MOVE EMAILS TO A FOLDER IN GROUPWISE

Moving bulk numbers of email in the GroupWise client can take a lot of time. Moving a large number of emails could take hours. This is because the action is carried out by the client and not the server.

You can dramatically speed up this process using GroupWise rules. For example, you can move all email from the Inbox with a date in 2007 to a folder called 2007, or into the Trash folder to delete them all. If you want to delete all selected items, skip the first step below, ‘Create a New Folder.’

CREATE A NEW FOLDER

1. Right-click on the GW Cabinet > click New Folder > give it a name
2. Right-click on the new folder > click Properties > Display Tab > click the ‘More Display Settings’ button
3. If you wish to exclude Sent Items: in the ‘Select Display Settings’ window, under ‘Choose Item Source’ > UNcheck the box for ‘Sent’ click OK to close
4. If you see a Display Settings confirmation window > click OK.

CREATE THE ‘MOVE’ RULE

1. Go to Tools > Rules
2. Click the New button to open the New Rule window
3. Give the rule a name, e.g. Move By Date
4. Under ‘When event is, select User Activated
5. Under Item Type, select Mail
6. Click the Define conditions button to open the Define Conditions window:
   a. In the first field: click the down arrow > click All Fields > click Delivered
   b. Click the down arrow for the second field > select On or After Date
   c. Click the small calendar icon to the right of the third field to open the Date Input window
   d. Select the first date in the range > click OK to close
   e. In the last field, click the down arrow > click And to open a new line
f. Click the down arrow > click All Fields > click Delivered

g. Click the down arrow for the second field > select On or Before Date

h. Click the small calendar icon to the right of the third field > select the last date > click OK

i. In the last field, click the down arrow > click End > click OK

7. Back in the New Rule window, click the Add Action button > click Move to Folder

8. In the ‘Move Item to Folder Action’ window, select the folder into which you want to move files by checking the box > click Move

   **Note:** If you want to delete items, select the Trash Folder.

9. Back in the New Rule window > click Save

10. Close the Rules window

‘**RUN**’ THE RULE TO MOVE FILES

1. Back in the GroupWise client:

   a. Select the folder in which the messages that you want to move are currently located

   b. Go to Tools > Rules > highlight your new Move rule > click the Run button

   c. Once you see the message ‘Rule execution complete’ > click OK > click Close.

The files should now be moved into the new folder. If there is a large number of files, this process could take several minutes.