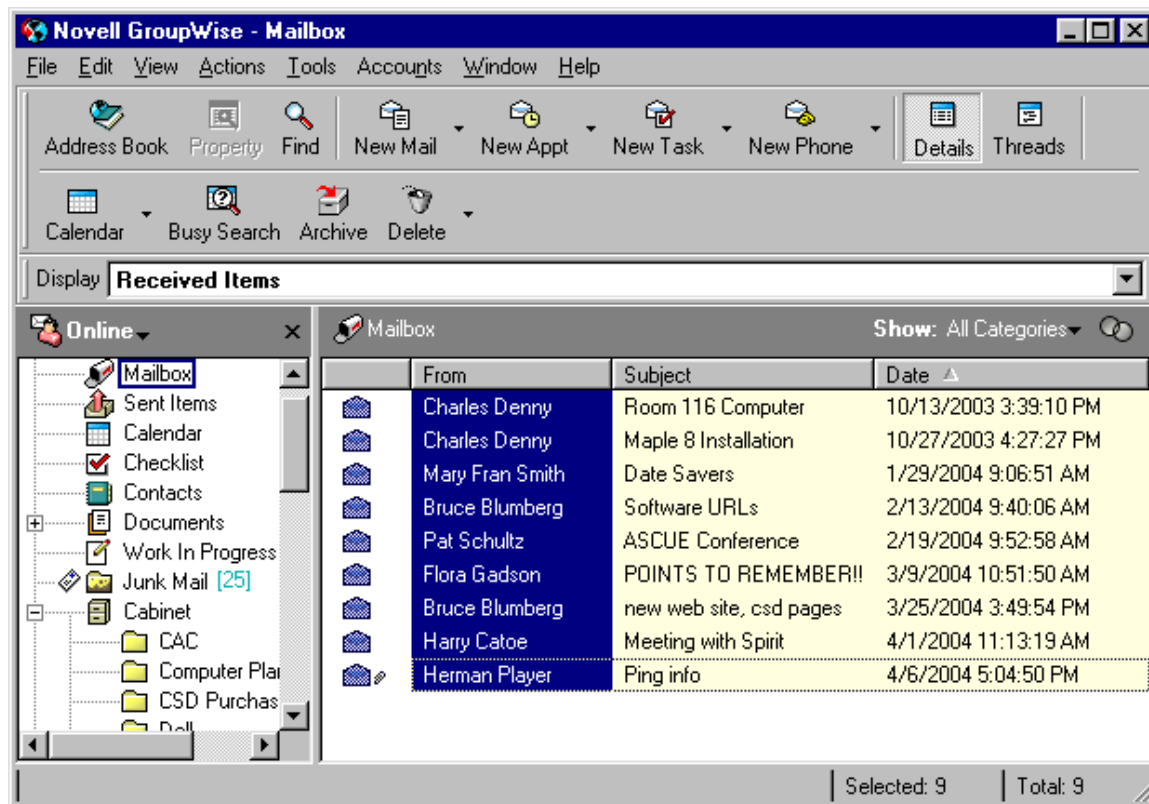
## GroupWise Email Archiving Information

GroupWise allows you to archive messages, appointments, etc. so that they can be kept for as long as you desire. The archive process can be done anytime you want, or can be set to archive automatically. You can select any message(s) to be archived; however, you cannot select a folder to be archived. If the selected message is in a folder, GroupWise will automatically create the same folder within the archive, if necessary, so your archive will be arranged the same as your active mailbox.

