

## 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 activate Archive:

- Go **File > Open Archive**.

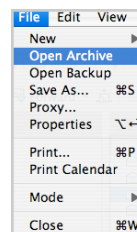
A *Path to Archive Folder* window will appear.

- Click on the **Folder**  icon to browse for a location for your new archive folder.

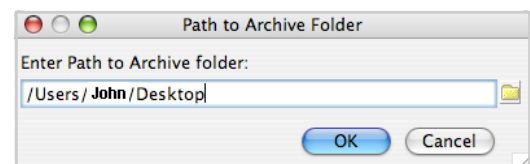
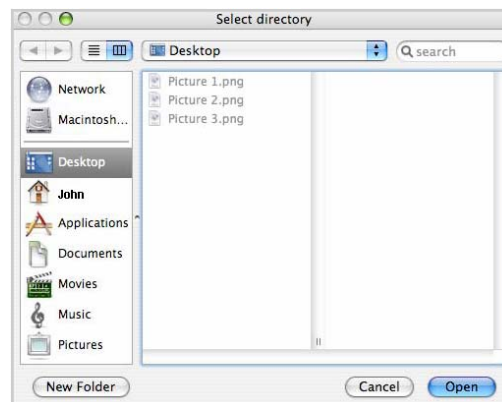
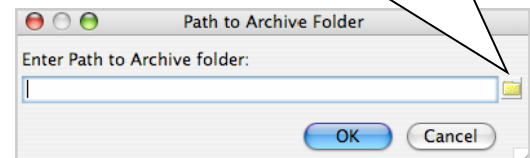
- In the *Select directory* window choose the desired location.

- Once you have specified the location of the archive folder, click **Open**.

The destination for your archived material will now appear in the *Enter Path to Archive folder:* field.



Click on this icon to browse folders



## Archiving an Item

- To archive an item select the item and then go to the **Actions** menu. Select **Move to Archive**.

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*.

