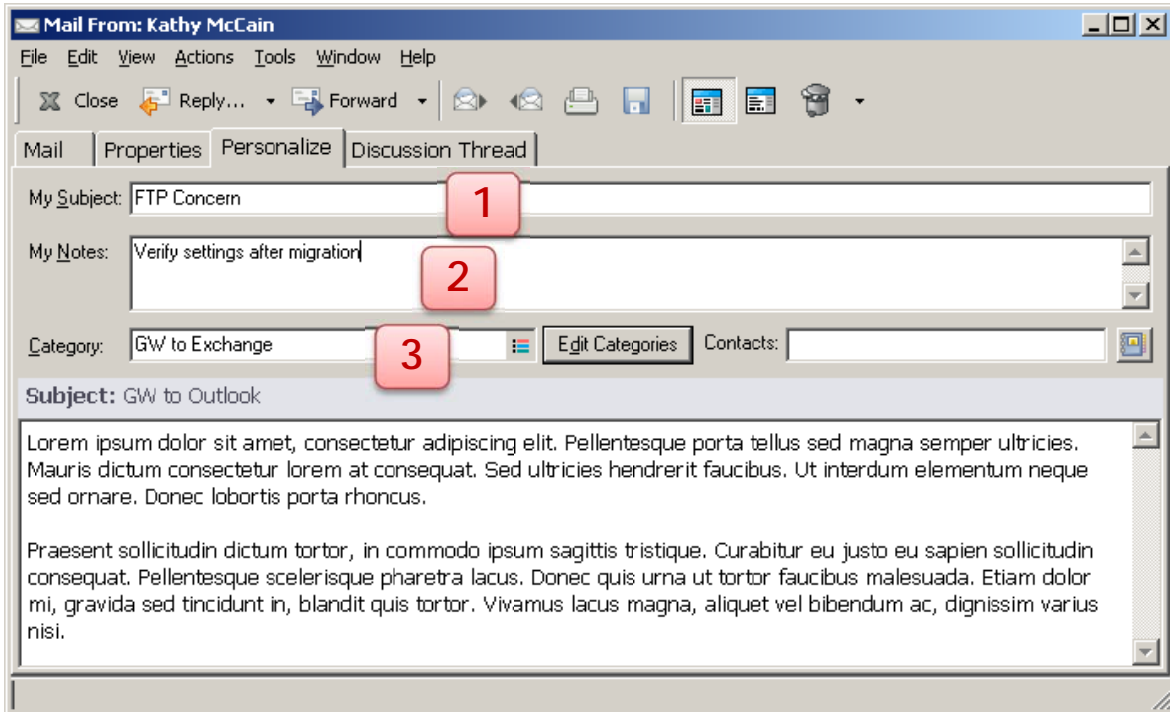


Viewing GroupWise Customization within Netmail Archive

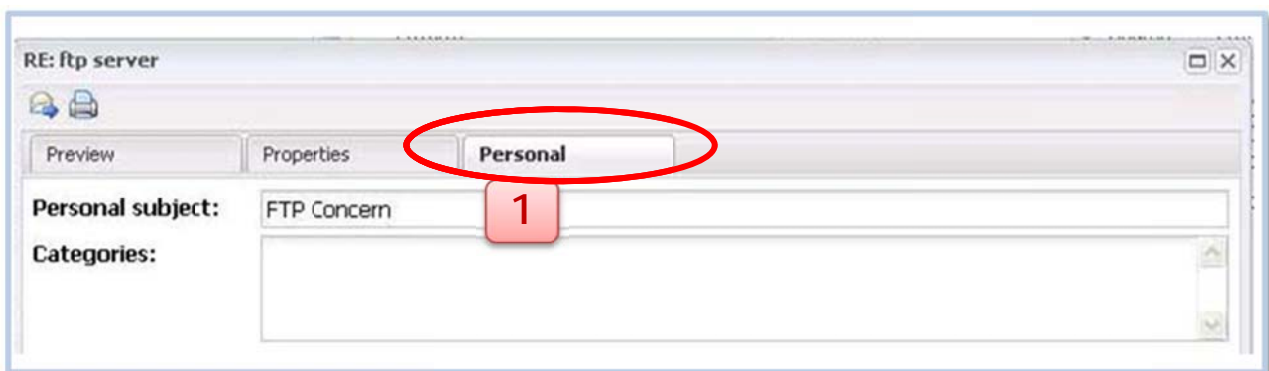
GroupWise allowed you to customize your email messages in several ways. You could change the subject line to something that was more meaningful to you (1), add some notes (2), and assign a category (3). This is how this customization looked in GroupWise:



