

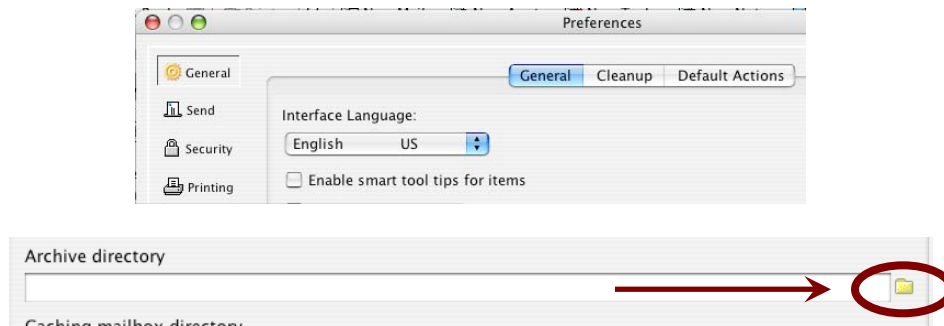
To set up Archiving

I. Creating your Archive Folder

1. Click *GroupWise > Preferences*



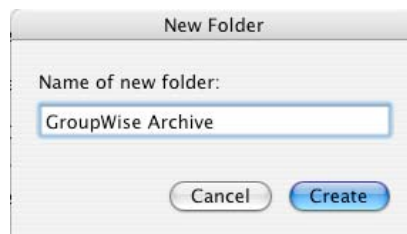
2. On the General Tab, click the folder icon to the right of the Archive Directory.



3. Click *Documents*, and then click *New Folder*



4. Type in the name of your new folder (i.e. GroupWise Archive) and click *Create*



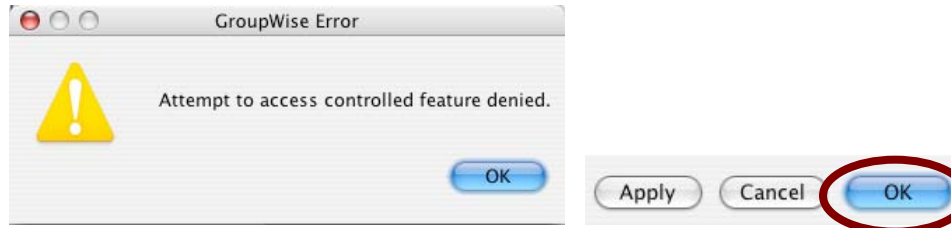
5. Your folder will now appear in your *Documents* folder. Click *Open*.



6. The path to your folder will appear under *Archive Directory*. Click *Apply*.



7. You may receive the error message below. If so, click *OK*. It will not affect your archiving ability. Click *OK* again.

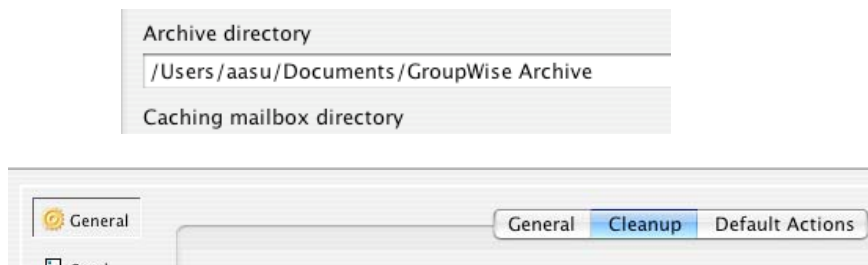


II. Activating Archiving

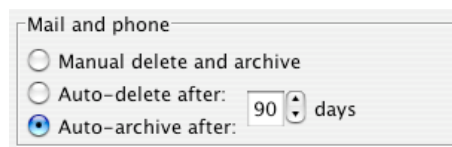
1. Click *GroupWise > Preferences*



2. On the *General* tab, be sure that the path to your archive folder is visible under *Archive Directory*, and then click the *Cleanup* tab.



