

--These instructions are intended as an overview for Windows Groupwise clients only--

### 1) Archiving/backup of email (Steps a, b, and c)

#### a) To Set up the location for archived email files (on one “main computer” only)

- i) In the Groupwise menu, click on **Tools>Options**
- ii) In the window that appears, click on **Environment** and then click on the “*File Location*” tab at the top of the little window
- iii) In the “*Archive Directory*” area, name the folder in which you’d like your files to be archived (e.g., type in C:\EMAIL and then accept the dialog boxes that appear)

#### b) To Archive single or multiple emails

- i) Highlight/select the files that you would like to archive to the hard drive
  - (1) Click the first file so that it is highlighted, then hold down the SHIFT key and click the last file to be highlighted (this process selects multiple files)
- ii) When the desired files are highlighted, click on the **Actions** menu option, then click on **Archive**.

#### c) To View or retrieve archived email

- i) Click on **File**, then click on **Open Archive**.
- ii) When done viewing, click on **File** and **Open Archive** again to uncheck that option.

#### d) To Set Up Automatic Archiving (after certain dates):

- i) Click on **Tools>Options>Environment**, then click the **Cleanup** tab. Choose “*Auto-archive after*” and set the days (at least 180 days for everything older than 6 months). If you have too much old stuff, it may freeze your computer – try using a higher # of days.

**Note:** Remember that this local archive is only as durable as your local computer backup routines. Remember to back up any data, including this archive, to another physical location to ensure that a failure of your hard drive will not affect your archive integrity.