

Archiving Emails

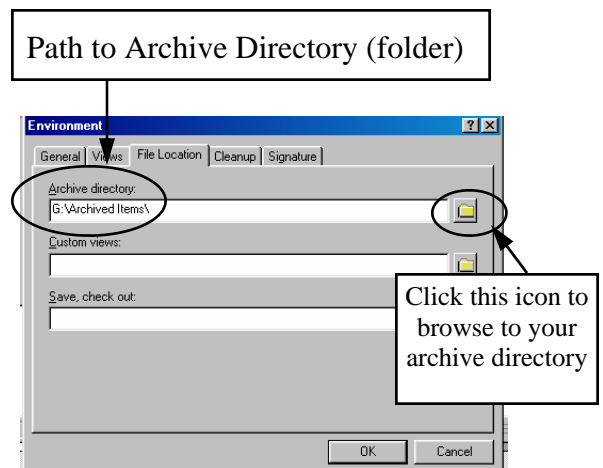
Archiving a message allows you to store it indefinitely.

An archived message is not saved within your GroupWise directory, instead, it is saved to your local drive or user drive of choice. It is best to have a specific folder for “Archived Emails”. Before configuring GroupWise to archive, make sure you create this folder where you want your messages stored - like in ‘My Documents’ on the server.

Before archiving messages, you must specify a location to store the messages (Archive Directory). You do this by telling GroupWise the “path” to your directory (folder).

To Specify an Archive Directory Location:

1. Click **Tools > Options**.
2. Double-click the **Environment icon** and choose the **File Location tab**.
3. Type in a directory path in the Archive directory field or browse to a directory on your hard drive. (If you want to archive to a specific folder, that folder must already exist before creating this path.)
4. Click **OK** and then **Close**.



To Archive Messages:

1. From a GroupWise folder (such as Sent Items) **select a message or messages by highlighting them**
2. Choose **Actions - Archive** from the menu bar or **right-click** on the message and choose **Archive**

The folder the message/messages came from will automatically be created in the archive location.

To View Archived Messages: (messages can ONLY be viewed through the GroupWise program):

1. Select **File**, and then choose **Open Archive**. The archived messages will display. (You will need to add the Sent Items folder to the Archived view. (The folder is there, you just cannot see it until you do this step).

To add the Sent Items Folder:

- a. Right-click on the mailbox icon on the left side of the window.
 - b. Choose **New - Folder**
 - c. Choose **Find Results Folder**
 - d. Choose **Pre-defined Find Results Folder**
 - e. Click on **Sent Items** and click the **Next** button and then **Finish** button.
2. Double-click the message you want to read.