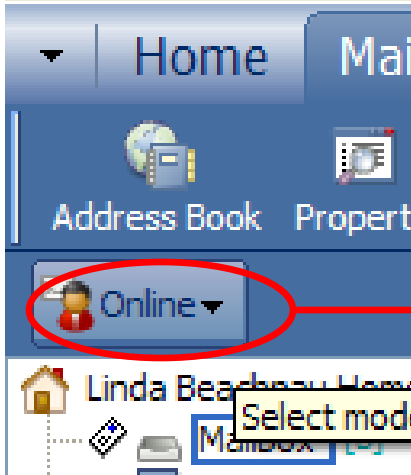
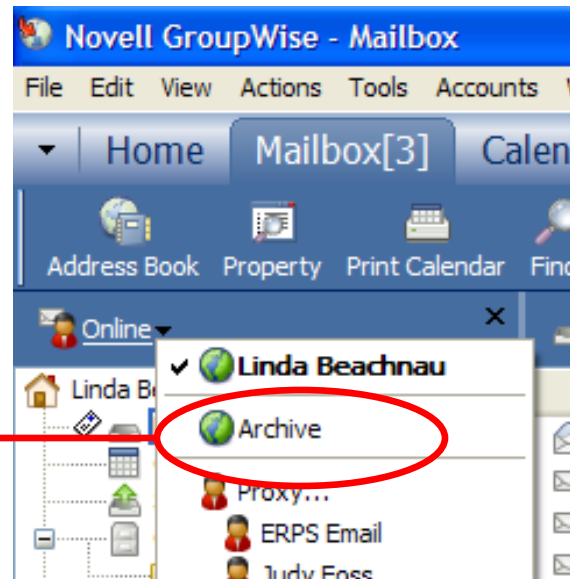


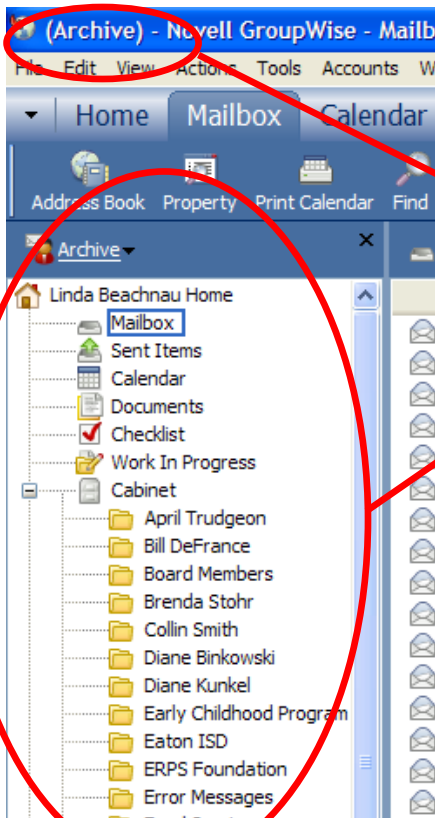
Accessing GroupWise Archives



After logging into GroupWise, click on the drop down arrow next to the “online button” in the upper left corner.



Click on the word “Archive” to view archived messages.



Your screen will now read “(Archive) – Novell GroupWise – Mailbox”. All messages, calendar items, tasks and documents 90 days old or older will appear in their associated folders. This includes items that have been sorted to folders in your cabinet.

To switch back to your current GroupWise mailbox, click on the drop down arrow next to the word "Archive" in the upper left corner of the screen. Select your name, and you will be transferred back to your current mailbox.

