

Archiving messages

- Only available in the Windows GroupWise client, Archiving saves messages to your local computer, in a folder with the same name as the folder in your GroupWise account.
- Archiving takes messages off the server; so they don't count toward mailbox size.
- Archived messages are completely available to you, but with these restrictions:
 - ✓ They are only available using the GroupWise client
 - ✓ *They exist only on the computer at which you archived them*
 - ✓ Without a backup, archived messages are at the mercy of your hard disk. So, back up your archive folder.
- **Keep a single archive.** Archives on different computers will contain only the messages you archived on that computer. They do not synch with other archives.
- **Only archive messages on your main computer.**

What Archiving Is—and Isn't

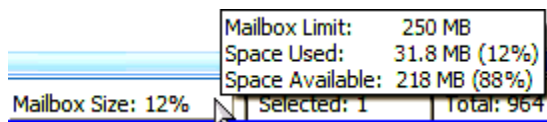
Archiving, a special process that is available *only in the GroupWise Windows client*:

- Saves messages to the hard disk on that computer—so that these messages are only available there. *You won't be able to read them on any other computer.*
- *Note:* The Manual advises against archiving to a network drive or to removable media. You can always copy your archive folder to one or both of these locations.
- Saves messages in a GroupWise format that enables you to easily move into and out of your archived messages using the GroupWise Windows program. *You can't successfully view these messages using any other program—even the GroupWise Web version.*
- Allows you to reply to, forward or delete archived messages or to move archived messages back into your active mailbox at will.

Reasons for Archiving

- Even though you are allowed 250 MB or storage space on the GroupWise server, your mailbox is nearly full. You want to preserve (not delete) specific messages.

Check the status of your mailbox in the GroupWise Windows program by looking at the bottom right of your GroupWise screen. You'll see the percentage of your allotted 250 MB that you are taking up.

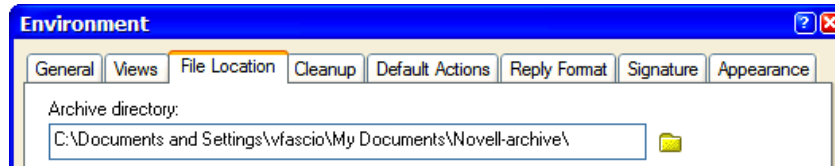


And if you hover your cursor over this area, you'll see the exact statistics on your account's size.

Archiving: QuickStart Summary

Steps in Archiving

1. **Set the Archive Folder location.** You can create it on the fly if you want. Do it from the Tools menu → Options → Environment, File locations tab

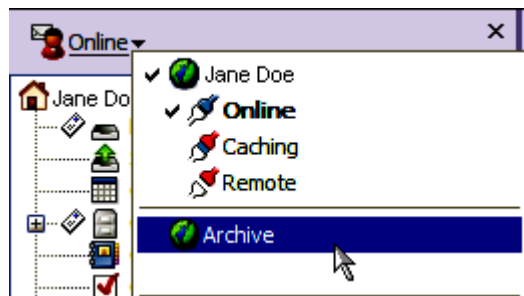


Click the folder icon beside the Archive directory box and browse to the folder you want to hold your archive. You can create a new folder by clicking the *Make New Folder* button.

The Manual warns again choosing a network or removable drive (you can always copy your archive folder to another drive as a backup).

2. From your mailbox or any other folder (even Sent Mail), **choose messages to archive.** Choose multiple messages by Control-clicking.
3. Once messages are chosen, **Archive** using one of the following methods:
 - ✓ Right-click selected messages and click *Move to Archive* from the popup menu, or
 - ✓ Choose *Move to Archive* from the *Actions* menu
 - ✓ Archive a message that you are reading by using its *Actions* menu.

Reading Archived messages



1. Click the Online header above your Folder list
2. Click *Archive*. Your archived folders and messages appear.
3. Double-click to open folders and read messages³

Returning Archived messages to the GroupWise server

Open your archives:

1. Click the Online header
2. Click Archive

Select and move messages from your archive:

1. Select one or more messages in the archive
 2. Right-click your selection(s). *Move to Archive* is checked on the popup menu.
 3. Click the checked *Move to Archive* entry to uncheck it. The messages are immediately returned to the folder from which you archived them.
- Or, when reading an Archived message, on its menu bar click *Actions* → *Move to Archive*

Either method restores messages to the GroupWise server and deletes them from your hard disk. The restored messages again become part of your mailbox size allocation.