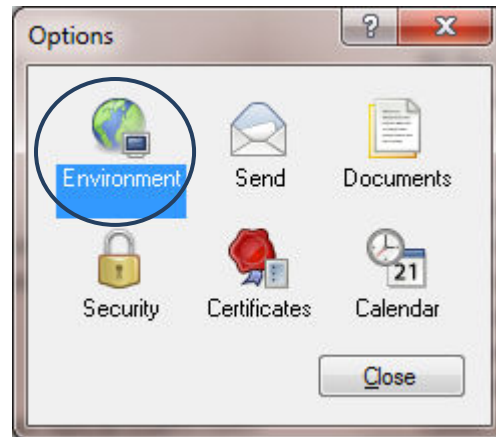
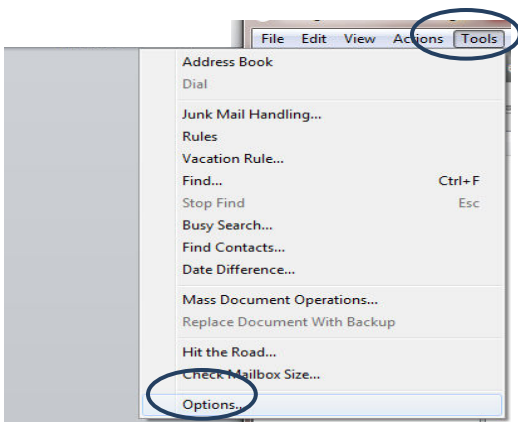


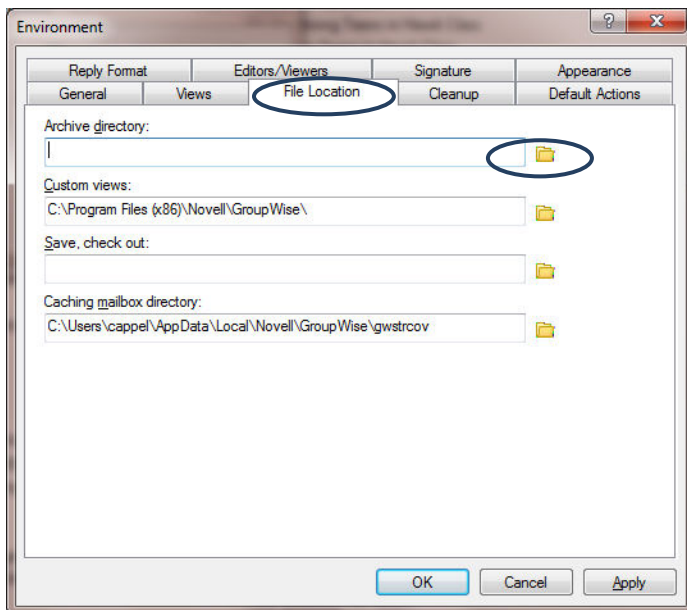
Archiving Email

Archiving email documents can have several benefits, including management of your mailbox size and organizing email that you wish to keep for future reference. Following are the steps needed to set up email archiving. If you need further assistance with this, please submit an online support request.

- Create a folder in your “My Documents” folder, and name it “Email Archive”
- In Groupwise, Choose Tools>Options
- Double Click on Environment.



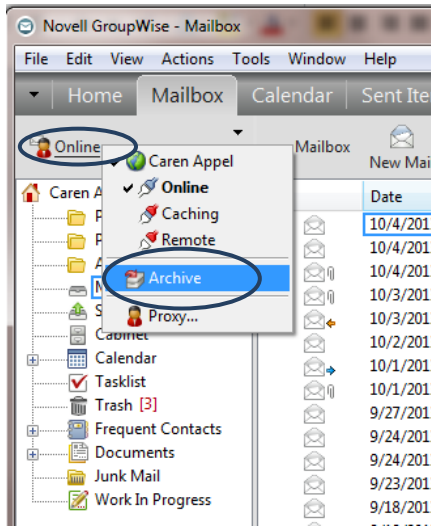
- Click the “File Location Tab” to define the “Archive directory” and browse to your “Email Archive” folder.



- You now can archive (move) any email in Groupwise to your “Email Archive” folder; right-click on the document in the email listing and select the “Archive” option. This will remove the document from the email list and save it in the “Email Archive” folder.

To view email saved to your “Email Archive” folder:

- In Groupwise, select the drop-down menu under “Online” (Upper-left corner) and select “Archive.” This will open your “Email Archive” folder.



- When finished, select the drop-down menu under “Archive” (Upper-left corner) and select your name to return to Groupwise.