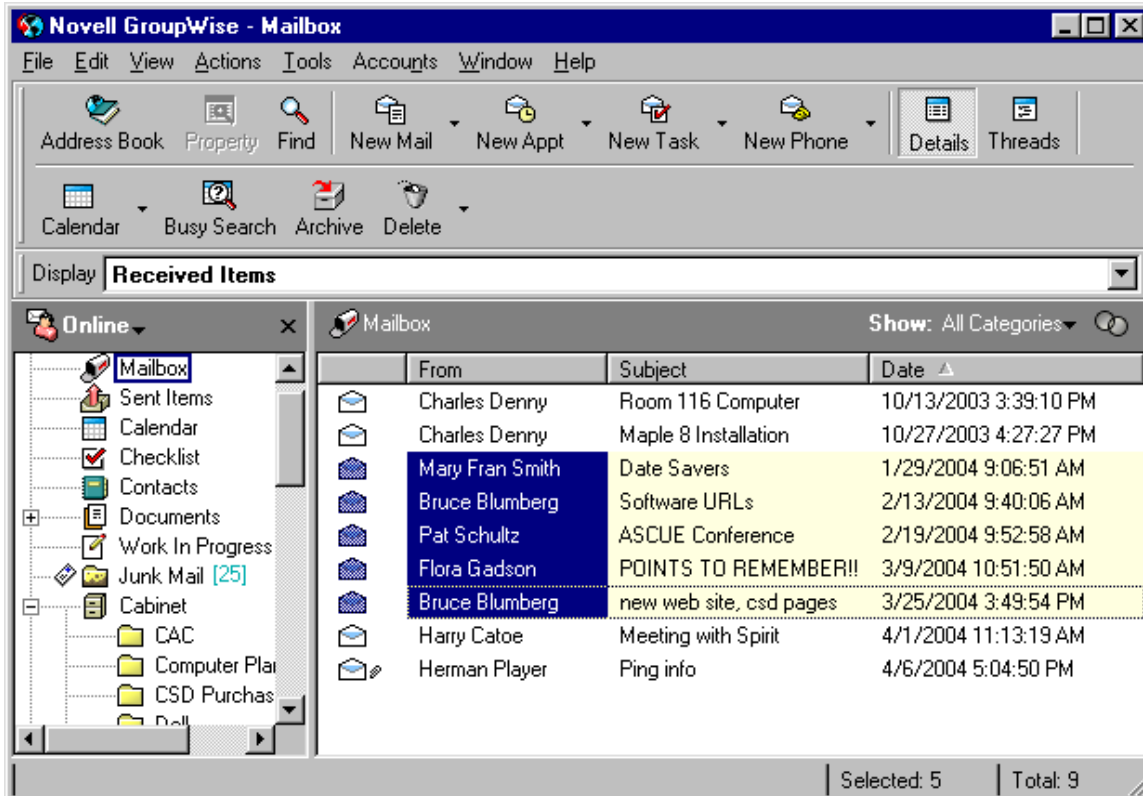
### Manually archiving GroupWise messages

To manually archive messages, open the GroupWise client. Select the message(s) to be archived. If you want to select multiple messages within a list there are three ways to do that:

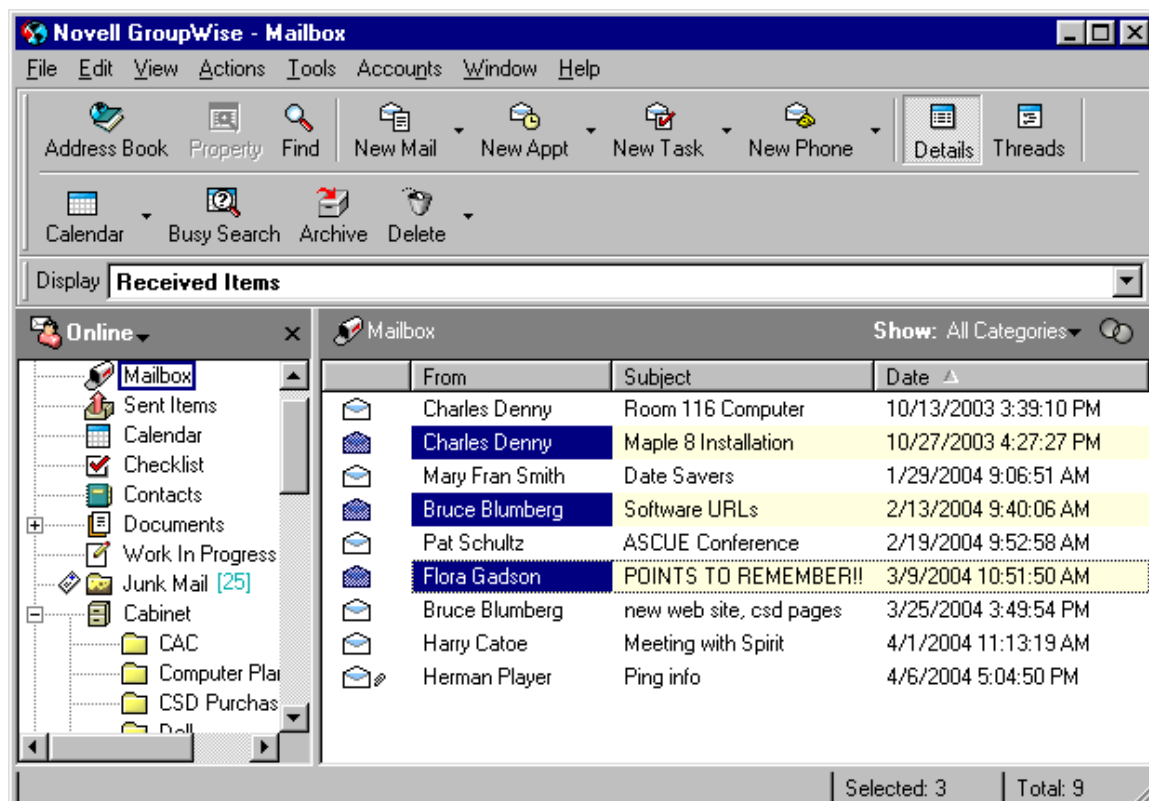
- To select all messages in the mailbox or folder, hold down the Ctrl key, and press A. This will select all messages in that mailbox or folder. Your display should be similar to the following:



