

# E-mail Fitness Campaign



Time to **Shape up** your mailbox! An organized inbox is a **healthy** inbox!

**Train** yourself to **exercise** these good habits:

- ~ Delete nonessential messages
- ~ Empty the trash
- ~ Archive or Save messages

## DELETE NONESSENTIAL E-MAIL MESSAGES

1. Select the message to be deleted.
2. Press the **DELETE** key on your keyboard.

## EMPTY THE TRASH

1. Right-click the trash can and select **EMPTY TRASH**.
2. Click **YES**.

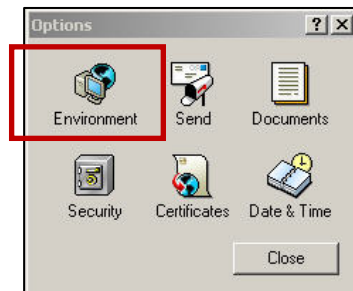
## ARCHIVING MESSAGES

When an e-mail message is archived it is moved out of your GroupWise inbox, therefore it no longer uses allocated space. You can view and search archived messages through GroupWise. You can not view or search archived messages through Webmail.

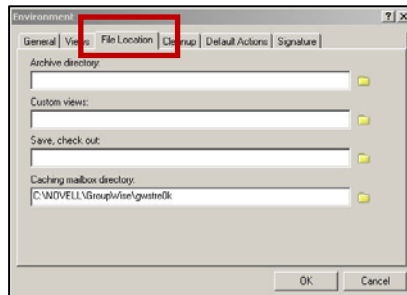
## **System Setup**

You only have to do these steps once.

1. In your *Home (H:)* drive, right click the mouse.
2. Select **NEW** and then **FOLDER**.
3. Name the folder *Archived Email*.
4. Launch Groupwise.
5. From the *GroupWise menu*, click **TOOLS** and select **OPTIONS**.
6. Double-click **ENVIRONMENT**.



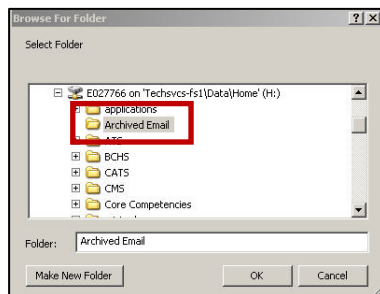
7. Click the **FILE LOCATION** tab.



8. Click the folder icon next to the *Archive Directory* text box.

9. Locate your *Archived Email* folder.

10. Click your **ARCHIVED EMAIL FOLDER** to select it.



11. Click **OK**.

12. Click **OK**.



## Archiving E-mail Messages

There are two ways to archive messages: manually and automatically. Initially, it is best practice to manually archive messages to ensure you are keeping only essential messages. Once you have "cleaned up" your inbox, you can set GroupWise to automatically archive messages.

### Manually 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.

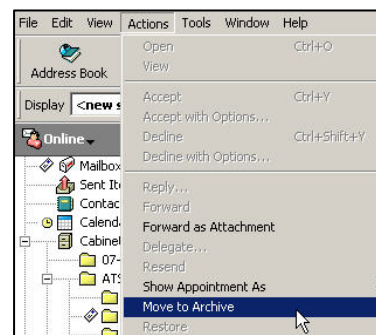
	Martha Smith	Software Loadset for new elementary sch	06/19/06 2:25 PM
	Elizabeth Langer	Software for new campuses	06/20/06 9:30 AM
	Sonya Tatsch	Re: Software for new campuses	06/20/06 10:53 AM
	Elizabeth Langer	Fwd: Re: Software for new campuses	06/20/06 11:59 AM
	Gary Dennis	GroupWise for new elementary 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)

	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)

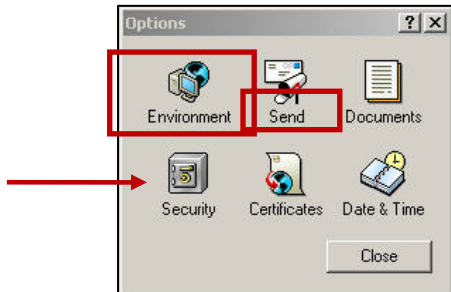
2. From the *Groupwise menu*, click **ACTIONS** and select **MOVE TO ARCHIVE**.
3. The messages you selected will "disappear" from the screen. They have been moved to the archived folder.



