

Archive moves items from your GroupWise mailbox and saves them in a place you specify on your computer's hard drive. Use archive to save messages you need to keep but don't want cluttering up your inbox.

How to Set Up an Archive Path

1. Click on **Tools**, then **Options**.

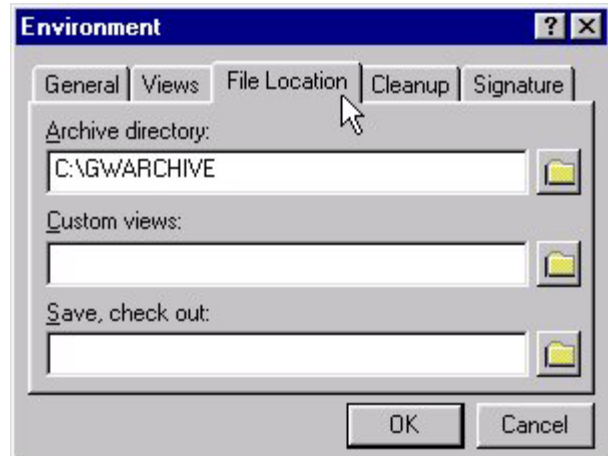
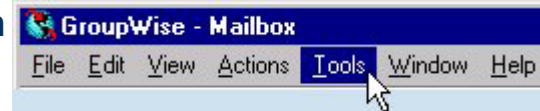


2. Double-click **Environment** icon.
3. Click the **File Location** tab.

4. Specify the location of your archive directory in the Archive Directory text box. For example, C:\GWAREHIVE saves the archive on the C: or hard drive of your computer.

5. Click the **Cleanup** tab.

6. To have GroupWise automatically archive all items left in your Mailbox, click the **Auto-archive** radio button and specify the number of days. Click **OK**.



How to Manually Archive an Item in Your Mailbox

1. Select the items in your Mailbox, or a folder, you want to archive.

- Press Ctrl-A to select them all.
- Hold down the Ctrl key and click on items to select more than one.
- Hold down the Shift key to select a range of items.

2. Click **Actions**, then **Archive**. The file(s) are no longer displayed in the mailbox or folder. You can view the file (or retrieve it) from the archive directory.

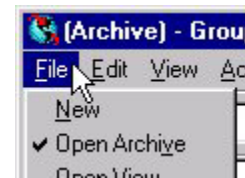


TIP: You can move items to your archived location one at a time or set the cleanup preferences in **Tools, Options, Environment, Cleanup** to archive files automatically.

How to Retrieve Items From an Archive



1. In the Main Window click **File**, then **Open Archive**. A check mark appears by Open Archive in this File Menu when the archive is open.



2. All of the folders and items in your archive file are displayed.
3. To return to your mailbox, exit the archive by repeating step 1. The check mark is removed.



TIP: Don't forget to regularly back up your archived files!