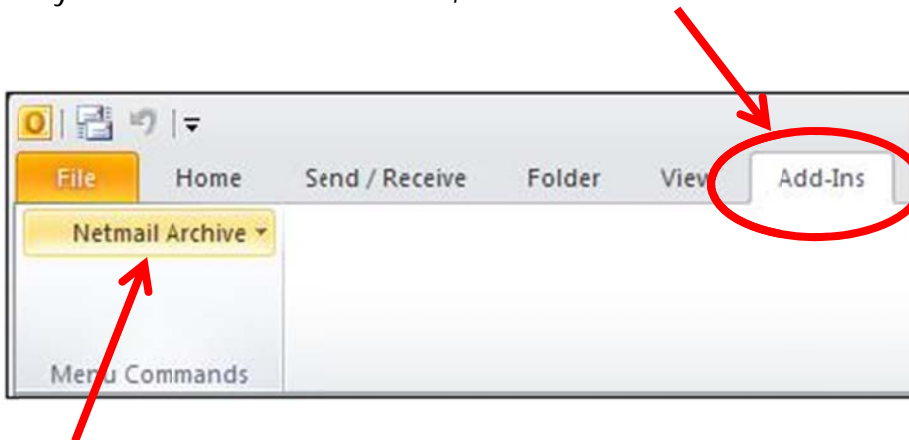


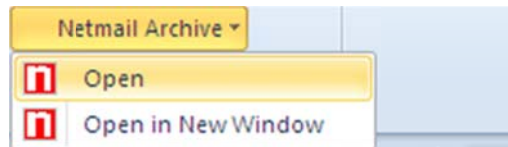
Understanding Netmail Archive Folder: Outlook Desktop Client

To access your Netmail Archive folder, click the Add-Ins tab from the main window



Select Netmail Archive

You have the option of viewing it in your current Outlook main window or a separate window



The first time you log into Outlook, you will also need to login to Netmail Archive

And, you will be prompted to log in after your password changes

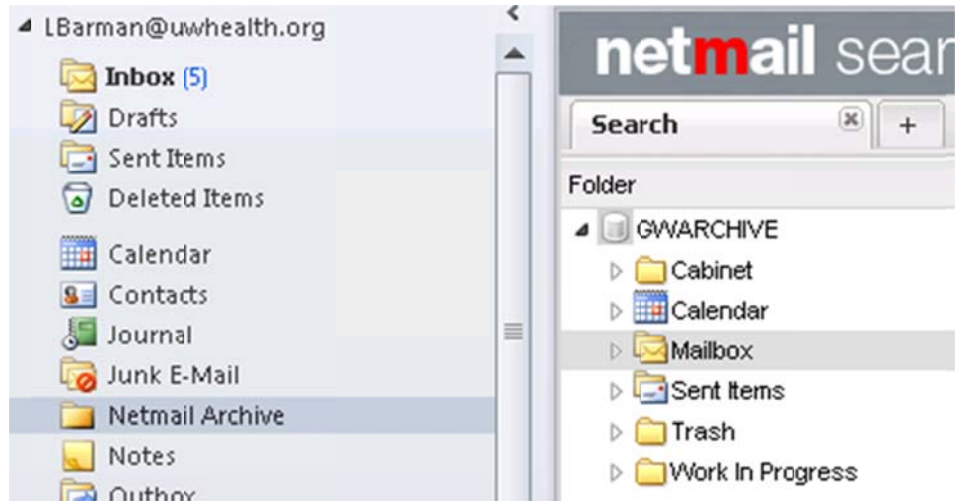


Your Netmail Archive folder will take over your Message and Viewing Pane in your Outlook main window. (To return to your live email account, click Inbox and Netmail Archive closes)

Your Netmail Archive folder will eventually have two containers:

