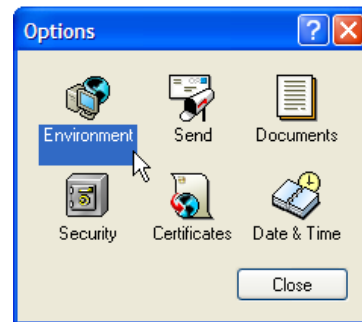


Backup GroupWise Archive

*Backup GroupWise Archive

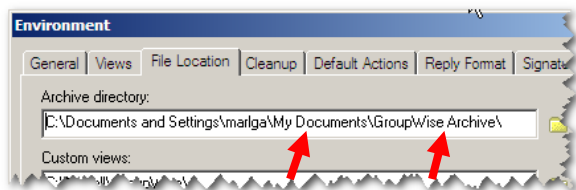
***Not all teachers have their Group Wise archived. This is something you would have set up yourself.**

1. In GroupWise, click TOOLS in top toolbar.
2. Click OPTIONS.
3. Double click ENVIRONMENT.



4. Click the FILE LOCATION tab.

5. Look at the *Archive Directory* to see where your archive is located and the folder name it's located in.



Example: This archive is found:

In My Documents

In a folder named Group Wise Archive

6. Now that you know where your archive folder is located, navigate to it & copy that folder to the media (example, flash drive) that you are backing up to.