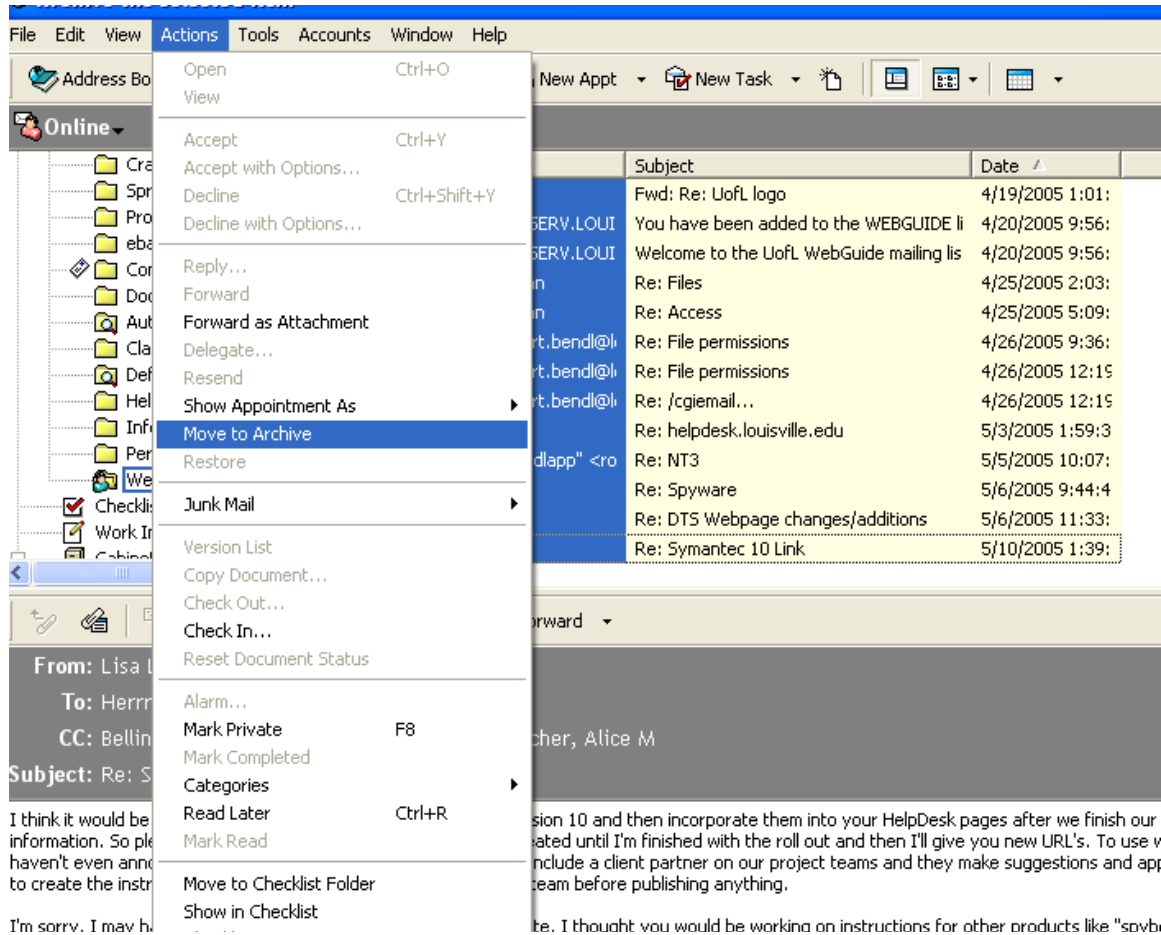


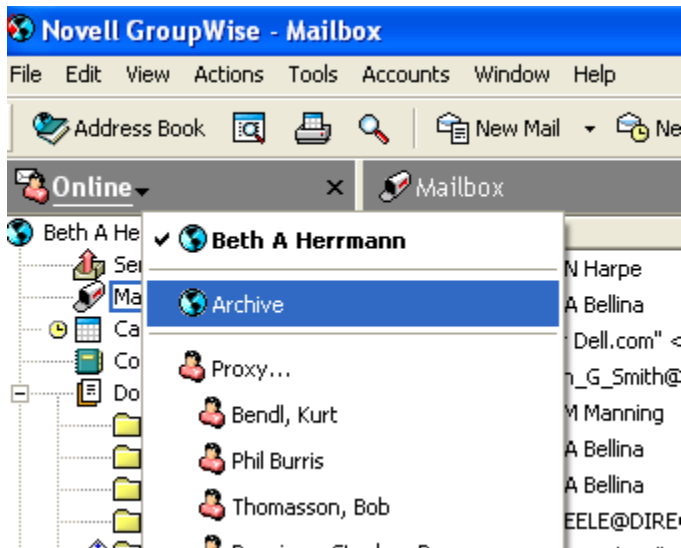
How to Archive your GroupWise email

Find the files you want to Archive in your GroupWise email (please note that you must select the files and not the folder), highlight the files, go up to Action, and move to Archive.

