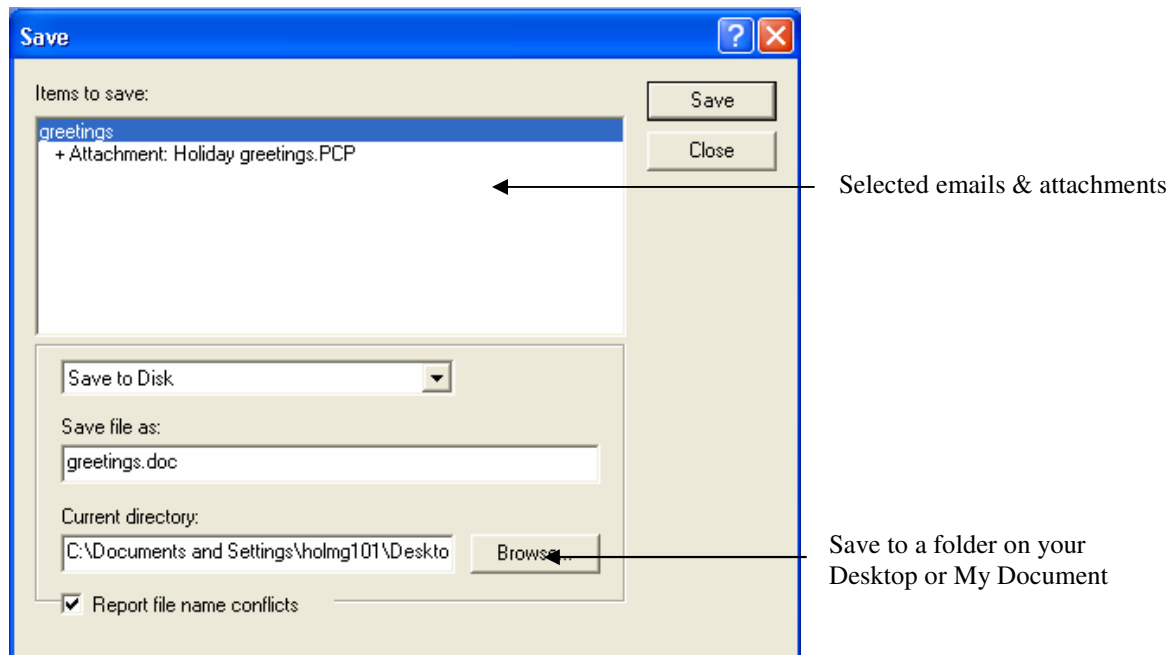


## Saving GroupWise Emails

Staff,

As stated in a previous email, you can save your old emails to a disk if necessary and then delete them from your GroupWise account. Follow these steps:

1. **Select** (highlight) the emails to be saved. You can do this by holding down the 'Ctrl' key and 'Clicking' each email. You can also 'Click' the first email; hold down the 'Shift' key and 'Click' the last email. This will highlight everything in between.
2. **File > Save As**. You will get the dialog box below with the emails you have selected in the 'Items to save' box.



3. Click '**Browse**' and create a folder on your **Desktop** or in **My Documents** to save your emails to.
4. Click '**Save**'. You will have to click 'Save' for each email you have selected.
5. **Verify** your emails were saved, and then delete them from your Mailbox or GroupWise folder
6. You can now burn them to a **CD** or store on another device.

**NOTE:** Attachments will be saved in the file format they were sent to you in. All GroupWise emails will be converted and saved as a Word document.