

# BASIC PROCEDURES FOR ARCHIVING ELECTRONIC MAIL

## Archiving E-mail in GroupWise

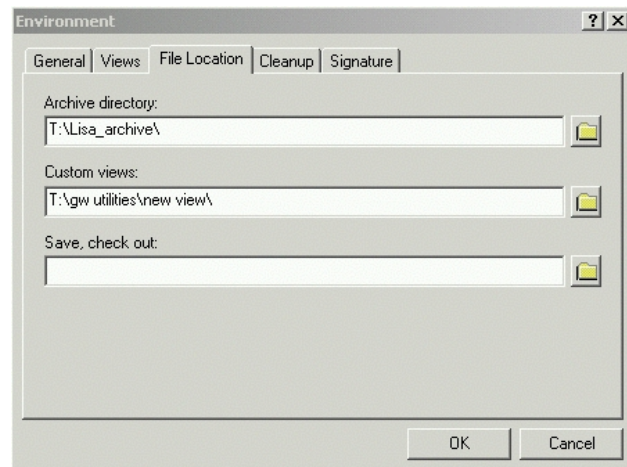
The purpose for archiving items in GroupWise is to take information from the server and place it on your local PC. Archiving is a great way to keep mail without cluttering up your GroupWise mailbox. It also helps to save space on the GroupWise servers and improves performance. The archived information can be retrieved at any time if needed. The following document will walk you through the steps to archive and restore information on the PC. Please direct questions to [gwhelp@mail.ucf.edu](mailto:gwhelp@mail.ucf.edu).

**I. *Setting up an Archive Location:*** Choose a location to archive your information, either on the network or on your local computer drive. Contact the technology specialist in your department for information about archive locations.

1. To choose a location, where GroupWise will store your archive, click the GroupWise **Tools** Menu
2. Click **Options**
3. Double Click **Environment**



4. Click the **File Location** Tab

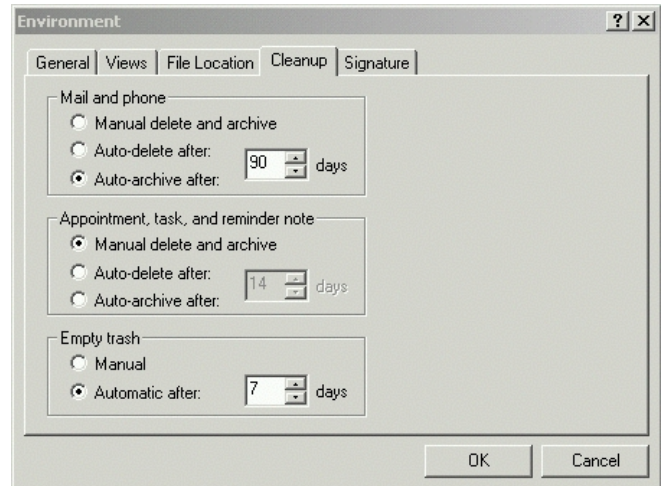


5. Under **Archive Directory** type in the path for where you want your archive to be located (e.g., D:\archive) or click the folder icon on the right to **Browse** to the location.

6. Click **OK**. If the folder doesn't exist, you will be asked if you want to create it. Click **yes** if you want GroupWise to create a folder to hold your archived messages.
7. Click **Close**

**II. Setting up Automatic Archiving:** You can set GroupWise to automatically archive information. Once this is set up, GroupWise will automatically archive your old information to the specified archive location.

1. Make sure you have already set up an archive location (Step I)
2. Click the GroupWise **Tools** Menu
3. Click **Options**
4. Double Click **Environment**
5. Click the **Cleanup** Tab



6. Under **Mail and Phone**, Click **Auto-Archive After**
7. Chose an amount of time in days (Note: mail is automatically deleted after 180 days. Choose an amount less than 180 days. Sixty days is a good choice.)
8. Under **Appointment, task, and reminder note**, Click **Auto-Archive after**. It is a good idea to archive old appointments, tasks and reminder notes also. The GroupWise archive can be set for a maximum of 250 days from the due date of the item.
9. Click **OK**
10. Click **Close** (archiving will begin next time you start GroupWise)
11. To view your archive, Click the **File** menu and choose **Open Archive**. (Archiving will not begin immediately therefore, your archive will initially be empty!)

**\*\*\*Note\*\*\*** To view your **Sent Items** in your archive, click the **View** menu, then click **Display Settings** and select **Sent Items**

**III. Steps to Manually Archive Mailbox Item:** You can also choose to manually archive items. This will allow you to choose items to archive at any time. You can manually archive items even if the automatic archive is set up.

**\*\*Warning\*\*** This method is not recommended! If you choose to manually archive, You must archive in small chunks preferably of 20 items or less. Archiving large chunks at one time could cause the archive to become corrupt and unrecoverable.

1. Make sure you have already set up an Archive location (Step I)
2. Open mailbox, select the messages that you want to archive (Tip: You can select several messages at a time by holding down the *ctrl* key on your keyboard while clicking on the items. Also, you can select consecutive messages by clicking the first message you want to archive, then hold down the shift key and click the last message you want to archive.)
3. Once the messages are selected, right click on any selected message and left click *Archive* or click the *Actions* Menu then *Archive*. (The selected items will be sent to the archive location set up earlier.)

**IV. Steps for Restoring Archived Items:** Restoring allows you to view your archive. You can also take items from the archive and put them back in your active mailbox.

