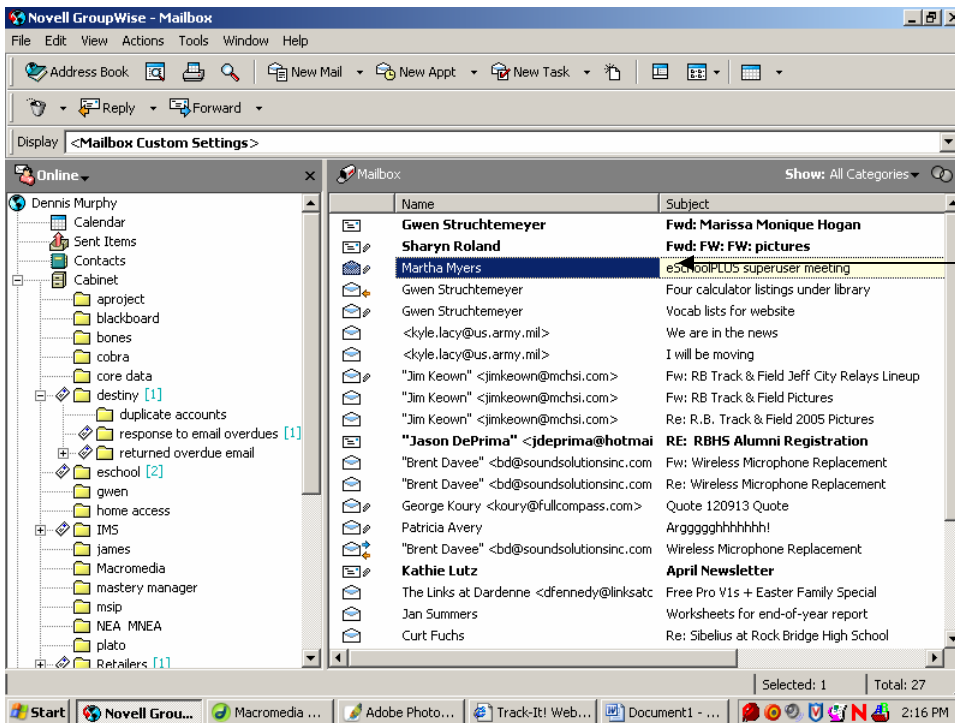


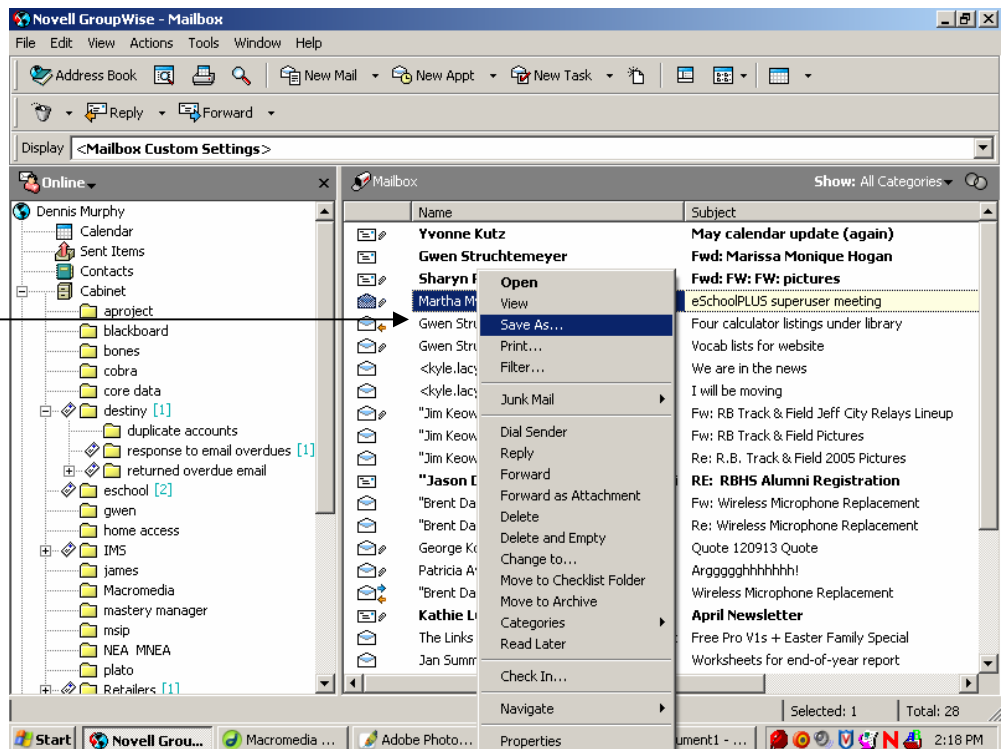
How to save GroupWise email as a Microsoft Word document

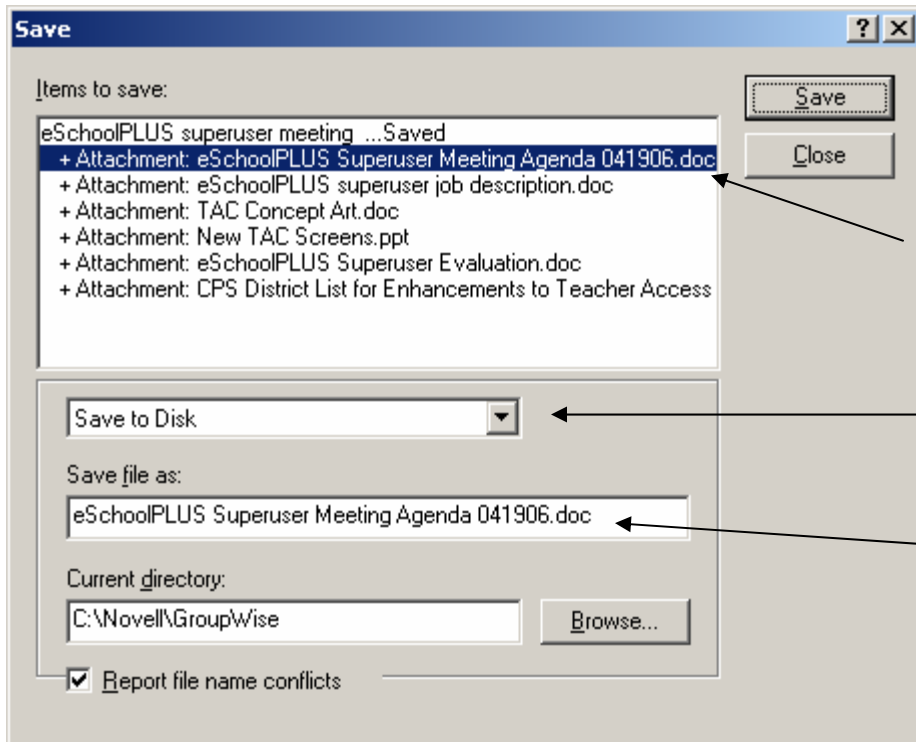


Select the email you want to save as a Word document.

You can save multiple files by using the shift key or control key.

Right-click and choose and choose save as





Highlight the item you want to save and check the next 3 things before choosing save.

Select Save to Disk

Check to make sure it is the right document

Click the Browse button (see below)

My Documents is usually linked to your server folder.

If you want to save in another location you can change and even make a new folder.

When all is set – choose ok and then save.

