

GroupWise Archive Setup Instructions

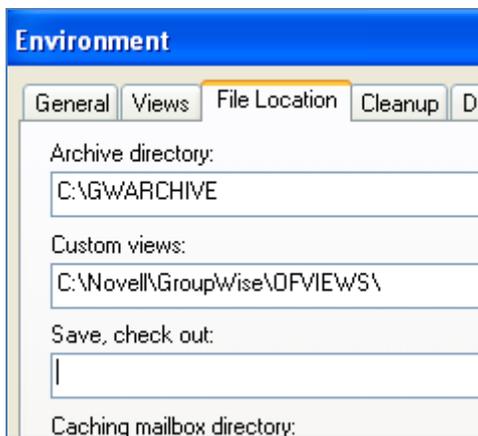
How do I setup GroupWise Archive?

Open GroupWise

Click Tools on menu bar -> Click Options in menu

Double Click Environment -> Click the File Location tab

The archive folder name will be blank. A good choice is c:\gwarchive --- Groupwise will create the folder for you if it doesn't exist. Just click yes on the option to create the folder.



This will be the folder you backup to CD or thumb drive. We are asking people not to copy the folder to the network as this resembles robbing Peter to pay Paul!

Now you are ready to archive!

Go to a message or select a few messages and right-click.

Choose the option to Move to Archive.

The message(s) will disappear from the mailbox and move to the archive. If you select many messages this process can takes minutes to complete.

How do I see my archive messages?

Click on File in the tool bar

Click Open Archive

Your message(s) will be in the same folder structure you have in your active mailbox.

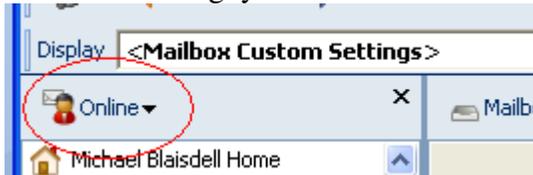
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How do I switch back?

Click on File in the tool bar

Click on Open Archive (this will "uncheck" the open archive and go back to default view)

note: The little guy beside the word online also works for switching to archive mode.

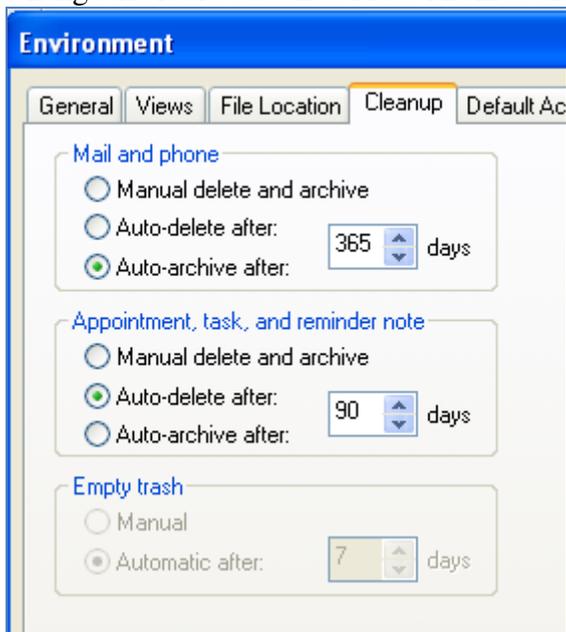


How do I move all messages after a period of time?

Example: All messages older than 1 year will be moved to the archive.

Click Tools -> Click Options -> Double Click Environment -> Click the Cleanup tab

Change the radio button to Auto-Archive after: and enter 365 in the days box.



This setup will archive all email messages (received and sent) that are older than 365 days old. Calendar items will be deleted after 90 days. Some users like to see all their old calendar items for 1 year for annual report data. If that is the case then choose 540 days for auto-delete.

Please note that changes made to the archive area only take effect after GroupWise is restarted. Running the Auto-Archive option the first time can take hours if you have thousands of messages. Please plan to run this process after hours if possible.