Managing Your GroupWise Archive

Good morning,

Please read further ONLY if you use GroupWise archives

GroupWise archives will be transferred to your live mailbox in Office 365. The archive location **must be in your U: drive.**

If you use GroupWise archiving please verify the archive location; in the GroupWise client program, click on **Tools | Options... | Environment |** select the **File Location** tab. In the **Archive directory** field will be the location of your GroupWise Archive e.g. **U:**network\groupwise_archive. **Note:** It could be a different folder name. **If your archive directory is in another location other than your U:\ drive please contact the Helpdesk no later than Monday May 8th.**

We strongly recommend two procedures:

1. **Clean up -** Go into your archive and remove any items you don't need. Please make sure to empty the trash.
2. **Create Archive folder -** Because your GroupWise archive will be transferred to your live Mailbox in Office 365, we recommend to create a folder in your archive e.g. *Archived Mail,* and then **move** your items including **folders** and **archived mail** to this new folder (**this process may take several minutes so please be patient)**. This way, once the archive is migrated to your Office 365 account, your archived mail will be under a single folder (e.g. Archived Mail) and not directly into your live mailbox. To do this, in the GroupWise client program
   - Switch to your GroupWise archive
   - Right click on your Mailbox and select New Folder
   - Enter a name for the folder e.g. Archived Mail
   - Drag folders and email to the new folder.
     - **Tip:** You can do several items at a time by holding the control key and clicking on items you want to move and then drag to the new folder.
   - Once this process is completed, <mark>DO NOT archive any items from this point.</mark>

NOTE: GroupWise Archiving will be disabled on May 8th

Thank you for you cooperation and if you have any questions please let us know.