Unfortunately, these customizations were not migrated to Outlook so you will need to recreate them. Fortunately, your Netmail Archive folder will allow you to see what category an email had when it was within GroupWise.

On the main window of Outlook, click the Add-Ins tab and then click Netmail Archive. Find the email or appointment and double click to open - then click on the Personal tab.

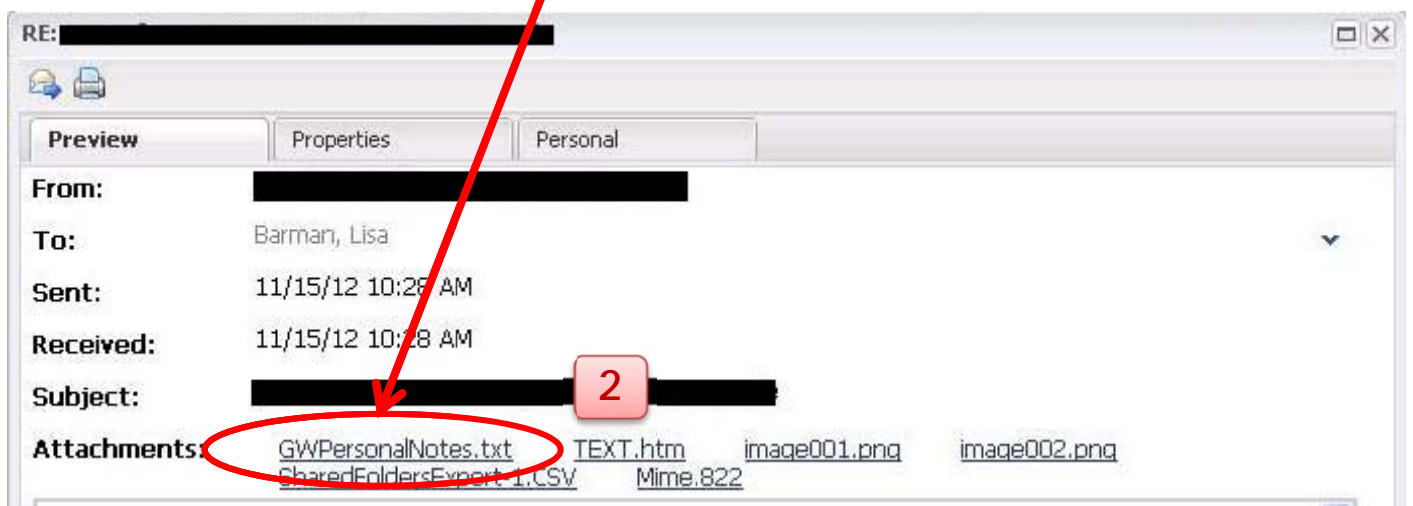
Here is your personal subject line (1)



and your category (3)



If you entered something for My Notes (2) on the Personalize tab within GroupWise, you can view this by going into Netmail Archive, double clicking the email/appointment, and opening the attachment GWPersonalNotes.txt.

