

Novell GroupWise 7.0 - Managing your Messages

Organizing Your Messages

It is a good idea to organize your Mailbox messages just like you do your other mail. Think of the Mailbox just like your mailbox at home – don't leave your mail in it! Open your messages, throw away the ones you don't need to keep, and file the ones that you do.

To **delete** a message from your mailbox, select the message and press the Delete key or click the Trash button on the toolbar. The message goes to the Trash folder where it remains until the trash is emptied. You can also delete a message by dragging it to the Trash folder.

Files remain in the Trash for 30 days and are then automatically deleted by the system. If you need to retrieve a message that has been deleted within the last 30 days, select the Trash folder in the Folders List, right-click the message in the Items Area and select Undelete from the shortcut menu. The message is returned to its original location.

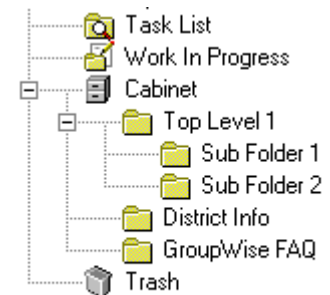
To permanently delete a message (before 30 days), open the Trash folder and delete the message. Or to empty all messages from your Trash, right-click the Trash folder in the Folders List and select Empty Trash.

Filing Messages in the Cabinet

You can use the Cabinet to organize and store messages. You create and name folders and subfolders in the Cabinet in much the same way that you do to organize files on your hard drive or server.

GroupWise allows you to create three different types of folders – personal, shared, and find results folders. You will probably want to use personal folders most of the time. Personal folders are accessible to only you; shared folders are used to save messages where others will have access (you designate who and how much access they are given); find results folders list the messages that match criteria that you designate.

To create a folder in the Cabinet, right-click the Cabinet icon and choose New Folder. A dialog box will display in which you choose the type of folder, designate a name and make other selections. In the same way, you can create subfolders – right-click on the folder icon in which the new folder should be created.



Once you have created folders, move messages into the folders by dragging the message from the Items Area to the folder. Notice that subfolders can be displayed by clicking the plus sign next to the top level folder icon. Folders can be sorted alphabetically by right-clicking the Cabinet and selecting Sort Subfolders from the menu.

Sorting Messages

The list of messages in your Mailbox, Trash, or Cabinet folders, can be sorted in various ways. Typically, messages are sorted by date but you can sort by Subject, Sender, or any other column.

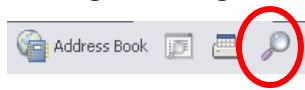
To sort by a particular column, point at the column heading and right-click. Choose either Sort Ascending or Sort Descending.

To display additional columns, right-click any column heading and select the item you wish to display from the menu. OR select More columns for even more options! Columns can also be removed - click the column heading, drag it down off the bar and drop it.

	Subject	From	Date
✉	Re: IGPro Issues	Jan Adam	11/04 11:35AM
✉	Re: IGRpro Training Session	Cheryl Ac	11/04 09:24AM
✉	Re: IGRpro Training Session	Eric Bardv	11/04 08:58AM
✉	Math Data Team	Janet Sor	06/04 01:49PM
✉	Best Education Web Sites and App	<cde@ce	05/04 04:54PM
✉	Re: IGRpro Training Session	Renaë Kn	05/04 03:07PM
✉	Math Data Team Minutes	Janet Sor	15/04 03:43PM

Sort Ascending
Sort Descending
CC
Document#
Folder
Name
Size
Source
To
More columns

Finding a Message



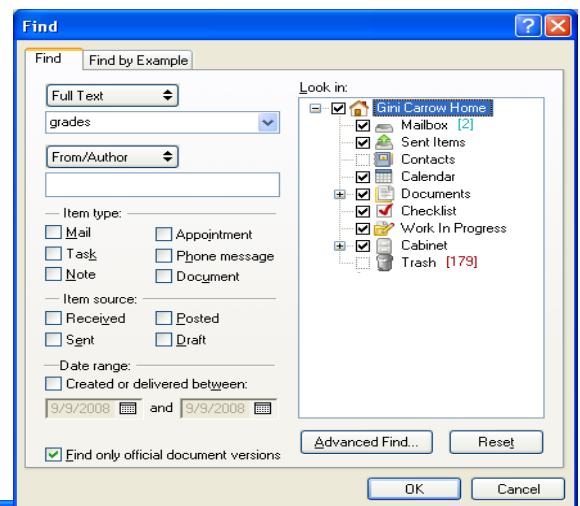
With messages stored in various folders, you might occasionally need to locate a message quickly.

