

Saving GroupWise Email as Text Files

We will be moving away from GroupWise email. If you have emails that you need to save, you need to begin the process of saving or printing those emails **now** so that you will be ready when the GroupWise server is shut down. 😊

This will be a very time consuming process, so you may want to start weeding out emails you no longer need to keep. Delete emails that you no longer need. You'll be happy you did when you start this process.

You will first need to consider where you want to save your files. If you have a large number of files you must keep, you may wish to use a flash drive with more storage space than your home directory (1GIG or higher). Create a folder on your flash drive and/or in your home directory called **Saved Email**.

You may wish to create folders to match your current filing system in GroupWise. To do this, open GroupWise and click on the plus sign next to the filing cabinet to expand the filing cabinet. You may either jot down the names of the folders, or print a list. **Part A** of the following instructions describes how to create folders in your home directory.

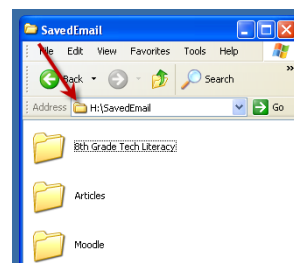
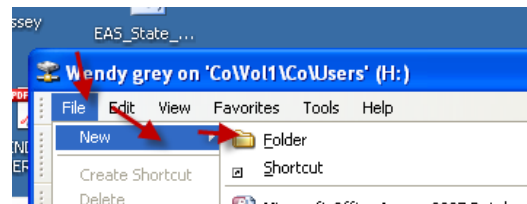
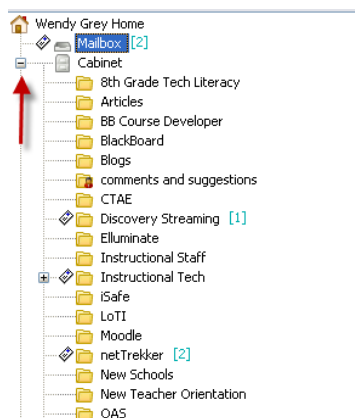
If you are not using the filing cabinet in GroupWise, you may skip to Part B.

Emails saved as text files are automatically named based on the **subject** of the email. *Duplicate subjects will be overwritten*, so you must be sure to change the subject names in these cases. **Part B** of the following instructions describes how to rename the subject in an email in case of duplicate names.

Part C of the following instructions describes how to save multiple emails and attachments at once. Again, duplicate attachment names will be overwritten if they are stored in the same folder, so be sure to save only the most recent copy of attachments. Once you have saved old emails as text files, you will want to begin the process of deleting them from your inbox, filing cabinet, or sent box. This will help you stay organized as you save files. **Part D** describes how to save emails from your archive.

Part A: Organizing Your Emails Into Folders Identical to Your GroupWise Filing Cabinet

1. Click on **My Computer** and browse to your home directory or flash drive.
2. Click **File>New>Folder** to add a folder called **Saved Email**.
3. Click **File>New>Folder** to add a folder with the same name as the first folder in your GroupWise filing cabinet.
4. Repeat this process for each folder.

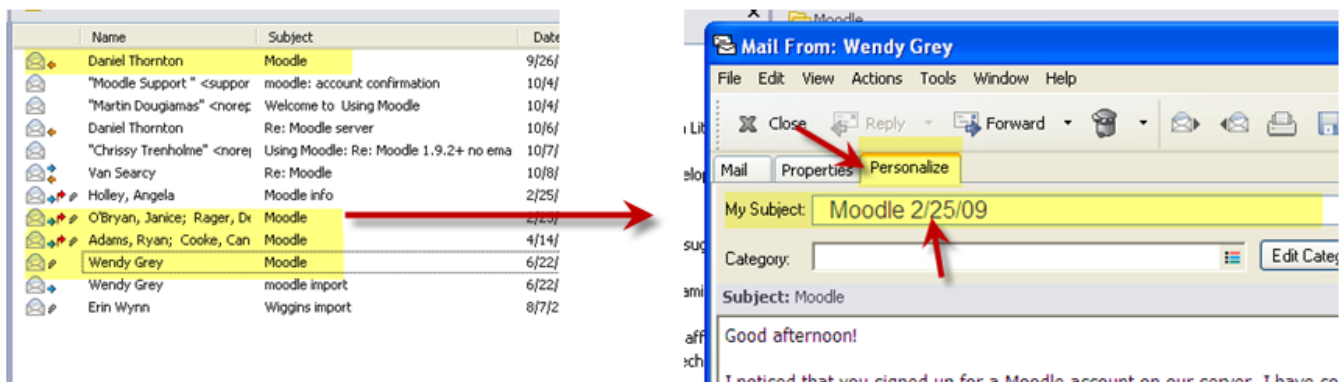


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Part B: Renaming Duplicate Subjects

Notice below that there are 4 items with the subject "Moodle." When you save these files as text files, the files will be overwritten with the same file name and you will not be able to save each file unless you rename them.