- To select all messages within a group, click on the first message in the group. While holding down either Shift key, then click on the last message within the group. Your display should be similar to the following:



- To select a number of individual messages, hold down the Ctrl key and click on each message. Your display should be similar to the following:

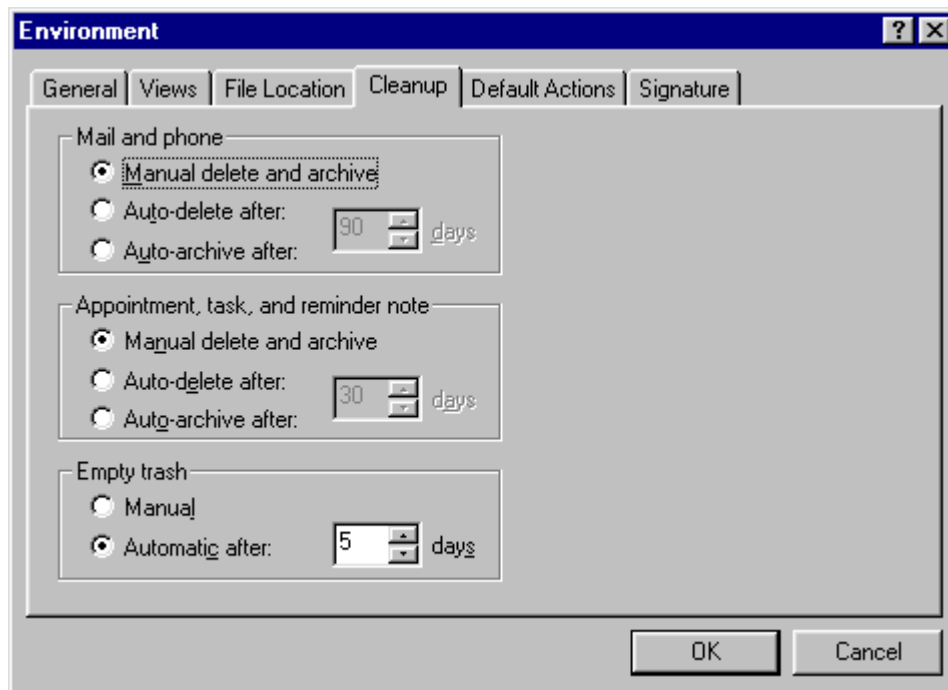


Once you have selected the items to be archived, click on Actions on the menu bar at the top, then select Move to Archive. An alternate method is to move the mouse cursor to point at one of the highlighted messages, then right-click and select Move to Archive.