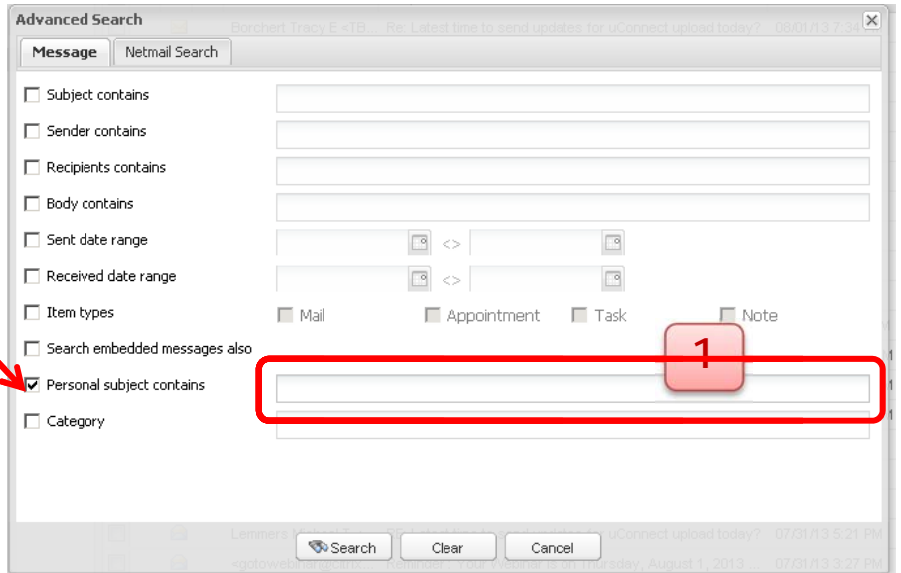


However, an easier way to find the messages you had customized in GroupWise is to search for them. From your Netmail Archive, click little down arrow next to Search and select Messages



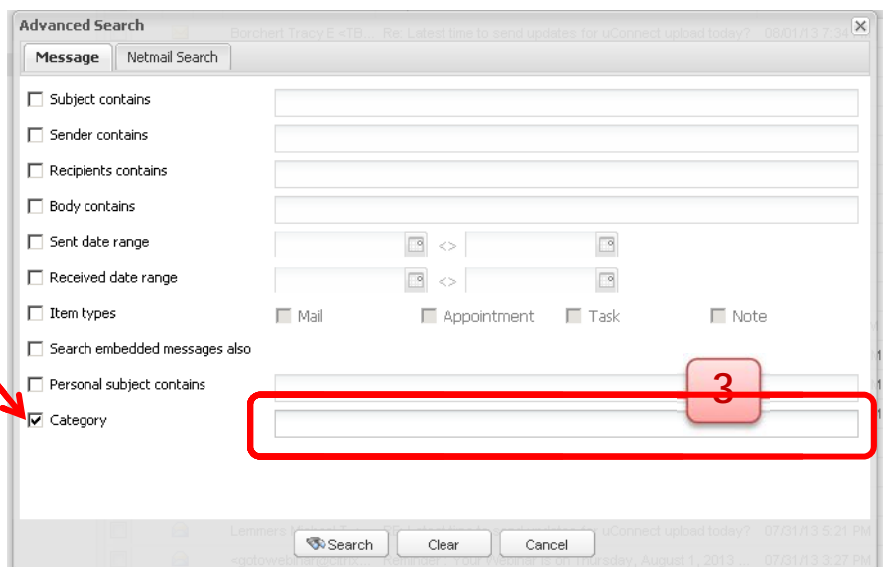
To search for Subject Line customization, check the Personal subject contains box

Type in your customized subject line (or a portion of your customized subject line) and click Search



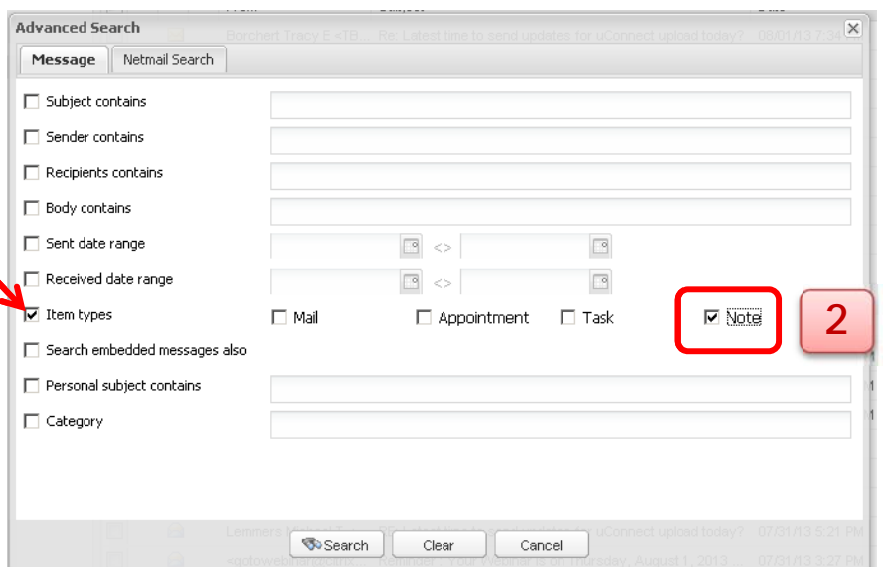
To search for messages in a particular Category, check the Category box

