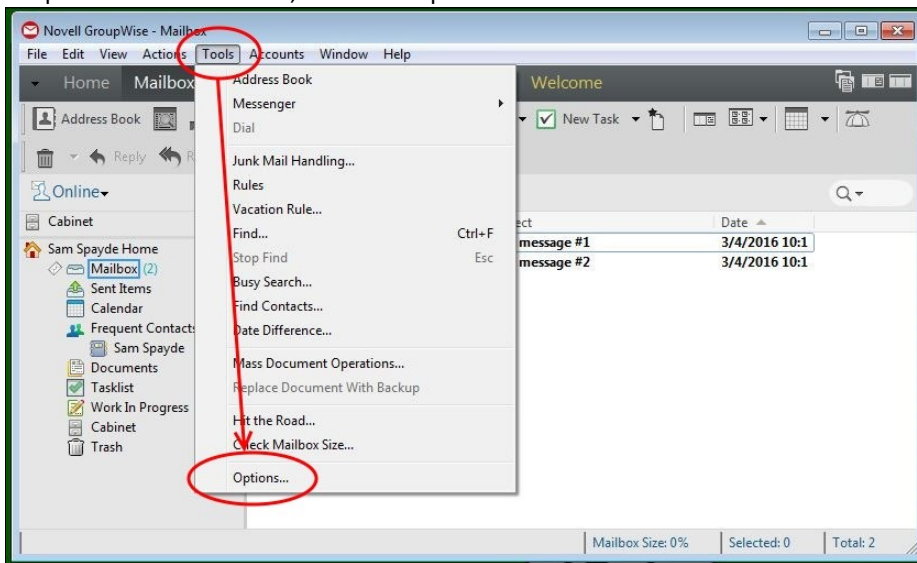


HOW TO CONFIGURE ARCHIVING IN GROUPWISE

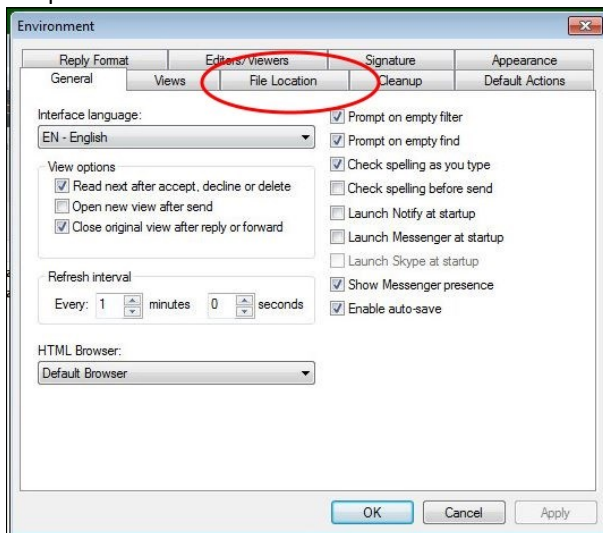
Step 1— Click Tools menu, then click Options



