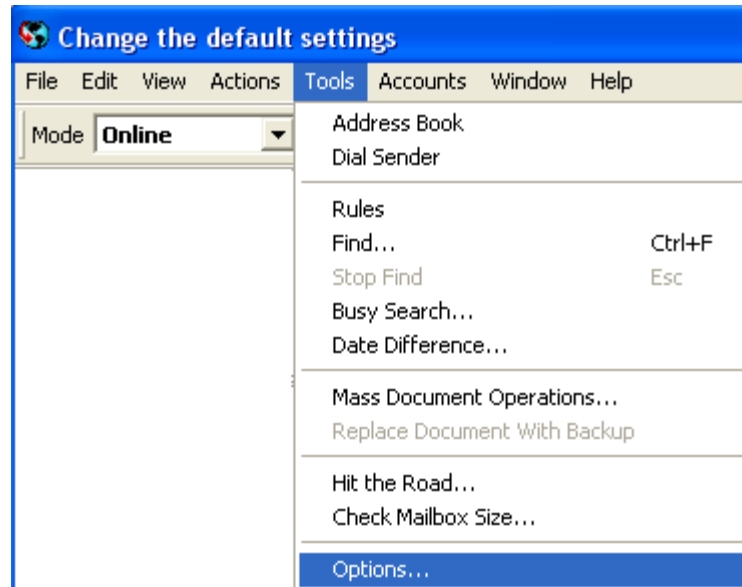


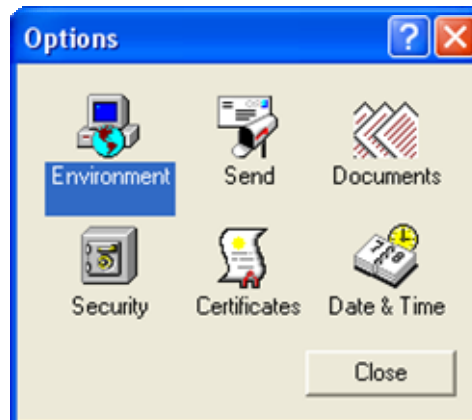
Automatically archive your GroupWise mailbox (On Campus Client Access only)

You **MUST** be logged into EagleNet and GroupWise as yourself.

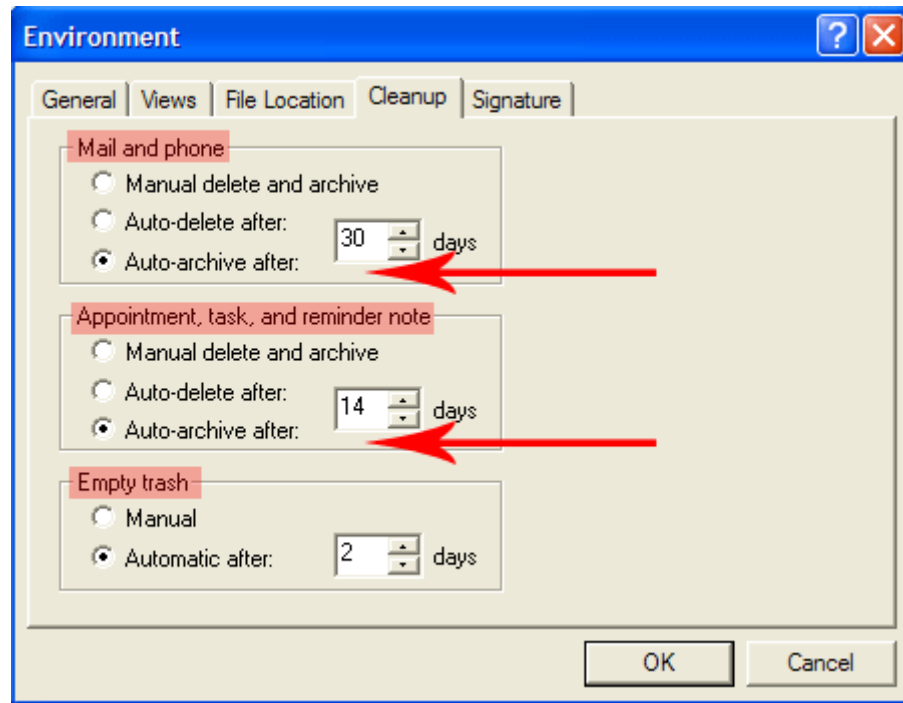
1. Click Tools > Options



2. Double-click the Environment icon



3. Click the Cleanup tab
4. Select Auto-Archive After for the item type you want
5. Specify the number of days after the item is delivered or completed that you want it to be archived



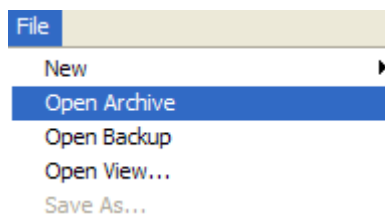
6. Click OK
7. Click Close

NOTE:

- **Your mailbox limit is 200 MB.**
- **Your archive is stored in your H: drive which has a size limit of 60 MB.**

Retrieving archived Items

1. Select Open Archive from the File menu



2. To unarchive a message, right click on that message and uncheck archive.