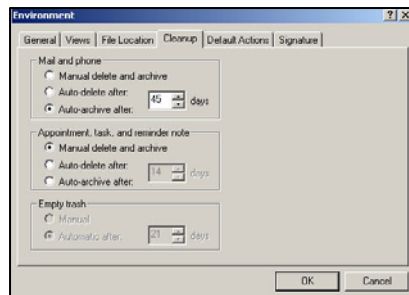
## Auto Archiving E-Mail Messages

Auto archiving will automatically move items from your active email mailbox into your archive. Not only will items in your inbox be archived automatically, but the items in any folder in your cabinet will be archived as well.

1. From the *GroupWise menu*, click **TOOLS** and select **OPTIONS**.
2. Double-click **ENVIRONMENT**.



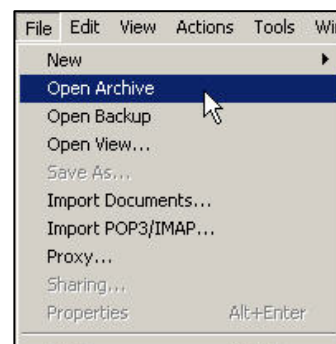
3. Click the **CLEANUP** tab.



4. Click the radio button in front of **AUTO-ARCHIVE AFTER**.
5. Use the arrow keys to determine when to archive an item in your active email mailbox.
6. Click **OK**.

## 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.



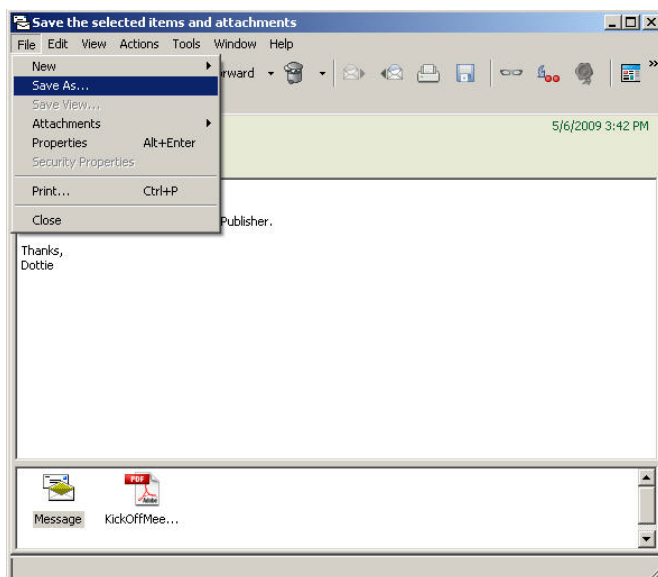
## Searching Archived E-Mail Messages

1. From the *GroupWise menu*, click **FILE** and select **OPEN ARCHIVE**.
2. From the *GroupWise menu*, click **TOOLS** and select **FIND**.

## SAVING MESSAGES

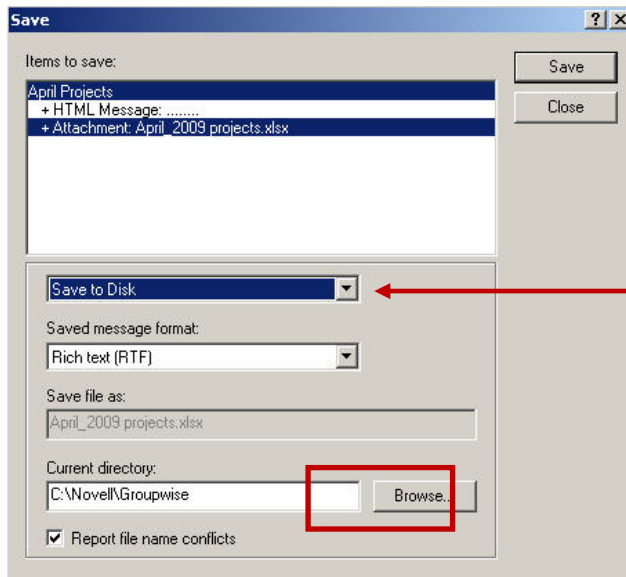
You can save an e-mail message (and the attachments) to your Home (H:) drive and open it with Microsoft Word or another application.

1. View the e-mail message.
2. From the *File menu*, click **SAVE AS**.



3. Select the items you want to save.
4. Select **SAVE TO DISK**.





5. Next to the *Current directory* field, click **BROWSE**.
6. Navigate to the location you wish to save to.



7. Once you have made your selection, click **OK**.
8. Click **SAVE**.
9. After your documents have successfully saved you will see **SAVED** next to the item.
10. Click **CLOSE**.



