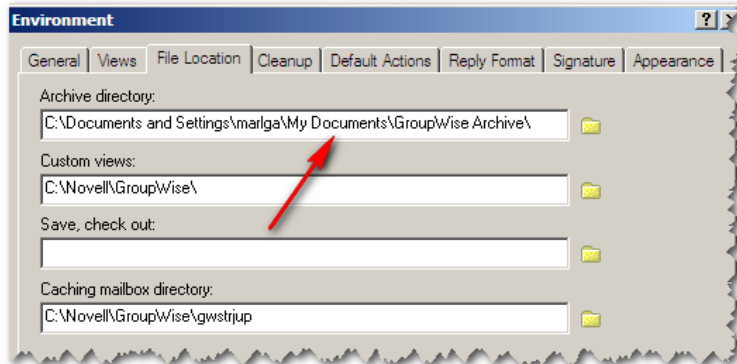| **Archiving E-Mail** • On the Main Menu, go to Tools > Options > Environment • Click the File Location tab. • Click the folder on the right of the Archive directory to browse to where you want to store your mail files. (Create a new folder within My Documents called GroupWise Archive.) • Use Archive to save mail or phone messages, appointments, reminder notes, or tasks to a designated database on a local drive. Archiving items saves network space and keeps your Mailbox uncluttered. It also protects items from being automatically deleted. • Click OK when done.	
Keeping Your Mailbox Clean: • Click the Cleanup tab. • Select either Auto-delete after OR Auto-archive after for each box. • You can view archived items whenever you need to. You can also un-archive any archived item. When you archive an item you have sent, you cannot track the status of that item. • The system administrator might delete your items if you don't archive on a regular basis. • Click OK when done **Retrieve Archived Mail:** • Click the Online right above the folder list • Select Archive • Navigate to the folder where you have the mail saved.	