3. Select the radio button next to *Auto-archive after:* and then enter the desired amount of time. Click *OK*.



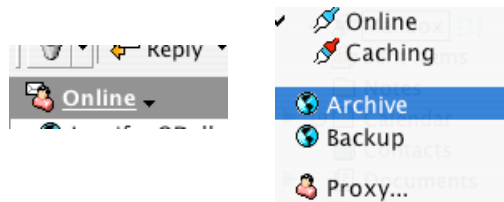
- You may receive the following error message. If so, click *OK*. Once again, this will not affect your ability to archive.



- GroupWise will start the archiving process the next time the program is started.

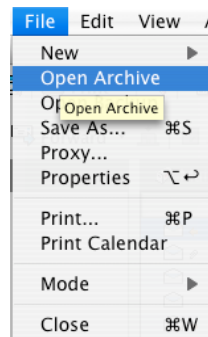
III. Accessing Archived Information

- To access your archive, click the *Online* button above your folder list and select *Archive*.

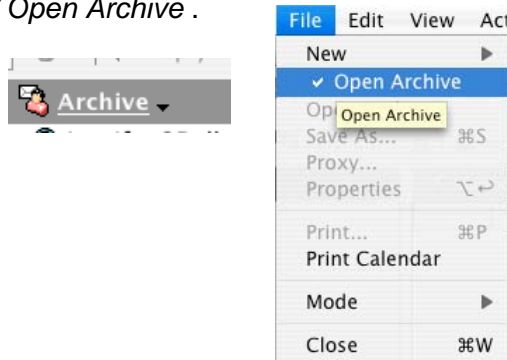


OR

Go to *File > Open Archive*

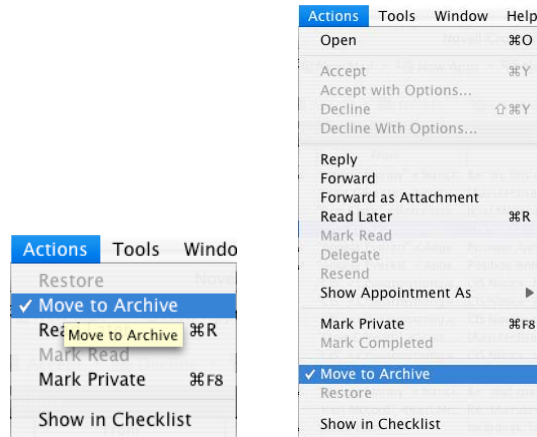


- Your information will be organized the same way as in your Mailbox.
- To return to your Mailbox, click *Archive*, and then select your name from the list or go to *File > Open Archive*.



IV. Manually Archiving/Un-archiving Items

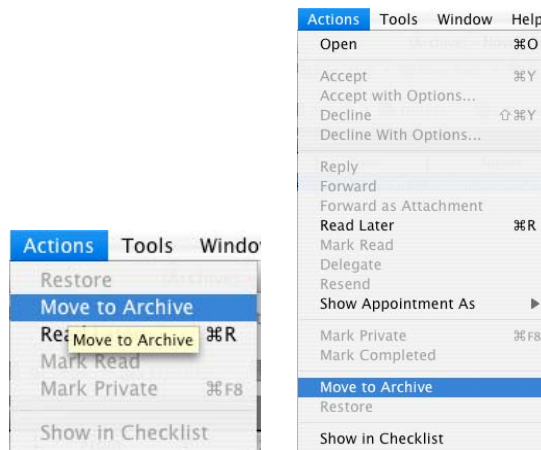
1. To manually archive:
 - a. Select the item or group of items (using the SHIFT, or command buttons).
 - b. Go to *Actions > Move to Archive*. The *Actions* list will look different if you are archiving one item vs. a group of items.



- c. Your items will be moved to your Archive. This process may take some time to complete depending on the amount of information moved.

2. To Un-archive, go into your Archive:

- a. Select the item or group of items (using the SHIFT, or command buttons).
 - b. Go to *Actions > Move to Archive*. The *Actions* list will look different if you are archiving one item vs. a group of items.



- c. Your items will be moved back to the original folder. This process may take some time to complete depending on the amount of information moved.