### Setting GroupWise to automatically archive message

There are two major categories of messages. The first category includes normal messages and messages that were sent to you as a phone message reminder (like the phone message pad sheets). The second category includes appointments, tasks, and reminder notes.

Open the GroupWise client, select Tools, Options, Environment, Cleanup. A window similar to the following should appear:



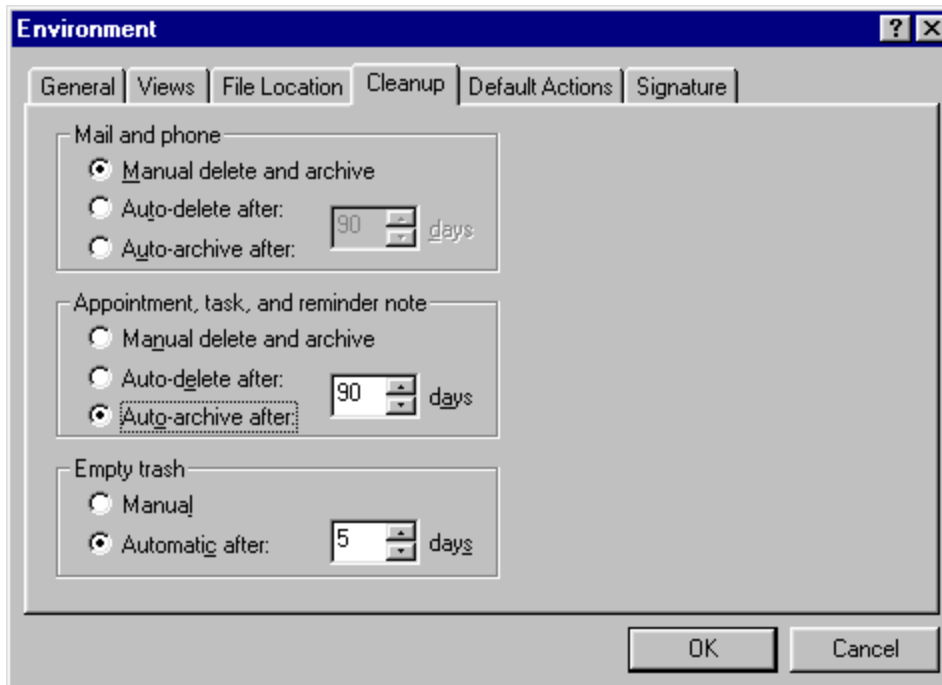
### Mail and phone reminder messages

In the 'Mail and phone' section, select 'Auto-archive after:' then select the number of days to wait before archiving. The maximum is 250 days, and the minimum is 1 day. The normal is about 90 days.

### Appointment, task, and reminder messages

In the 'Appointment, task, and reminder note' section, select 'Auto-archive after:' then select the number of days to wait before archiving. The maximum is 250 days, and the minimum is 1 day. The normal is about 90 days.

Assuming that both 'Mail and phone' and 'Appointment, task, and reminder note' categories have been set for auto-archiving after 90 days, you should see a window similar to the following:



If everything is correct, click OK. Auto-archiving is now set.

### **After setting auto-archiving**

Once auto-archiving has been set, your GroupWise client will periodically archive messages, etc., that are eligible. The first time the process begins, if there are a large number of messages eligible for archiving, you may notice your computer system being somewhat slow, since the messages being archived are being moved from the server to the archive location. Depending upon the number of messages to be archived, this process may take a while. However, after the first time, the auto-archive process will seldom be noticed, since there will normally be relatively few messages to be archived at any one time.

### **Accessing archived email**

To access your archived email, open the GroupWise client, click on File, then select Open Archive. Your archived mail will be displayed.

Once you are done, repeat the process and your active mailbox will be displayed.

### **Unarchiving email**

To unarchive an email item, access your archived email, select the item or items to be unarchived, then click on Actions and select Move to Archive (you will see a checkmark by Move to Archive). The item(s) selected will be unarchived. They will be put back in the same folder they were in when archived. If that folder no longer exists in your active mailbox, it will be created.

If you select a large number of items to be unarchived, it may take a few minutes, since the messages must be put back on the GroupWise server and the database index updated. In most cases, unarchiving takes only a few seconds.