1. Click on the email to open it.
2. Click on the **Personalize** tab.
3. In the **My Subject** area, type in a new subject. You may want to keep the original subject and add a date. Or, you can change the subject to be more descriptive.
4. Close the email.
5. Repeat this process for each email with a duplicate name.



The image shows a GroupWise email list with columns for Name, Subject, and Date. All subjects are now unique, including the one that was previously 'Moodle' and is now 'Moodle 2/25/09'. A red arrow points to the 'Moodle 2/25/09' entry.

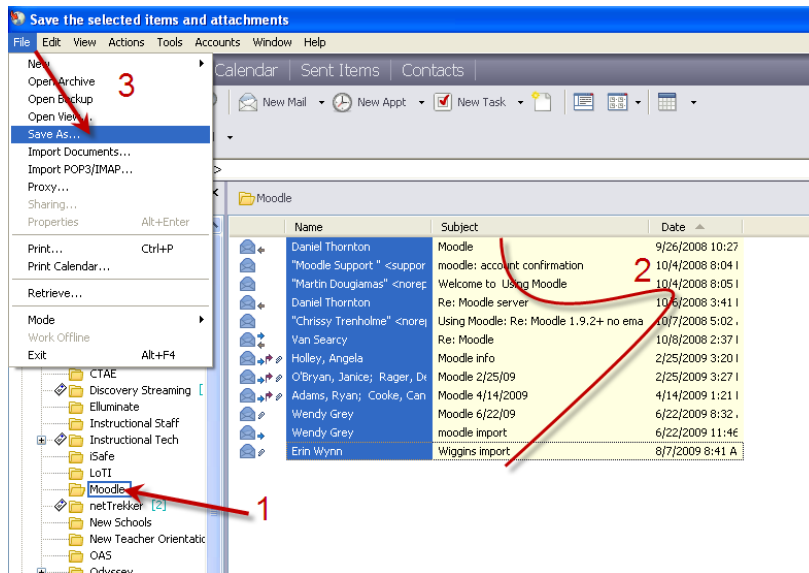
Name	Subject	Date
Daniel Thornton	Moodle	9/26/2008 10:27
"Moodle Support " <suppor	moodle: account confirmation	10/4/2008 8:04 I
"Martin Dougiamas" <norep	Welcome to Using Moodle	10/4/2008 8:05 I
Daniel Thornton	Re: Moodle server	10/6/2008 3:41 I
"Chrissy Trenholme" <norej	Using Moodle: Re: Moodle 1.9.2+ no ema	10/7/2008 5:02 .
Van Searcy	Re: Moodle	10/8/2008 2:37 I
Holley, Angela	Moodle info	2/25/2009 3:20 I
O'Bryan, Janice; Rager, D	Moodle 2/25/09	2/25/2009 3:27 I
Adams, Ryan; Cooke, Can	Moodle 4/14/2009	4/14/2009 1:21 I
Wendy Grey	Moodle 6/22/09	6/22/2009 8:32 .
Wendy Grey	moodle import	6/22/2009 11:46
Erin Wynn	Wiggins import	8/7/2009 8:41 A

Every subject is now unique!

