

GroupWise Archiving

GroupWise archiving is a process that will offload your email contents from the main GroupWise server to a local or networked drive. A networked drive I: is allocated to each Netware network account. This drive is located in the AS server. We recommend that users use this drive as their GroupWise archive data store because this is automatically backed-up to tape.

Archiving is important because it helps us conserve the total disk storage space on the main GroupWise server. Keeping the total data stored on the mail server smaller actually speeds up user access. It also improves the performance of the daily maintenance routines done on the server to prevent failures.

Archiving can be setup to run automatically based on the age of the email items. Manual archiving can be done also on individual email items that do not correspond with the age criteria set on the automatic archiving setup.

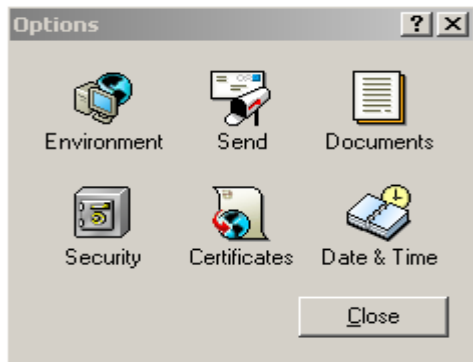
We recommend that users routinely cleanup their mailboxes of unwanted emails, specially those that include attachments. Attachments if needed can be saved to a local or network drive.

Please remember that a space quota is in effect for your I: drive. Once your I: drive quota is used, you can copy the GWArchive folder in I: to your local machine and then burn it to a CD ROM. Delete all the contents of GWArchive. GroupWise will automatically recreate a new archive data set. Mark your CD as a GroupWise archive and date it based on the auto-archive setting used. This means that the last entry in this particular archive was from so many days ago. In effect, you can actually create CD archives of emails from particular dates for example emails from 2002-2003.

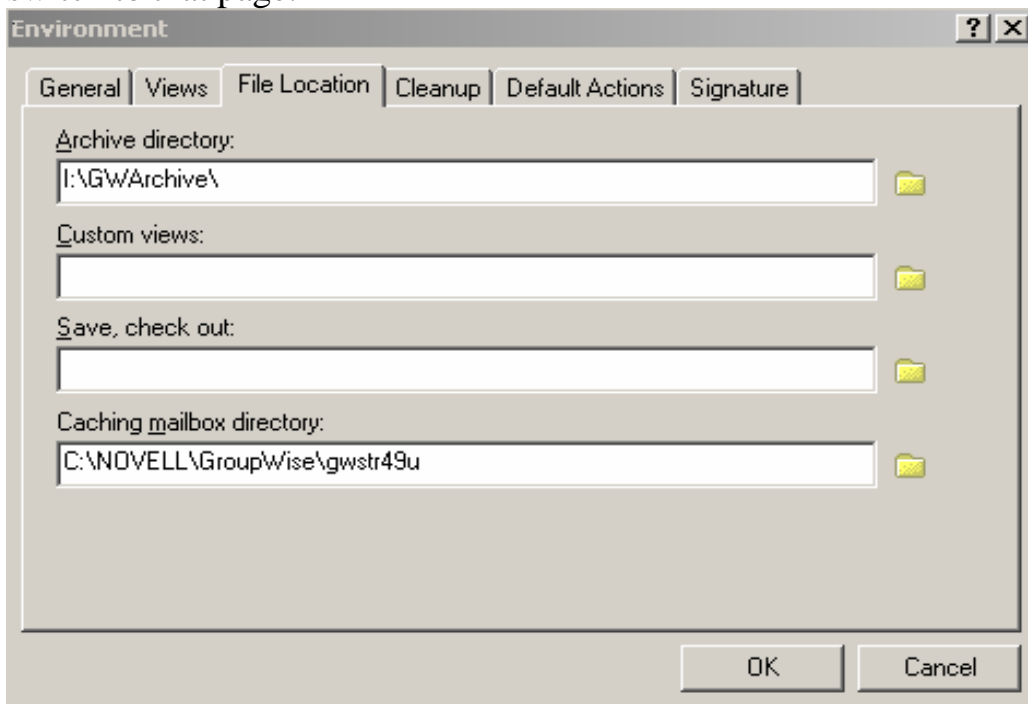
For additional help on setting up an archive, please contact TSC Help Desk at ext. 9149.

GroupWise Archiving Setup

1. Check your drive I: using Windows Explorer or My Computer. If there is a GWArchive folder, skip to step 3.
2. Create a folder called GWArchive on the I: drive.
 - Click on the I: drive to select it.
 - Click File, then New, then Folder.
 - Type in the name of the folder "GWArchive", then tap the enter key on your keyboard.
 - Close Windows Explorer or My Computer.
3. In your GroupWise client menu, Click Tools , Then click Options.
4. Double click the Environment icon in the box that appears.