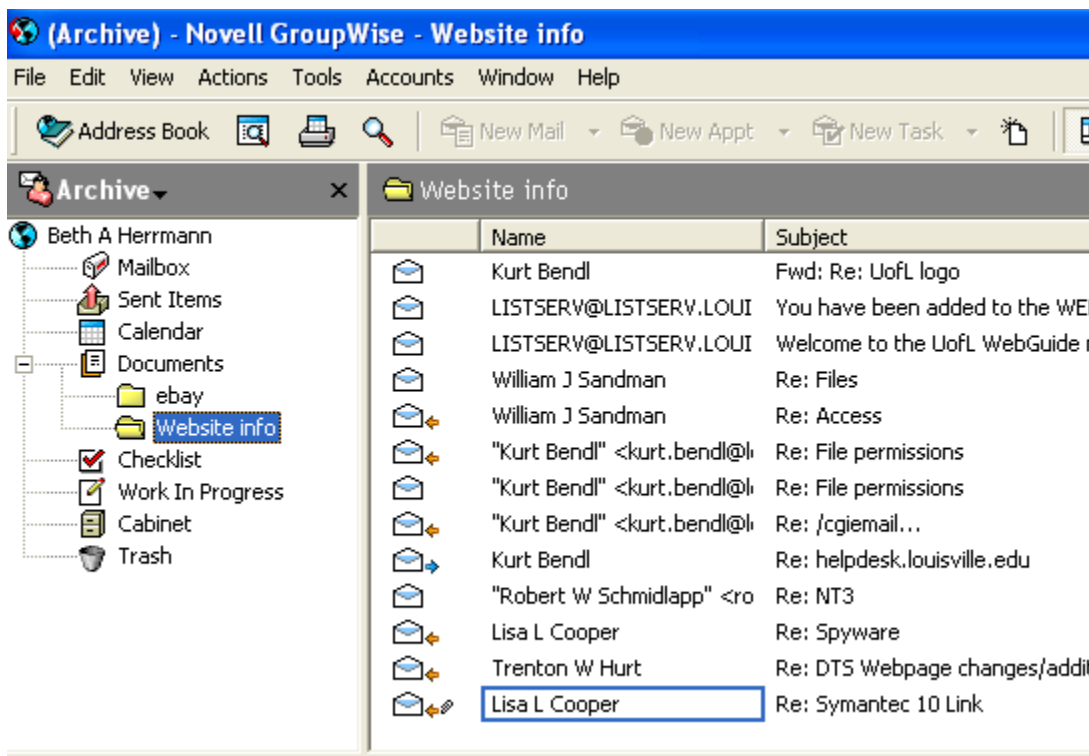


If you have selected a large number of files this may take a few minutes.

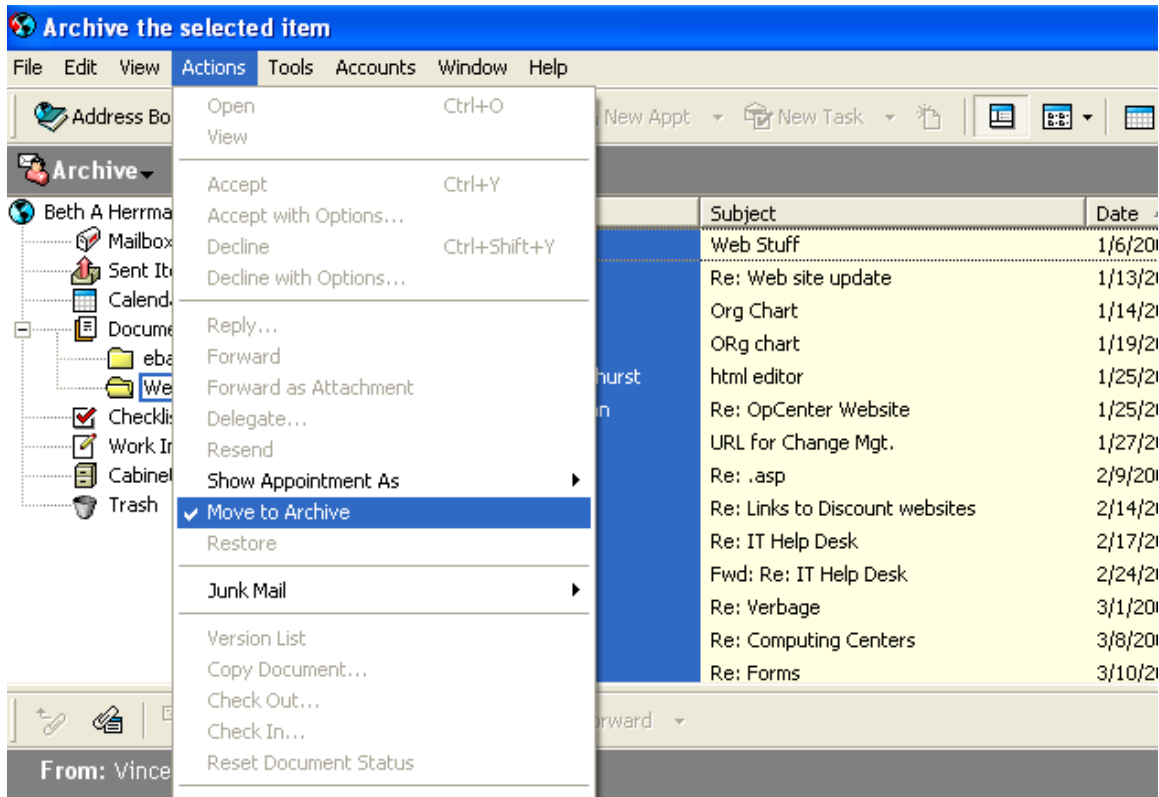
To verify your files are in Archive, in the top left corner where it has your name click and select Archive.



Once you have selected Archive it will show you the folders that were Archived.



If you would like to move the emails back to your mailbox simply select the emails (not the folder), go up to Actions, and click Move to Archive (this should have a check next to it.)



Please note a few tips about Archiving;

1. If you are setup to auto-archive your files will be stored on the machine that you're logged into (even if you're not at your own PC.)
2. If you move to another desk or upgrade your PC please be sure to also move your archived files (unless you set them up to archive to your H or I drive.)