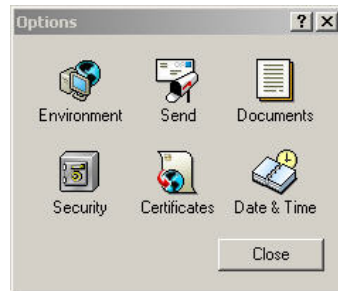


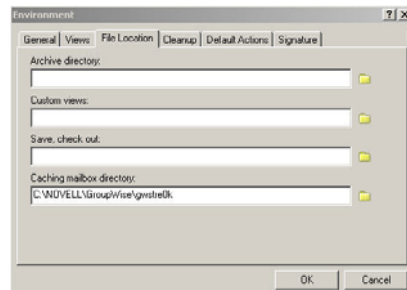
Archiving GroupWise E-Mail

Specifying an archive location

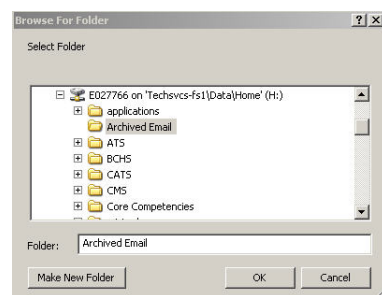
1. Create a folder in your Home (H:) drive called *Archived Emails*.
2. From the GroupWise menu, click **Tools** and select **Options**.
3. Double-click **Environment**.



4. Click the **File Location** tab.



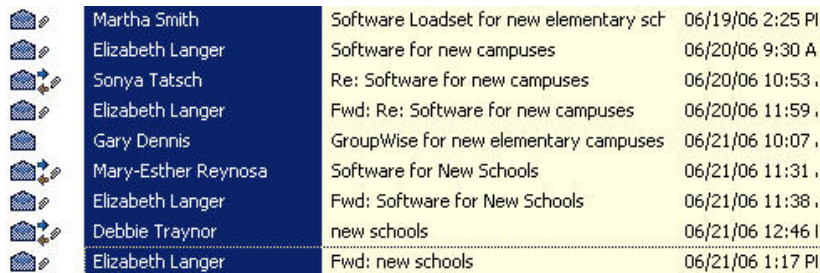
5. Click the folder icon next to the *Archive Directory* text box.
6. Locate your Archived Emails folder.
7. Click your Archived Emails folder to select it.



8. Click **OK**.
9. Click **OK**.

Archiving E-mail Messages

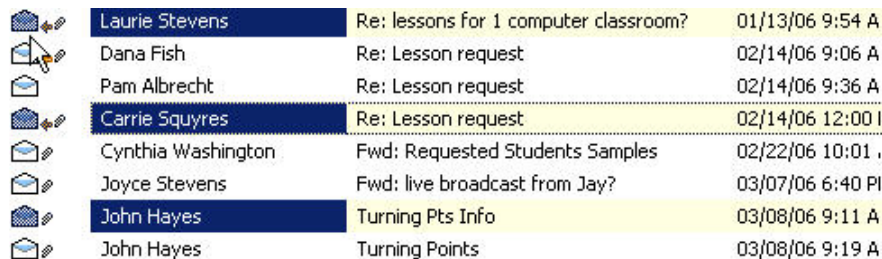
1. Locate the messages to be archived.
 - **One message:** Click the message once.
 - **A block of messages:** Click the first message, then hold down the *Shift* key while clicking the last message in the block.
 - **Several messages not in a block:** Hold down the *Ctrl* key while clicking each message on/off.



A screenshot of an email client interface showing a list of messages. The messages are displayed in a table with columns for sender, subject, and date. A block of messages is selected, indicated by a blue background. The selected messages are:

Martha Smith	Software Loadset for new elementary sch	06/19/06 2:25 PM
Elizabeth Langer	Software for new campuses	06/20/06 9:30 AM
Sonya Tatsch	Re: Software for new campuses	06/20/06 10:53 AM
Elizabeth Langer	Fwd: Re: Software for new campuses	06/20/06 11:59 AM
Gary Dennis	GroupWise for new elementary campuses	06/21/06 10:07 AM
Mary-Esther Reynosa	Software for New Schools	06/21/06 11:31 AM
Elizabeth Langer	Fwd: Software for New Schools	06/21/06 11:38 AM
Debbie Traynor	new schools	06/21/06 12:46 PM
Elizabeth Langer	Fwd: new schools	06/21/06 1:17 PM

(A block of messages)

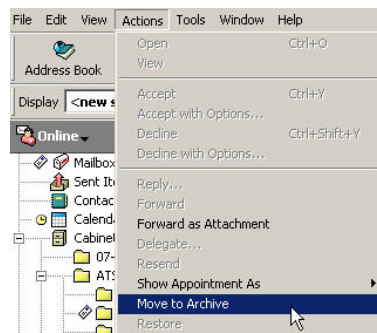


A screenshot of an email client interface showing a list of messages. The messages are displayed in a table with columns for sender, subject, and date. Several messages are selected, indicated by a blue background. The selected messages are:

Laurie Stevens	Re: lessons for 1 computer classroom?	01/13/06 9:54 AM
Dana Fish	Re: Lesson request	02/14/06 9:06 AM
Pam Albrecht	Re: Lesson request	02/14/06 9:36 AM
Carrie Squyres	Re: Lesson request	02/14/06 12:00 PM
Cynthia Washington	Fwd: Requested Students Samples	02/22/06 10:01 AM
Joyce Stevens	Fwd: live broadcast from Jay?	03/07/06 6:40 PM
John Hayes	Turning Pts Info	03/08/06 9:11 AM
John Hayes	Turning Points	03/08/06 9:19 AM

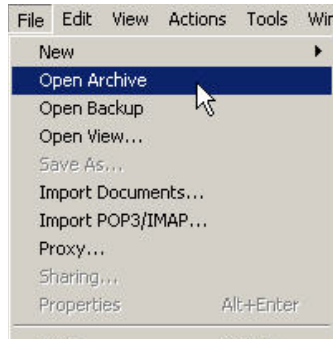
(Several messages not in a block)

2. From the menu, click **Actions** and select **Move to Archive**.
3. The messages you selected will “disappear” from the screen. They have been moved to the archived folder.



Viewing Archived E-mail Messages

1. From the GroupWise menu, click **File** and select **Open Archive**.



2. The messages that you have archived will appear in the screen.
3. If the messages you archived were in folders prior to being archived, the folders will appear in the cabinet inside the Archive view.

Searching Archived E-mail

1. From the GroupWise menu, click **File** and select **Open Archive**.
2. From the menu, click **Tools** and select **Find**.

Note that you must be in the Archived Email view in order to search archived email.