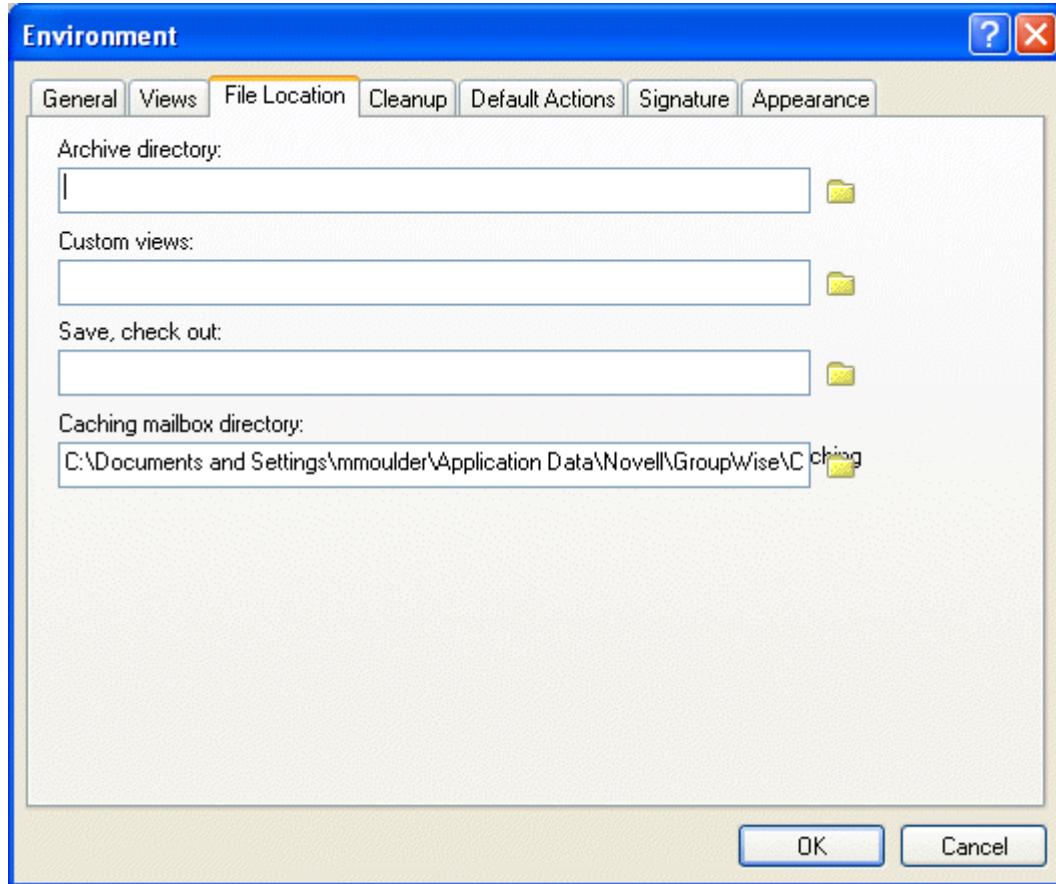


## Archiving an Item in Your Mailbox

1. If you have not previously done so, specify the archive path in File Location in the Environment dialog box.
2. Click *Tools > Options*.
3. Double-click *Environment*, then click the *File Location* tab.



4. Specify the location of your archive directory in the *Archive directory* field.
5. Click *OK*.
6. In your Mailbox, select the items you want to archive.
7. Click *Actions > Move to Archive*.

When you archive an item you have sent, you cannot track the status of that item.

## Viewing Archived Items

1. In the Main Window, click *File > Open Archive*.

or

Click the folder list header drop-down list (above the Folder List; it probably displays Online or Caching to indicate what mode of GroupWise you are running in), then click *Archive*.

## Unarchiving Items

1. Click *File > Open Archive*.

or

Click the folder list header drop-down list (above the Folder List; it probably displays Online or Caching to indicate what mode of GroupWise you are running in), then click *Archive*.

2. Click the item you want to unarchive, click *Actions > Move to Archive*.
3. Click *File > Open Archive* to close the archive and return to the Main Window.

