

Archiving the Items in Your Mailbox

Use Archive to save mail or phone messages, appointments, reminder notes, or tasks 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 Clean Up options you specify in Environment Options, and by any archiving or cleanup options your administrator specifies.

Archiving an Item in Your Mailbox

1. If you have not previously done so, specify the archive path in File Location in the Environment dialog box.
2. Select the items in your Mailbox you want to archive.
3. Click Actions > Move to Archive. When you archive an item you have sent, you cannot track the status of that item.
4. To return to your normal mailbox, Click on the File menu and click on Open Archive (it will have a checkmark next to it).

Viewing Archived Items

1. In the Main Window, click File > Open Archive.
2. Select the item as you normally would. The files maintain the folder structure that you created in your normal mail box.

Unarchiving Items

1. Click File > Open Archive.
2. Click the item you want to unarchive > Actions > Click on Move to Archive(it will have a checkmark next to it)..
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.

Archiving Items Automatically

1. Click Tools > Options.
2. Double-click Environment > click the Cleanup tab.
3. Select Auto-Archive After for the item type you want.
4. Specify the number of days after the item is delivered or completed that you want it to be archived.
5. Click OK. If your system administrator has specified that items are automatically archived on a regular basis, you may not be able to change this option.