1. From GroupWise click the *File* Menu
2. Click *Open Archive* (Notice once this is done, the title bar at the top should say *[Archive]-GroupWise-Mailbox*. You are now looking at the contents of your archive, and can read any archived messages and their attachments)
3. Select any messages that need to be restored.
4. Click the *Actions* Menu then click *Archive*. This will move the selected messages from the archive back to your main GroupWise mailbox.
5. Click the *File* Menu then *Open Archive* to close the archive and return to the main mailbox.

### **Archiving Sent Messages on Pegasus (Pine)**

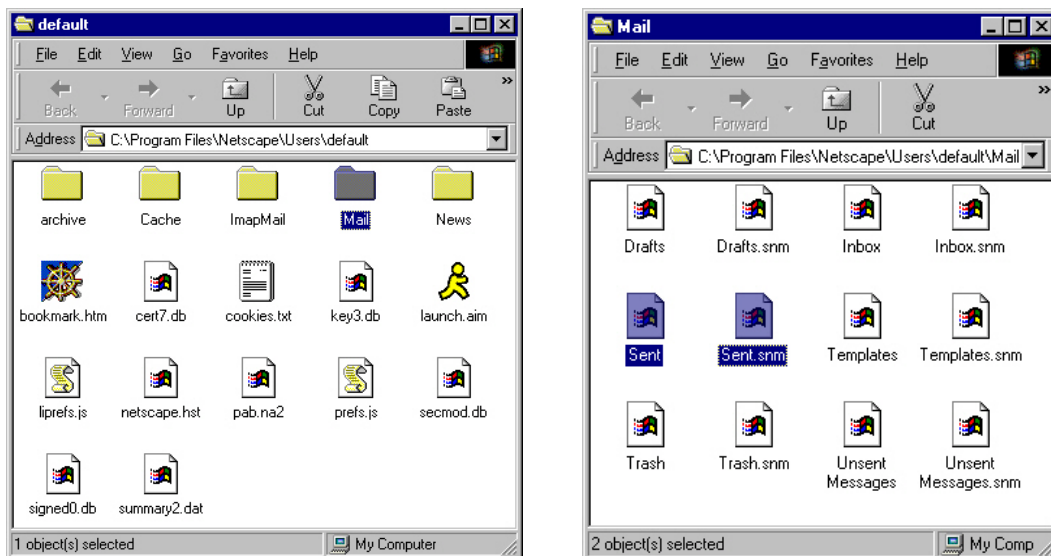
Pegasus (Pine) E-mail users can easily archive their sent messages simply by allowing the Pine **sent-mail** folder to remain unchanged. Sent mail is stored in the **sent-mail** folder, which is normally renamed each month by pine. Sent-mail folders should never be erased. The monthly prompt to delete mail can be suppressed by modifying the .pinerc configuration file. If you would like to permanently disable the monthly reminder to delete sent-mail over a year old, please contact the Computer Services Help Desk (Ext.3-5117) and one of the staff will disable this feature for you.

## **Pop Client Sent-Mail Archiving**

Some users may be viewing their email through a POP reader such as Netscape Messenger or Qualcomm Eudora. These applications store all sent messages on the user's computer, requiring the user to take responsibility for maintaining a backup copy of all sent mail for public record retention purposes.

### ***Netscape Sent-Mail Archiving***

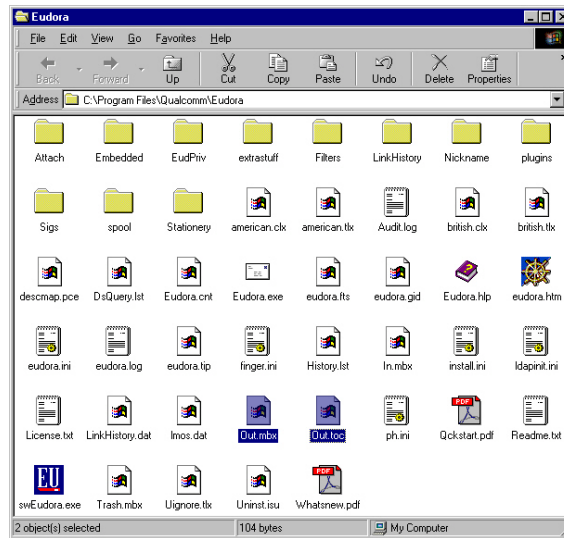
The Netscape Messenger application automatically saves a copy of all sent messages to the local Mail folder on your computer's hard drive. In most cases, your Netscape mail folder is stored in the "C:\Program Files\Netscape\Users\UserName" directory. Note: the directory path may vary between installations, depending on where the software was originally installed. The sent-mail files are called "sent" and "sent.snm". See the following examples:



Messenger users should always maintain a backup copy of this folder in a safe location. A backup can be stored on a floppy or zip disk, or on a recordable cd-rom by copying the local sent-mail files to the disk, or printing for public record retention purposes.

### ***Eudora Light Sent-Mail Archiving***

For users of the Eudora program from Qualcomm, a similar procedure must be followed. By default, the Eudora OutBox is stored as two files called Out.mbx and Out.toc under the "C:\Program Files\Qualcomm\Eudora" directory. Note: the directory path may vary between installations, depending where the software was originally installed. The following is an example of the Eudora mail folder:



Eudora users should maintain a backup copy of these two files in a safe place. A backup can be stored on a floppy or zip disk, or a recordable cd-rom by copying the two files to the disk, or printing for public record retention purposes.