

Archiving the Items in Your GroupWise Mailbox

Use Archive to save mail to a designated database on a local drive. Archiving items saves network space and keeps your Mailbox uncluttered. It also protects items from being automatically deleted.

You can view archived items whenever you need to. You can also unarchive any archived item. When you archive an item you have sent, you will not be able to track the status of that item.

When you move an item to a folder, it is not archived. Items in folders are still affected by the CleanUp options specified in Environment Options.

Archiving Items in your Mailbox

1. If you have not previously done so, specify the archive path by doing the following (you will only need to do this step 1 once):
 - a. **Click Tools, Options.**
 - b. Double-click **Environment**; click the **File Location** tab.
 - c. By default, the Archive directory location should be : c:\my documents\mail archive\; if it is not, specify the location of your archive directory in the Archive Directory text box.
 - d. Click **OK**.
2. Select the items in your Mailbox you want to archive.
3. Click **Actions, Move to Archive**.

Viewing Archived Items

1. In the Main Window, click **File, Open Archive**.

Unarchiving Items

1. Click **File, Open Archive**.
2. Click the item you want to unarchive, **Actions, Move to Archive**.
3. Click **File, Open Archive** to close the archive and return to the Main Window.

Unarchived messages are returned to the folder from which they were archived. If the folder has been deleted, GroupWise creates a new folder