- GWARECHIVE
- ARCHIVE

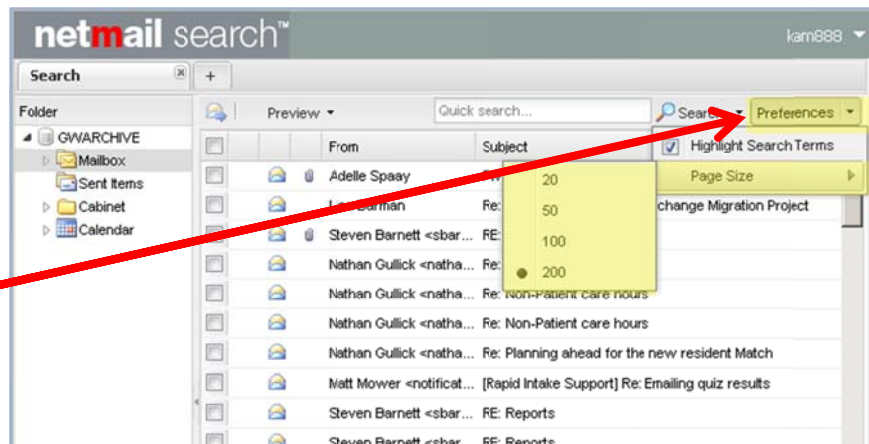
You will only see the GWARECHIVE initially



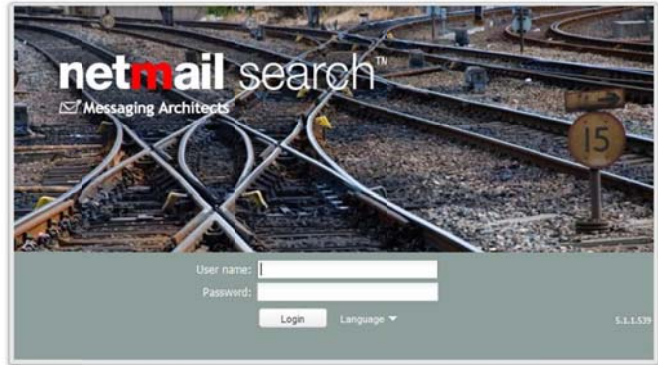
- The GWARECHIVE container will hold all past GroupWise messages and sent items, all of your past GroupWise appointments, and two years of future GroupWise appointments. No Trash items will be migrated
- The ARCHIVE container will hold all Outlook messages, sent items, and appointments older than one year.

By default, you will see 20 archived messages at a time

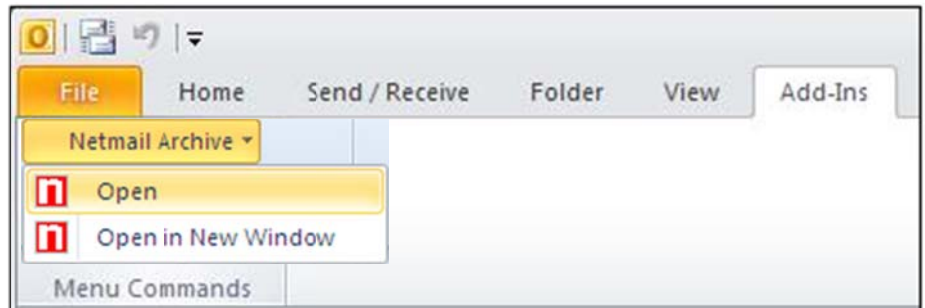
Click Preferences - Page Size - and choose a different number to see more



You may receive an error message that "Your session has timed out and you need to re-login" - then taken to this login screen