Type in your Category name and click search

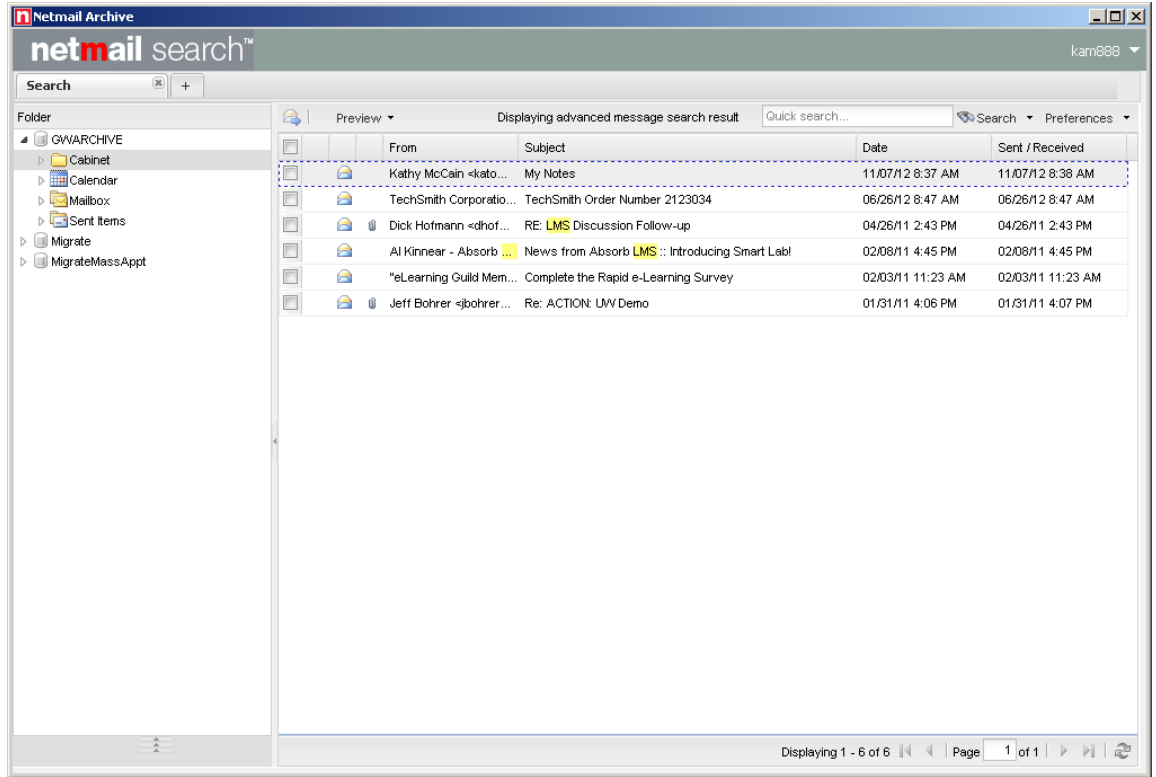


To search for messages containing Notes, check the Item types box and then check the Note Box

Click search



Depending on your search, you will be given a list of email messages that match your criteria.



To return to your full Netmail Archive, click the little down arrow next to Search and select (clear search)

