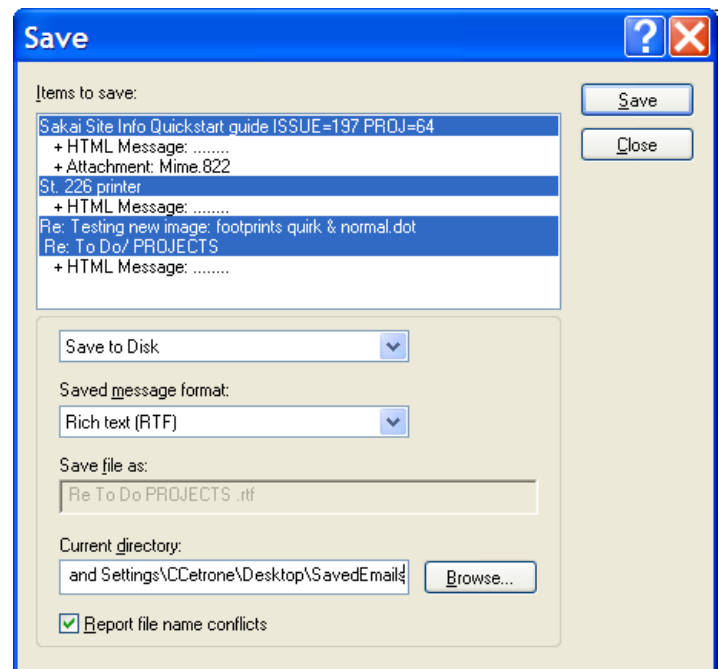# SAVE GROUPWISE EMAIL TO DISK

FIRST MOVE ALL GROUPWISE MESSAGES TO BE SAVED TO <u>ONE</u> GROUPWISE FOLDER. MAKE SURE THERE ARE NO DUPLICATE SUBJECT LINE NAMES, OR FILES MAY BE OVERWRITTEN. THESE ARE SAVED AS TEXT DOCUMENTS AND CAN BE OPENED IN WORD.

1. Create a folder on your Desktop for Saved Emails
2. In GroupWise, highlight the emails that you want to save > right-click > click Save As:
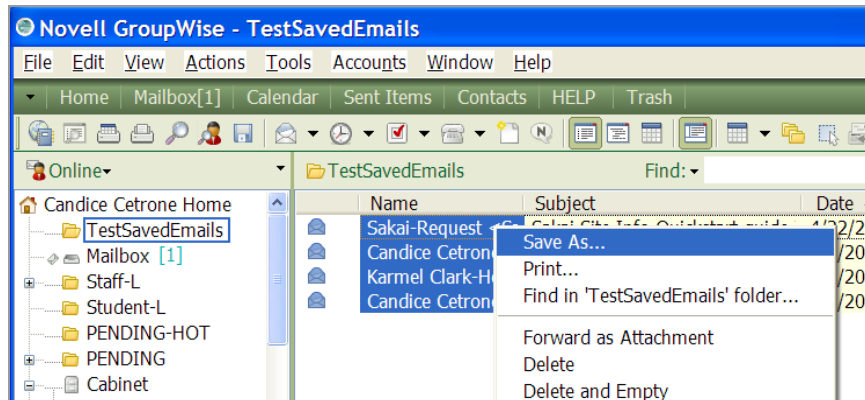
3. In the Save window, under Current Directory, click the Browse button and select the folder where files are to be saved
4. Make sure "Save to Disk" is selected and the "Report file name conflicts" box checked
5. Highlight all items to be saved and click the Save button. (NOTE: Do NOT save Mime files as these are headers only and will not be readable in Word.)
6. When done, the Save window will show items saved.
7. Copy the folder with saved email to a flash drive or CD for burning

Instructions for burning CDs can be found at:
- Windows: http://www.scrippscollege.edu/campus/it/pdf/roxio.pdf
- Mac: http://www.scrippscollege.edu/campus/it/pdf/macintosh/burn-cd-data.pdf

NOTE: IF YOU ARE SAVING A LARGE NUMBER OF EMAILS, THIS WILL TAKE A LONG TIME! PLEASE DELETE THOSE YOU DON'T NEED FIRST.