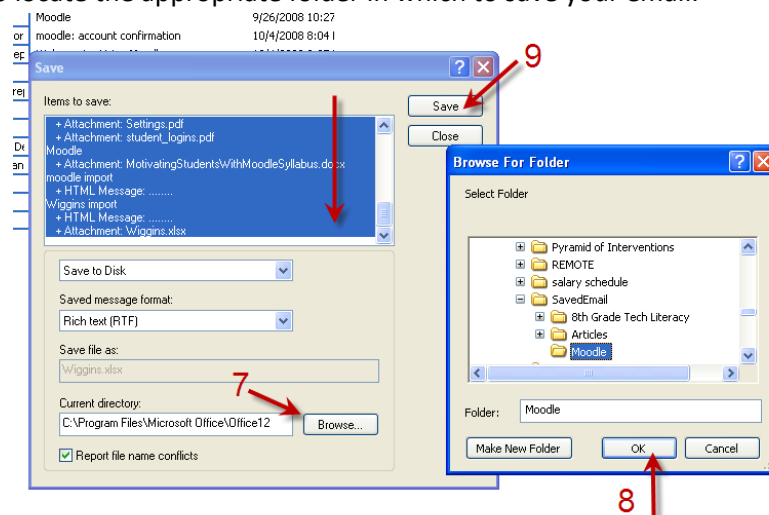
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Part C: Saving Your Emails and Attachments

1. Click on a folder in your filing cabinet so that you can view the contents in the window to the right. Or, click on your mailbox to view all mail if you do not use the filing cabinet.
2. Once you see a list of emails you wish to save, click on the first email just once to highlight. Now click the **Ctrl key** and the letter **"A"** on your keyboard AT THE SAME TIME. This will highlight all of your emails at once.
3. From the menu at the top of the GroupWise window, click **File**, then **Save as**.

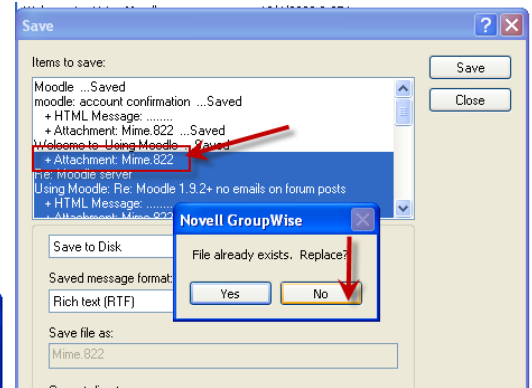
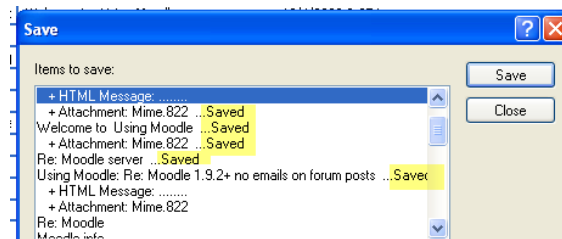


4. In the dialog window, **click on the first email** in the list to highlight.
5. **Scroll to the bottom** of the list until you see the last item.
6. Hold down the **Shift key** and **click on the last item** in the list. This will highlight all items in the list.
7. Use the **Browse** button to locate the appropriate folder in which to save your email.
8. Click on the **OK** Button.
9. Click **Save**.



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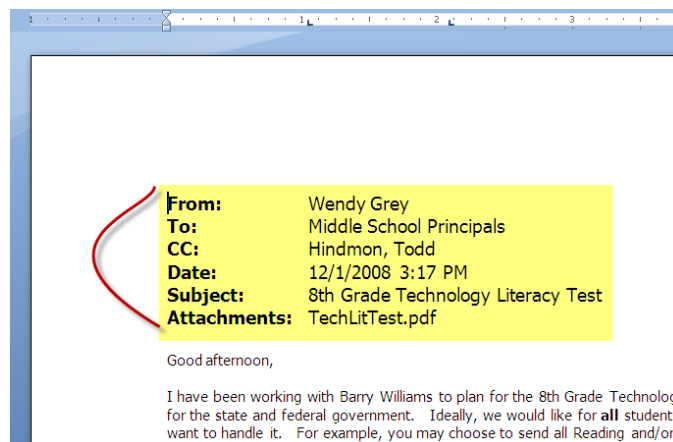
10. If you receive the “File already exists. Replace?” message, click **No**. If you renamed all of your files, the only duplicate you should get is the Mime.822 file. This is not an important file.



Notice that the email messages and attachments are now saved. Repeat this process for each folder or group of emails you wish to save. (If you have multiple copies of an email, you may wish to only save the latest version, especially if there are attachments.)

You may now browse your folders and open saved emails in Microsoft Word.

All pertinent information including the sender, recipients, date, subject and any related attachments are noted at the top of the document.



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Part D: Saving from Archive

1. Click on the drop down arrow beside Online.
2. Select **Archive**.
3. Repeat process in Part C to save archived emails just as you did from your other email folders.
4. Delete emails after saving.