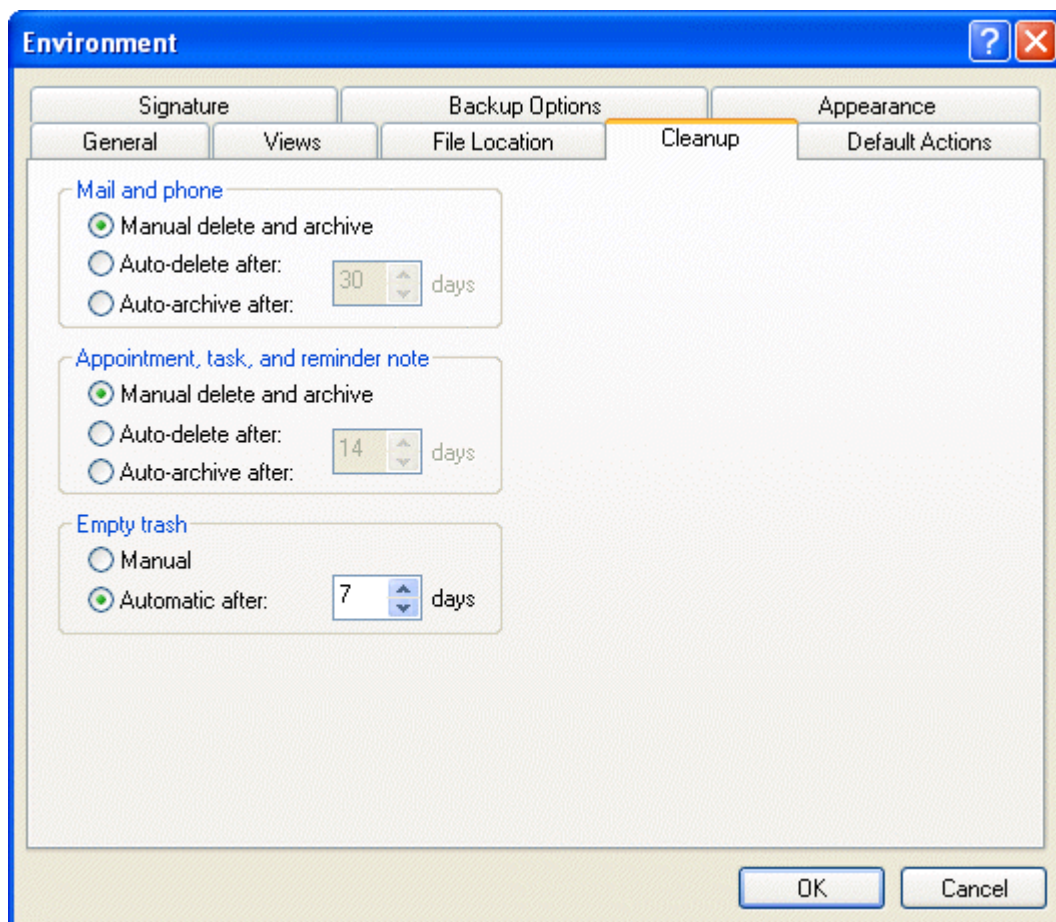
or

Click the folder list header drop-down list (above the Folder List; it displays Archive), then click your user folder (your name) to return to the mode of GroupWise you were running previously.

Unarchived messages are returned to the folder from which they were archived. If the folder has been deleted, GroupWise creates a new folder. If auto-archive has been configured, then unarchived messages remain in your active mailbox for 7 days before they are moved back to your archive.

## Archiving Items Automatically

1. Click *Tools > Options*.
2. Double-click *Environment*, then click the *Cleanup* tab.



3. Select *Auto-archive after* for the item type you want.
4. Specify the number of days after the item is delivered or completed that you want it to be archived.
5. Click *OK*.

If your system administrator has specified that items are automatically archived on a regular basis, you might not be able to change this option.

If you or your system administrator has set up auto-archiving of items in your Mailbox, items in the Checklist folder are also archived based on the original date you received the item, not based on the due date you assign it.

If you have automatic archiving set up, it only archives items to one computer. If you are working on a computer where the automatic archive is not available, the items are not archived to the computer where the archive is not available.