

## Why Archive?

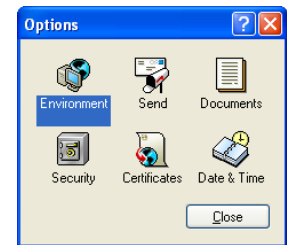
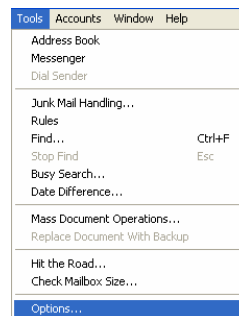
There are good reasons to archive items in GroupWise:

- It saves network space; the mailbox quota for students is 250MB and 500MB for faculty and staff.
- It organizes all categories of items from the Mailbox, Calendar, Tasks, etc.

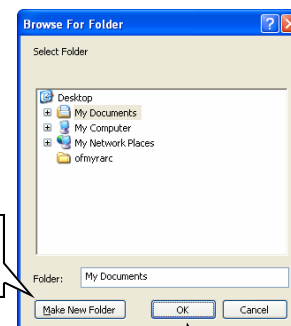
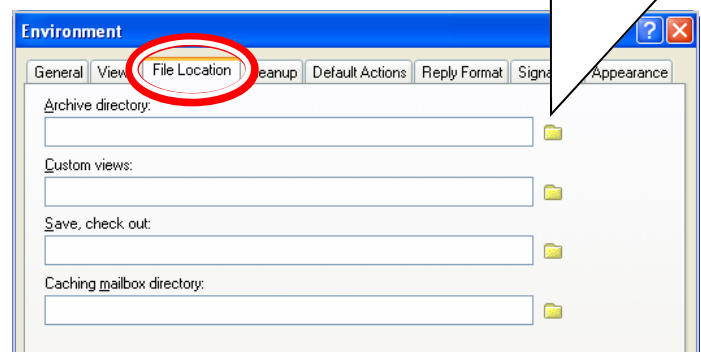
## Creating an Archive Folder

To specify a location on your drive to archive items do the following:

- Go to the **Tools** menu.
- In the Tools menu select **Options**.
- In the Options window double click on **Environment**.
- In the Environment window click on the **File Location** tab.
- To browse for a directory in which to store your items click on the folder icon next to the *Archive directory* field.
- Click on the desired location in the *Browse For Folder* window that appears. To create a new folder to use as an archive, click the *Make New Folder* button.
- Once you have specified the location of the archive folder, click **OK**, and then click **OK** in the Environment window to save your changes .



Click on this icon to browse folders

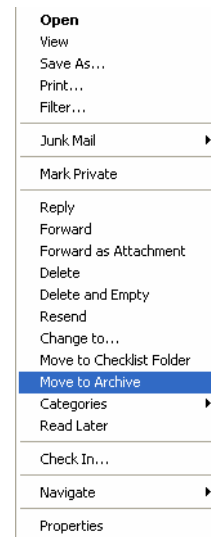


Make New Folder

OK

# Archiving an Item

- To archive an item right click on it and select **Move to Archive**.
- You can archive multiple items by:
  - Contiguous Items - click the first item, then hold the Shift key down, and then click the last item.
  - Non-contiguous Items - Hold down the **Ctrl** key, then click each item.
- The item will disappear and be available for viewing in *Archive Mode*.



# Viewing Archived Items

- In the menu toolbar click on **File**.
- In the File menu click on **Open Archive**.
- A checkmark will appear next to Open Archive and GroupWise will be in *Archive Mode*.
- To exit Archive Mode return to the File menu and click on **Open Archive**.
- Notice the checkmark disappears: GroupWise is now functioning in *Normal Mode*.