Click the **Magnifying Glass** (Find) on the Toolbar.

On the left side of the Find dialog box enter your search criteria. You can search by keywords in the Full Text of the message or in the Subject only or by the name of the sender (From/Author) or recipient (To/CC). Further options include item types, sources, or date ranges.

In the Look in: window on the right of the Find dialog box, indicate which folders to search.

Further options are available using the Advanced Find button.



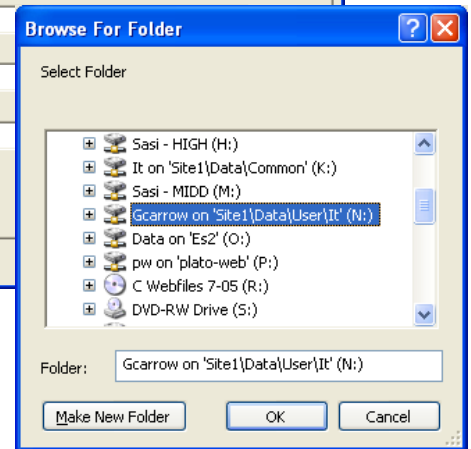
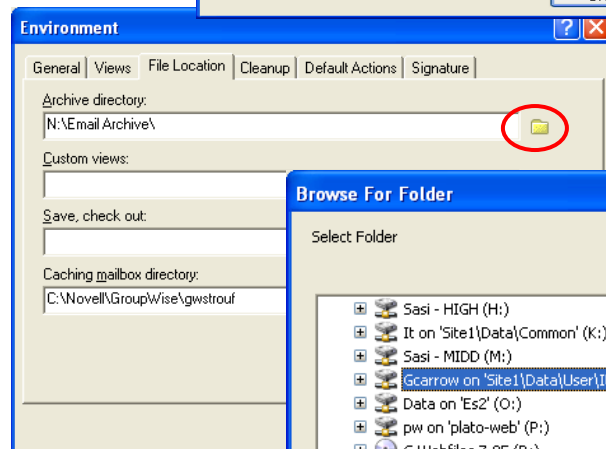
Archiving Messages

If you want a message to be saved permanently and to free up space on our mail server, it needs to be **archived**.

When a message is archived, it is no longer stored in the active Mailbox or Cabinet but is moved to a more permanent file location of your choosing.

To specify where the archived messages will be stored, choose **Tools** → **Options**. Double-click the **Environment** tab and then the **File Location** tab.

Click the folder button beside the Archive directory text bar. Browse to the location where you want to save your messages. It's a good idea to archive your files in your personal folder on the network server (N:) rather than on the hard drive of your local computer. Once you have navigated to the location you choose, click OK.



Now that your archive location is set, you are ready to archive your important messages. To archive a message, select the message, go to the **Actions** menu and select **Move to Archive**. The message will *move* to the archive location and will no longer be stored in the active Mailbox or Cabinet.

You can also archive folders and messages that you have set up in your Cabinet (see previous page). Select the folder in the left side of the GroupWise window to display the contents in the Items Area. Select a message – to select multiple messages, hold the CTRL key as you select - then go to **Actions** → **Move to Archive**. Folders will automatically be created in the Archive location to match the folders in your Cabinet.

To view archived messages, select **File** → **Open Archive**.

The GroupWise window looks the same but displays your archived items with the name **(Archive)** in the title bar.

Click File → Open Archive to return to the active mailbox.



If you archive a message that you want to move back to your active Mailbox, select the message in the Archive, and go to Actions → Move to Archive. The message will go back to its original location in the active Mailbox.