

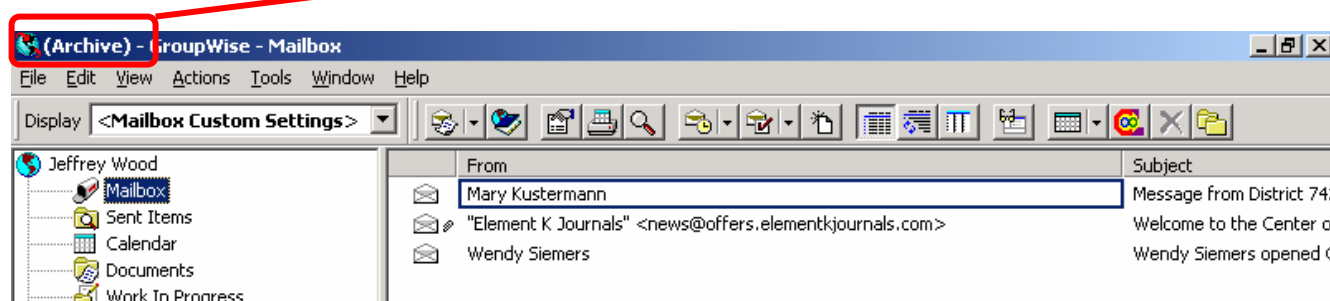
Archiving Items in GroupWise

Why Archive Items?

Archiving is a means of moving items you do not want to delete from your **Mailbox** and **Cabinet** folders to your **Home** folder (**H:** drive). The benefits include less clutter in your folders and less burden on your building's GroupWise post office. There is one caveat to the archiving feature: you cannot view archived items at home using GroupWise Web Access.

Viewing Your Archive

Click **File/Open Archive** to view your archive. It looks very similar, doesn't it? The visual cue that says you are in your archive is in the title bar of the GroupWise window.



Click **File/Open Archive** to leave your archive.

Archiving Items

1. Holding down the **Control** (Ctrl) key on your keyboard click to select the items you want archived.
2. Up in the menu, click **Actions/Archive**. The items are placed in your **Home** folder. Archived items cannot be viewed from within your **Home** folder; they can only be viewed using GroupWise.

Unarchiving Items

1. From within your archive, select one or more items.
2. Up in the menu, click **Actions/Archive**. The items will be restored to GroupWise.