5. This will bring up the screen below. Click on the File Locations tab to switch to that page.



6. If not already there, type "I:\GWArchive" into the Archive Directory Field.
7. Click OK.
8. Your Archive is now ready for use.

Archiving/Retrieving Messages Manually

It is a good idea to learn how to archive and retrieve your messages manually

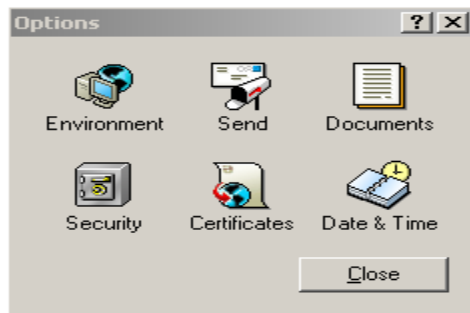
1. Select (by clicking on) a message which you wish to archive. Multiple message may be selected by holding down the shift or ctrl keys while clicking.
2. Right-Click on one of the selected messages.
3. On the menu that appears, click on 'Move to Archive'.
4. The message(s) will disappear from the folder (Mailbox, Sent Items, Cabinet folder, etc...).
5. To view your archive, Click File, then Open Archive (Alternatively, you can click on Online, and choose Archive). This will switch your GroupWise completely over to a view of your archive.
6. The archived message will appear in exactly the same location on your archive as it did within your GroupWise account. Archiving automatically creates folders and sub-folders as needed to duplicate your original folder structure.
7. Messages can be read in exactly the same manner as they are when they are not archived
 - a. If for some reason you need to retrieve a message from the archive (to reply to or forward a message), it is done in the same manner as archiving.
 - b. Select the message by clicking on it.
 - c. Right-click on the message
 - d. On the menu that appears, you should see a checkmark beside 'Move to Archive'. Click on 'Move to Archive'.
 - e. The message will disappear from your archive. It will reappear in the corresponding location in your GroupWise account folder structure.
8. To exit your archive, click File, then click Open Archive (or alternatively, click Online, and choose your name).

NOTES: Items deleted within your archive will go into the Archive Trash
Items deleted from the Archive Trash are unretrievable.

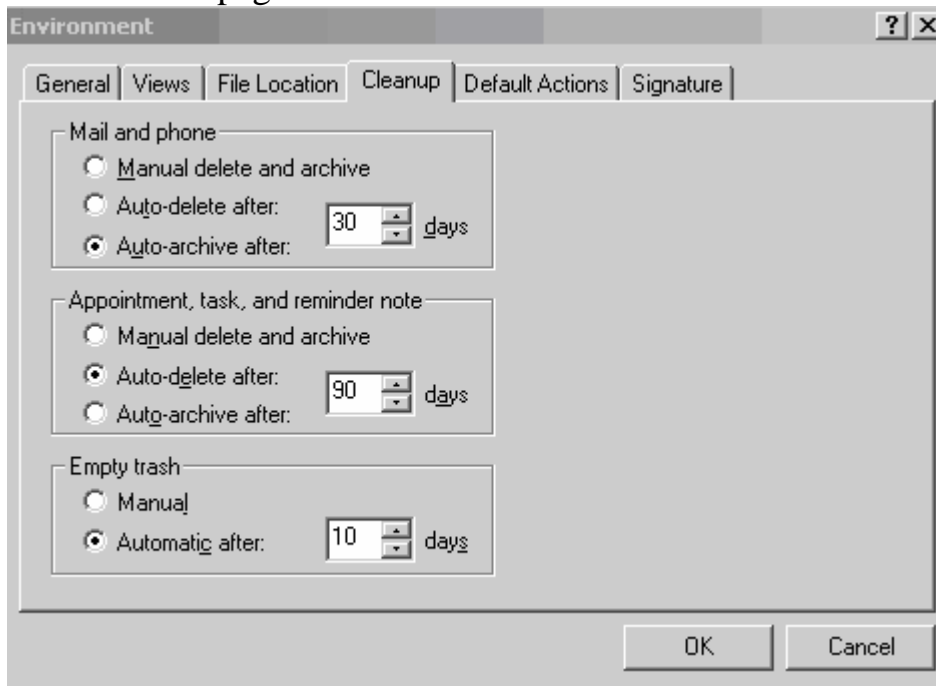
Auto-Archiving and Cleanup

Individuals who regularly cleanup un-needed messages and junk mail, may want to set up Auto-Archiving, so that their legitimate email gets archived regularly. This feature is not advised for clients who do not regularly clean up their inbox, as it can cause junk mail to become archived.

