Beginning April 17th, GroupWise will automatically archive all messages that are 120 days old. This includes messages in the ‘Mailbox’, ‘Sent items’, ‘Task List’, ‘Work in Progress’, and any folders in the ‘Cabinet’. When mail is automatically archived, it goes to the hard drive of your network computer. To find your archived messages, from the GroupWise ‘File’ menu, Click ‘Open Archive’. Note, the blue title bar at the top of the window indicates ‘(Archive)’. Your messages will be in the same location in the archive that they were in your ‘live’ mailbox.

Even if you had messages in folders in your ‘live’ mailbox, but had never bothered to set up folders in your archive, GroupWise will create an archived folder by the same name and deposit any stored messages that are over 120 days old in the archived folder. To move from your archive back to the ‘live’ mailbox, simply repeat the steps, ‘File’ - (this time Click to deselect) ‘Open Archive’. If you use Web mail, you will not be able to access any messages that are archived to the hard drive of your networked computer.

If you remove a message from the archive so that it can be accessible from Web mail, it will only become archived again. The only way to avoid automatic archiving of a particular message is to resend it to yourself. Resending changes the sent date and the message will not be archived for another 120 days. You can either forward the message to yourself or Click Edit - Change to - More… - Posted Mail message.

If you share a computer, GroupWise will archive each person’s messages to a separate archive directory on the hard drive. If you read your mail from more than one computer, you may find archived messages on all the computers you use. To avoid this situation, assign primary status to one computer.

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GROUPWISE

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where you read GroupWise e-mail. Use Web mail to read your e-mail from any other computers.

The other side of this issue is what to do if you want your messages archived in less than 120 days. You won’t be able to change the Clean-up options so you’ll need to write a rule that says archive all messages that are older than x days. For more information go to the GroupWise FAQ’s and read about rules http://www.its.ipfw.edu/FAQS/gwuse.html or call the Help Desk at ext. 6030.

NETg, the leading provider of technology training and IU have partnered to provide the training you need when you need it. If you have to sharpen your skills in Microsoft Access give NETg a try. NETg offers classes in Access 2000 Fundamentals, Access 2000 Proficient User and Access 2000 Expert User.

NETg offers a broad range of topics with lessons from novice to expert level. Take a pre-assessment and NETg will design a customized lesson plan that skips over the things you already know. Retake a course as many times as you like. NETg, training designed with your busy schedule in mind. Try it today!

http://CBT1.ipfw.edu

COMING SOON!

In an effort to improve internal communication, university events and announcements will soon be coming to your computer. Every time you log in to your system, you will see a screen listing important announcements and upcoming events. This screen will stay on your computer until you select “close” at the bottom right-hand corner of the screen. While this screen is displayed, your computer will continue booting up, so no time is lost. To post events for the following month, please notify Jackie Roehling of University Relations & Communications at ext. 6808 or roehling@ipfw.edu.

Since December 20th, 2001, GroupWise anti-virus has successfully blocked 1,679 incoming infected e-mails!

MS Word Productivity Tools for the Workplace

| (Part 1) Friday - April 5th - 1:30-3:00 P.M. |
| (Part 2) Friday - April 12th - 1:30-3:00 P.M. |

Excel Basics

| (Part 1) Monday - April 8th - 1:30 - 3:00 P.M. |
| (Part 1) Monday - April 15th - 1:30 - 3:00 P.M. |

Excel Beyond the Basics

| (Part 1) Tuesday - April 16th - 9:30 - 11:30 A.M. |
| (Part 2) Thursday - April 18th - 9:30 - 11:30 A.M. |

Using PowerPoint in the Classroom

Tuesday - April 23rd - 1:30 - 3:30 P.M.

Using DreamWeaver

| (Part 1) Tuesday - April 9th - 1:30-3:00 P.M. |
| (Part 2) Thursday - April 11th - 1:30-3:00 P.M. |

GroupWise Basics

Friday - April 12th - 9:00-10:15 A.M.

GroupWise Calendar

Thursday - April 11th - 9:30-10:30 A.M.

GroupWise Address book

Tuesday - April 9th - 9:30-10:30 A.M.

Netware Connect

Thursday April 11th - 4:00-4:30 P.M.

Classes meet in KT 205-B.
Bring a floppy or zip 100 disk.
See the Short Course descriptions and register for classes at:
http://www.its.ipfw.edu/docs/training/schedule.html