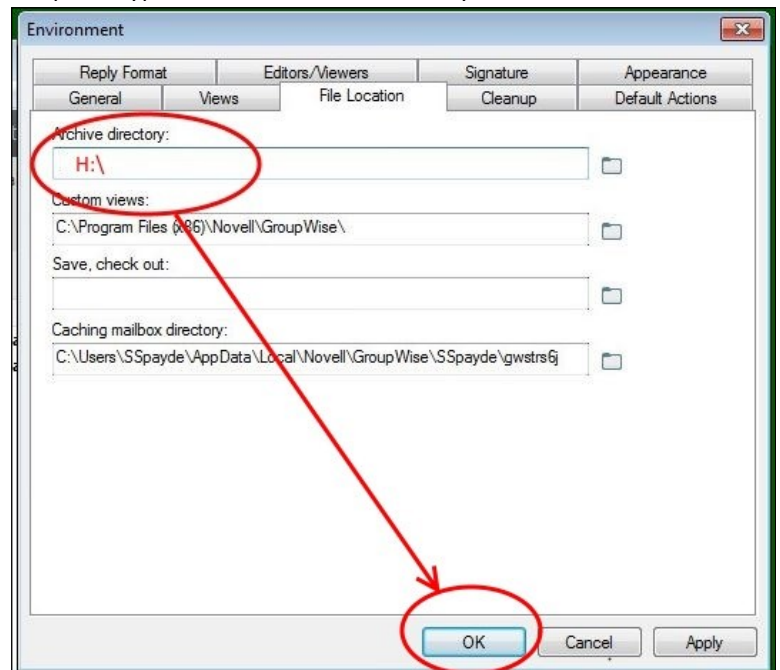
Step 2 – Double-Click Environment



Step 3— Click on the File Location tab



Step 4— Type H:\ in the Archive Directory Field, then click OK



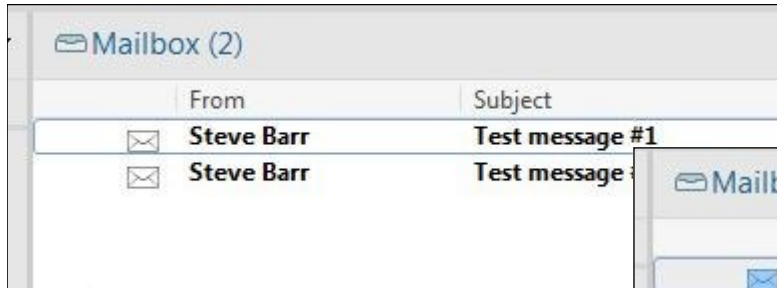
Step 5— Click Close



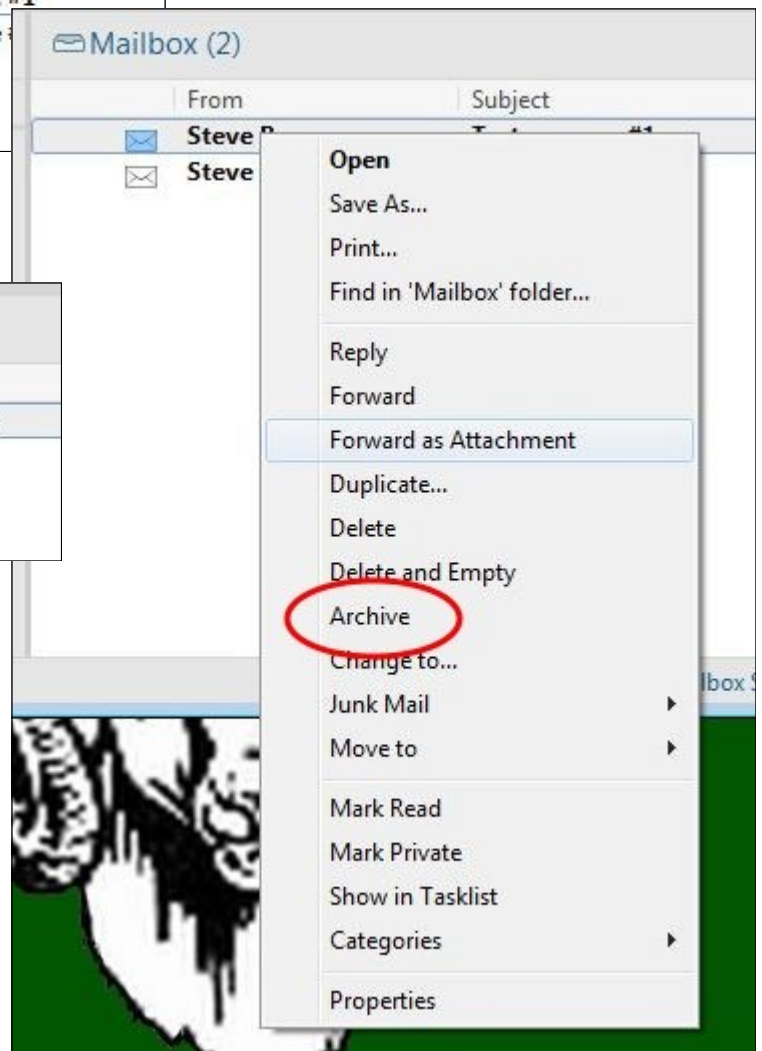
Archiving is now setup for your mailbox. Please note, your archive will only be available from within the GroupWise client while in the district.

HOW TO ARCHIVE MESSAGES IN GROUPWISE

Step 1— Select message(s) and right-click



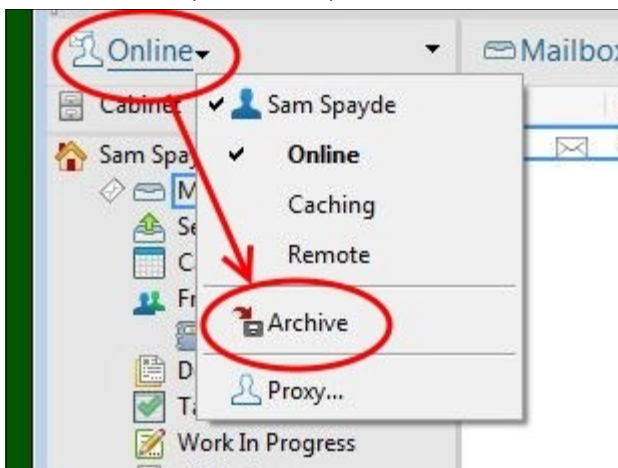
Step 2— Click Archive



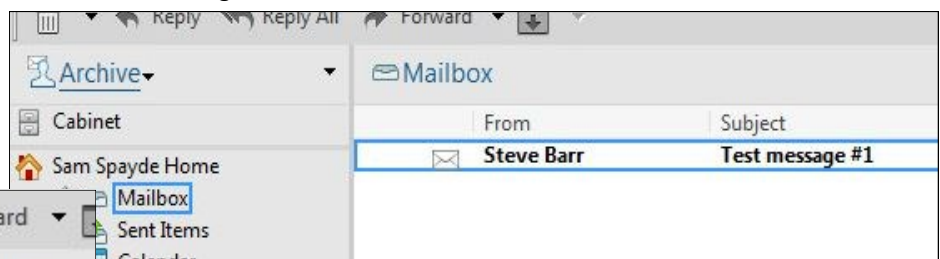
Message has been moved to archive



To view archives, click Online, then Archive



Mailbox view changes to archive



To view your normal mailbox, click archive and then click on your name to switch back