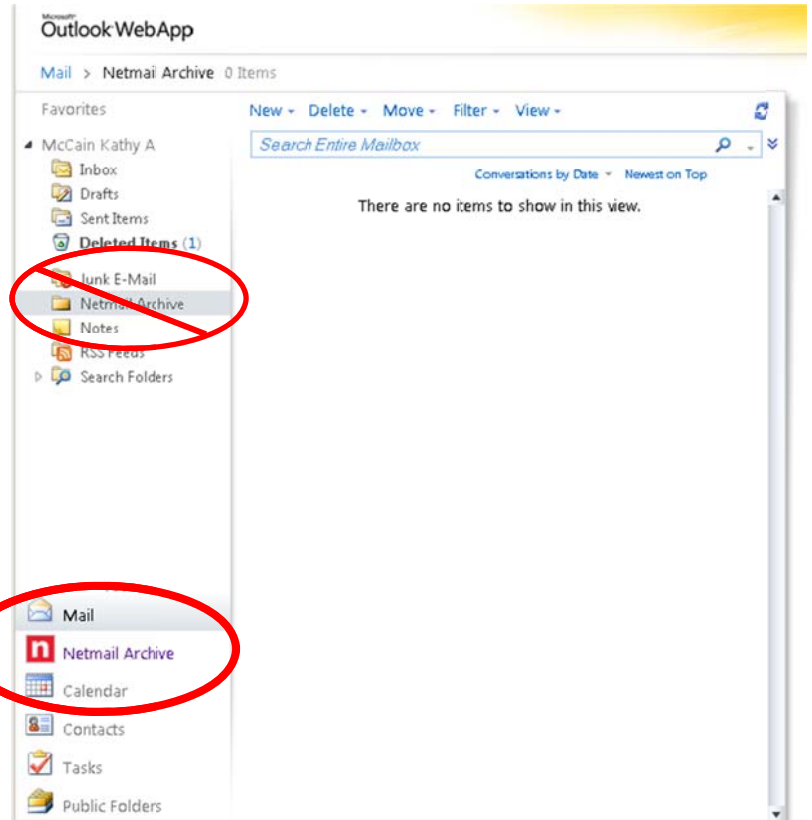
You do not have to log in again - simply select a different folder - your Inbox, for example - then go back to the Add-Ins tab and open Netmail Archive again



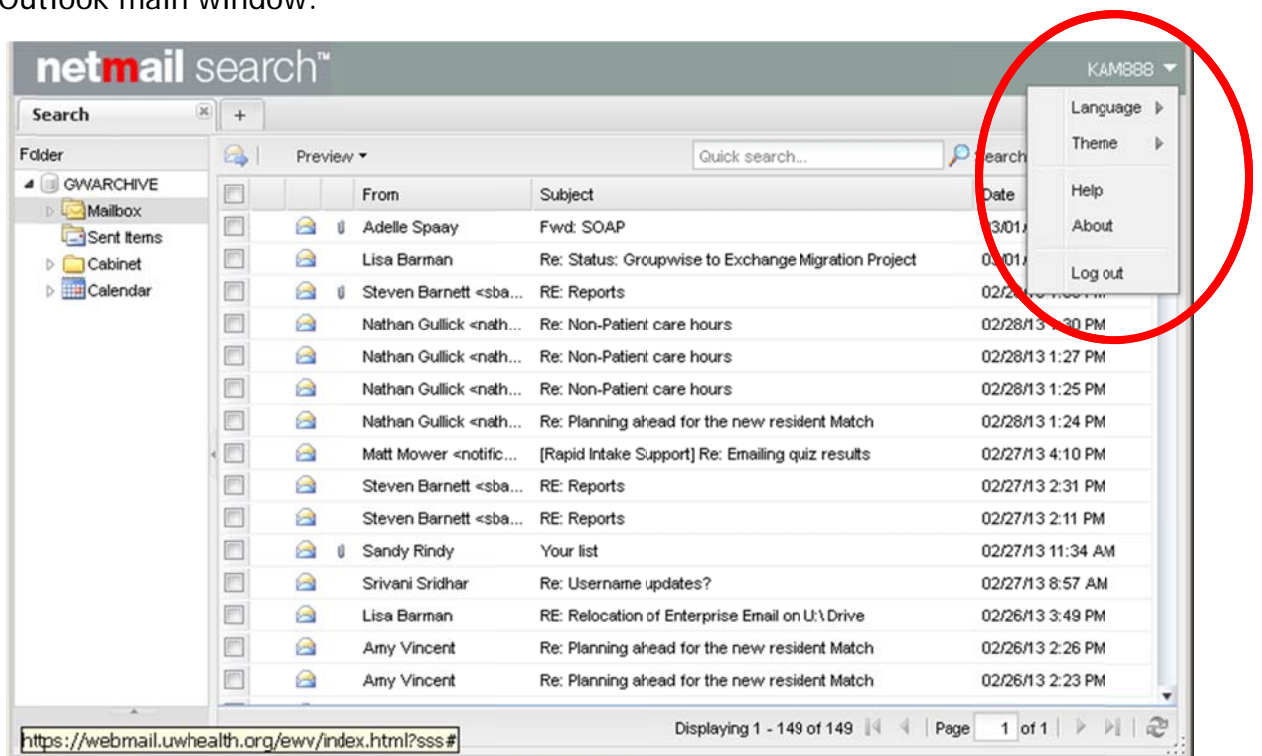
Understanding Netmail Archive Folder: Outlook Web App (OWA)