1. In your GroupWise client menu, Click Tools , Then click Options.
2. Double click the Environment icon in the box that appears.



3. This will bring up the screen below. Click on the Cleanup tab to switch to that page.



In the example shown above, any mail or phone item more than 30 days old will automatically move to the archive. Any appointment task or reminder note will be deleted after 90 days. The trash can will purge itself after 10 days.

4. To save these settings, click OK.

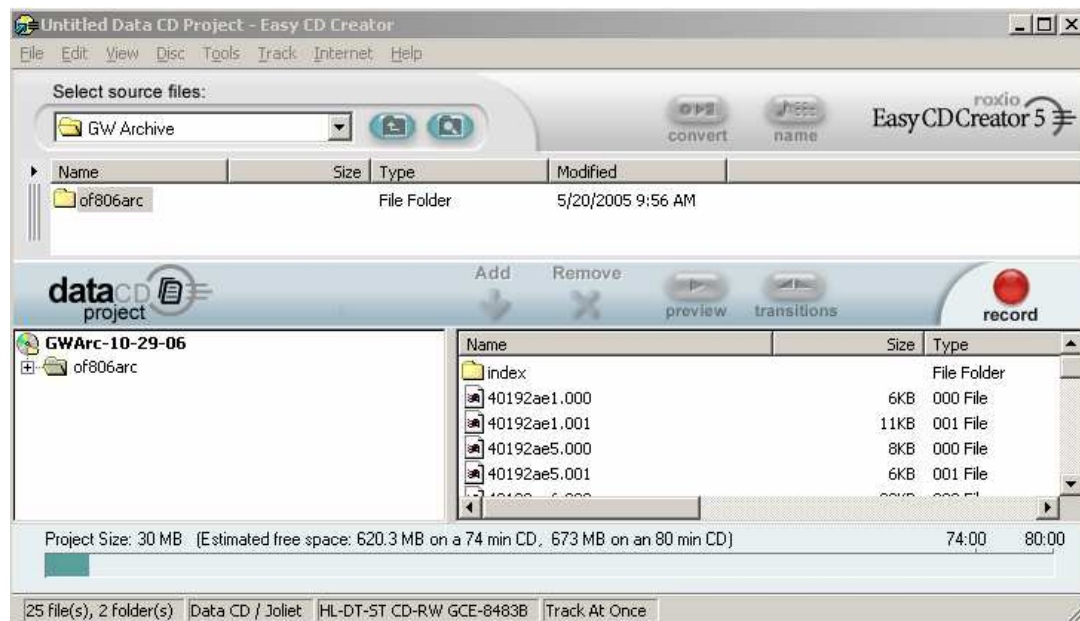
Burning GroupWise Archive to CD Disc

NOTE: You only need to burn your Archive to CD once it becomes large (300Mb or more). It is usually not necessary to burn a CD on the same day you created your archive.

Once your GWArchive folder reaches 300 MB, we recommend a refresh of your archive. To do this, you need to burn your archive to CD and then deleting the contents of the GWArchive folder. Your archive will automatically recreate itself starting with emails archived after the refresh date.

Your CD archive is a permanent record of your old emails from a certain date period. If you need access to it at a later date, it can be offloaded to your local drive.

Your local workstation CD burning software can be used to create a data cd as shown below.



In this example, the contents of GWArchive folder is another folder with the name of806arc. This sub-folder contains your GroupWise emails and it was automatically created by the archive engine. The name format used by the system always starts with “of” then a random 3 character Gwise ID and then “arc”.

In this example, once you click the “record” button as shown, it will backup all your archive contents to CD.

