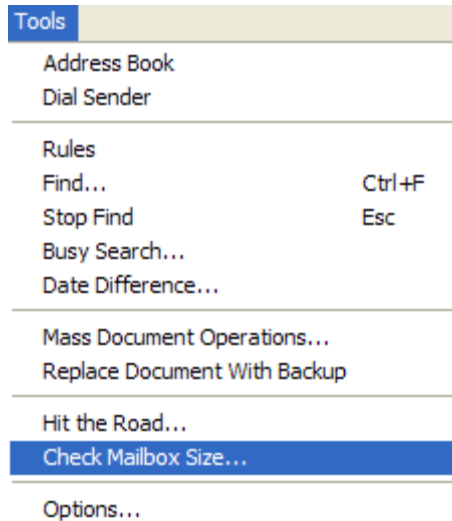


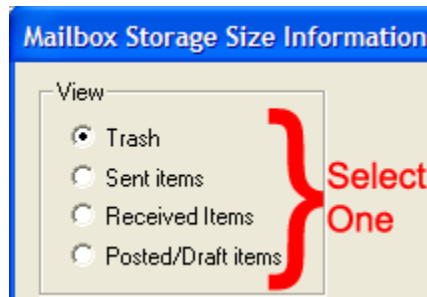
Manually archive your GroupWise mailbox (On Campus Client Access only)

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

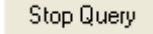
1. Click Tools > Check Mailbox Size



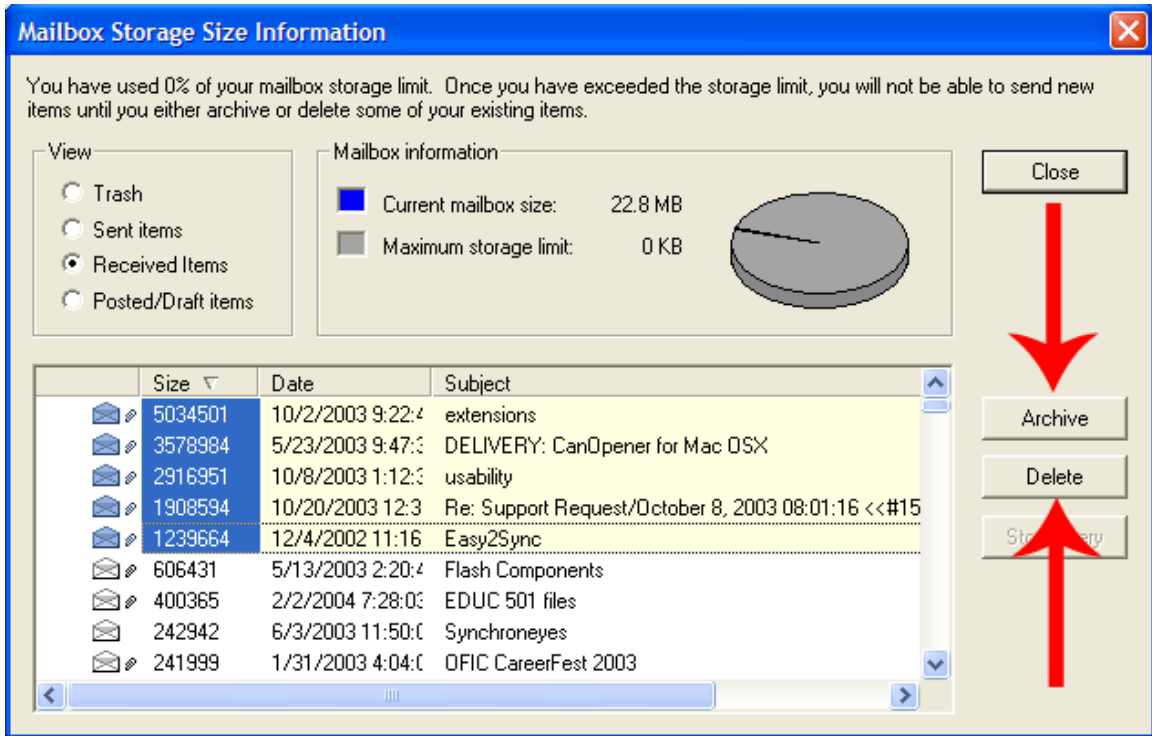
2. Click Trash, Sent Items, Received Items, or Posted/Draft Items



NOTE: When you select a view, GroupWise® searches for items in the selected folder and displays the items in descending order, from the largest file size to the smallest.

You can click Stop Query at any time to stop the query. 

3. Select an item or multiple items



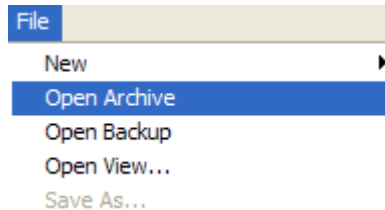
4. Click Archive if you would like to save the item(s)
5. Click Delete if you no longer want the item(s)
6. Repeat Steps 2 and 3 until the storage size is below 200mb, the limit set by your GroupWise administrator
7. Click Close

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.