To access your Netmail Archive folder, do not use the Netmail Archive folder in your folder list

Instead, use the link at the bottom of your Navigation Pane



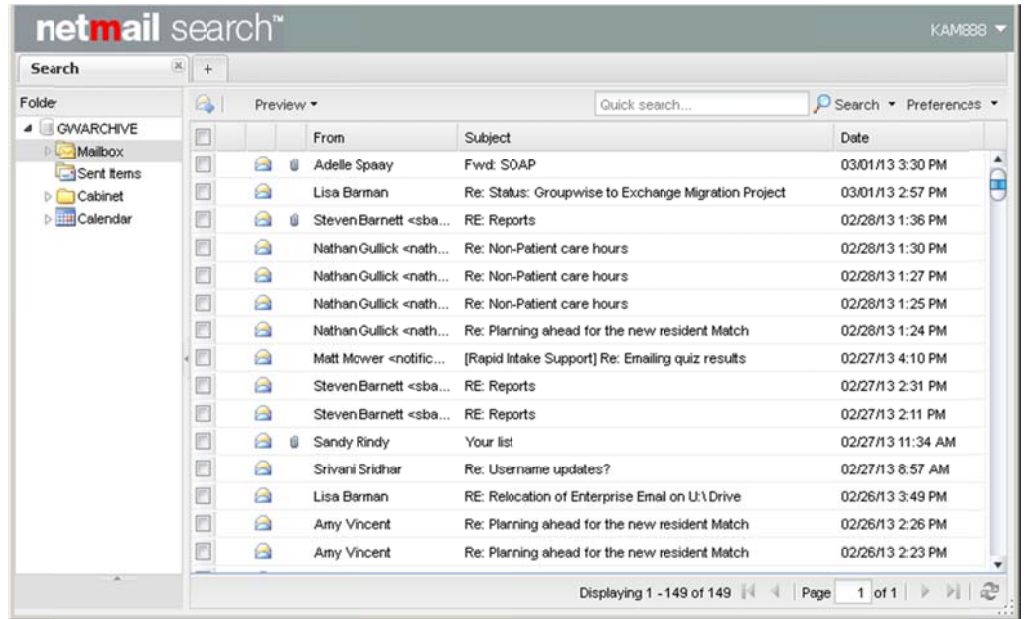
Your Netmail Archive folder will take over your Outlook main window. To return to your live email account, click your username and log out. You will be returned to your Outlook main window.



Your Netmail Archive folder will eventually have two containers:

- GWARECHIVE
- ARCHIVE

You will only see the GWARECHIVE initially



- The GWARECHIVE container will hold all past GroupWise messages and sent items, all of your past GroupWise appointments, and two years of future GroupWise appointments. No Trash items will be migrated
- The ARCHIVE container will hold all Outlook messages, sent items, and appointments older than one year.

By default, you will see 20 archived messages at a time

Click Preferences, Page Size, and choose a different number to see more