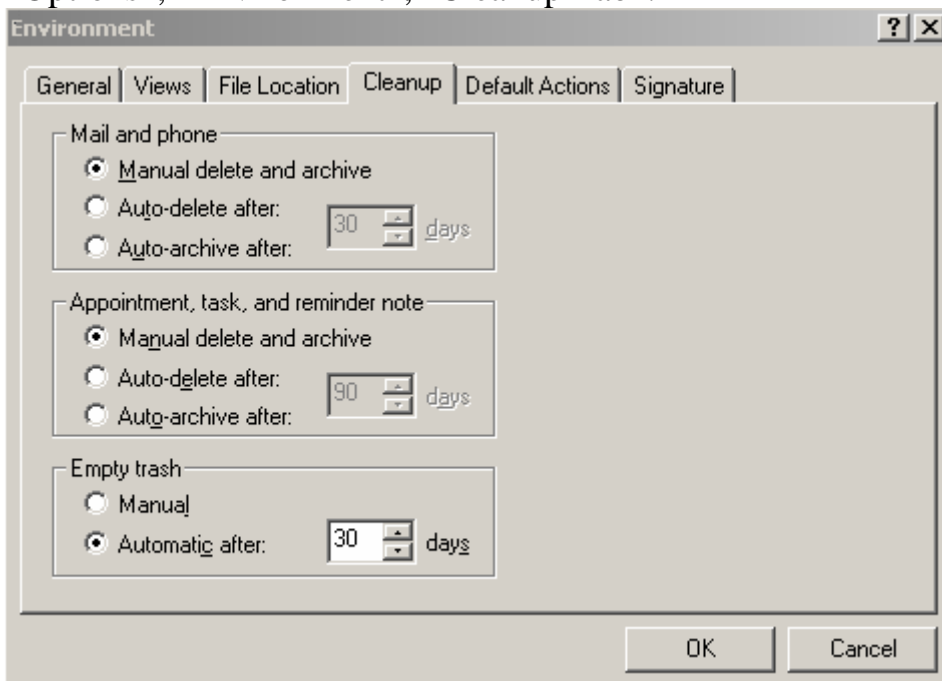
It is recommended that you copy the GWArchive folder to your local workstation drive (on UWIN machines, this is your D: data drive) and then record the data from the workstation instead of from the server. This folder will also become your second backup. Rename the GWArchive copy folder in your local drive as “GWArc-date”.

After the recording is done, delete the contents of the GWArchive folder on your I: drive. Do not delete the GWArchive folder itself. In this example, just delete the “of806arc” folder and its contents.

How will I access my old archive from CD?

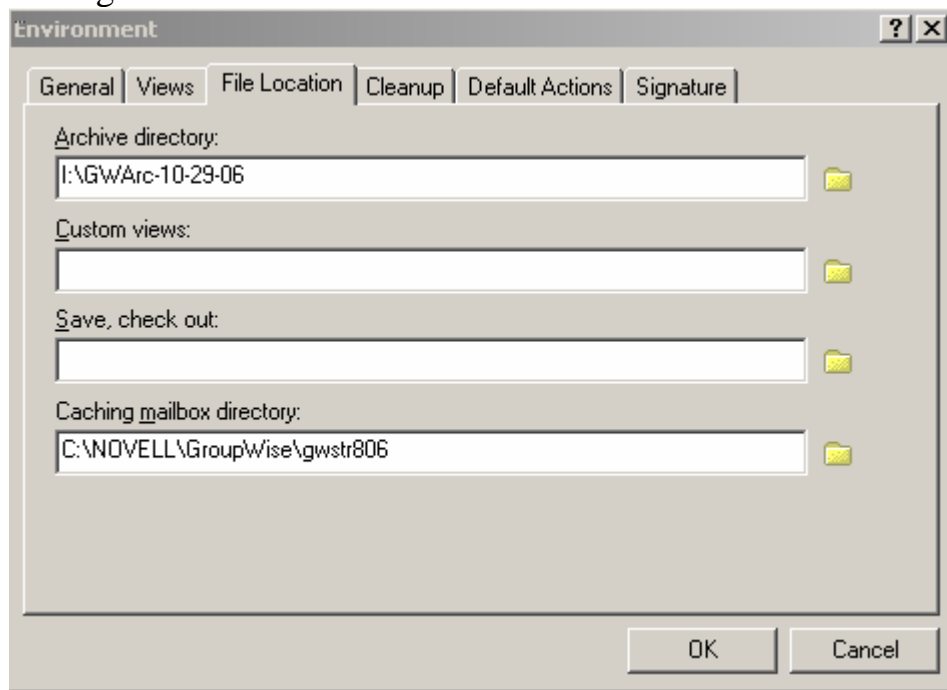
To access your old archive from CD, you need to copy it first to a local drive. If you have retained a copy in your local drive after you burned it to cd then skip this process. The folder can be named as “GWArc-date”. The “date” corresponds to the burn date.

The next step is to start your GroupWise client. Go to “Tools”, “Options”, “Environment”, “Cleanup Tab”.



Click on the Manual delete and archive as shown above.

Then go to “File Location Tab”.



In the Archive directory field, type the location of the old archive that you have copied from CD to your local drive.

In this example your archive folder structure should look similar to this:

D:\GWArc-10-29-06\of806arc

Click “OK”. Restart GroupWise. Now you should see your old archive contents using your GroupWise client.

After your done, please do not forget to set back your original Cleanup and archive directory settings. Restart GroupWise again.