

## GroupWise Quota, Archive & File Upload

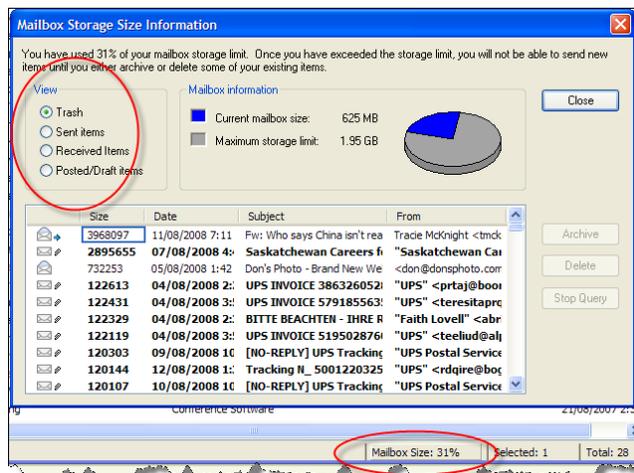
### A. Determine Mailbox size

Your Mailbox size is determined by University of Regina policy and managed by the GroupWise administrator. **Once you are using GroupWise if your Mailbox size exceeds your limit, the ability to send new items is prevented until some items are archived or deleted.**

#### To view quota and your mail box usage:

1. Select Tools, Check Mailbox Size  
OR
2. Double-click on the Mailbox Size message on the status bar, bottom of the GroupWise Main Window.
3. If your mailbox size exceeds the limit, the Mailbox Storage Size Information dialog box automatically displays.
4. Mailbox information states the 'Maximum storage limit' and 'Current mailbox size'
5. Use the View buttons Trash, Sent Items, and Received to view largest file size to the smallest.
6. You can stop the processing at any time by clicking Stop Query.
7. Select an item(s)
8. Use the Archive and Delete buttons to reduce your mailbox size.
9. Archive location must be specified in Tools, Options, Environment, File Location, Archive Directory before choosing this option.

Note: Caution should be used when deleting - items will not be recoverable.



### B. Reduce Current mailbox size

Often times our Mailbox size reaches its limit because of attachments. images, documents, presentations, or videos sent and received.

#### Methods to reduce mailbox size:

1. Select Trash from folder list, right click and 'Empty Trash'
2. Select Junk Mail from folder list, right click and 'Empty Junk Mail Folder'
3. Save large mail attachments to a network drive or folder such as the T: drive
4. Select Tools, Check Mailbox Size to open 'Mailbox Storage Size Information'

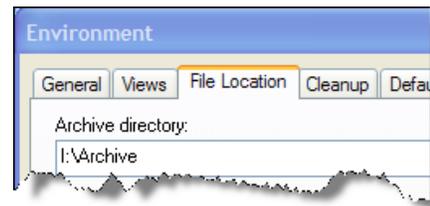
## C. Creating an Archive

Storing messages indefinitely is known as archiving. It is important to archive the messages older than 2 years. Archiving transfers items to an archive folder, in a location you specify. Before archiving you must choose a location.

**Note:** The I:\drive is recommended. Local drives like C:\ may not be secure and are not backed up.

### To specify an archive directory:

1. Open your GroupWise account. Select Tools, options
2. Select Environment
3. Select File Location tab
4. Enter I:\ in the Archive Directory field or another location of your choice
5. Select OK
6. Select Close

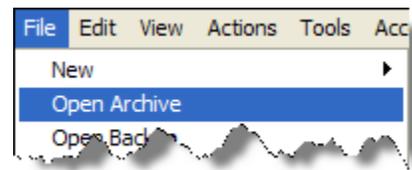
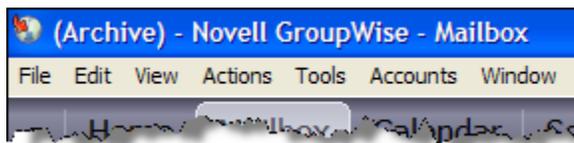


### To archive GroupWise message:

1. Open email message
2. Select Actions, Move to Archive
3. The item or message will be removed from your account and transfer to the archive

### To view archives:

1. Select File, Open Archive
2. (Archive) will appear in the title bar
3. From here you can view messages just as you would in your mailbox
4. To return to your mailbox
5. Select File, Open Archive (this will remove the checkmark and exit)



**Note:** You may not view archived files outside of the GroupWise program. They will be unreadable

### To return messages to inbox from the archives:

1. Select the message
2. Select the Actions menu
3. Select Move to Archive which removes the checkmark and places the message back in your mailbox.

### To auto archive messages:

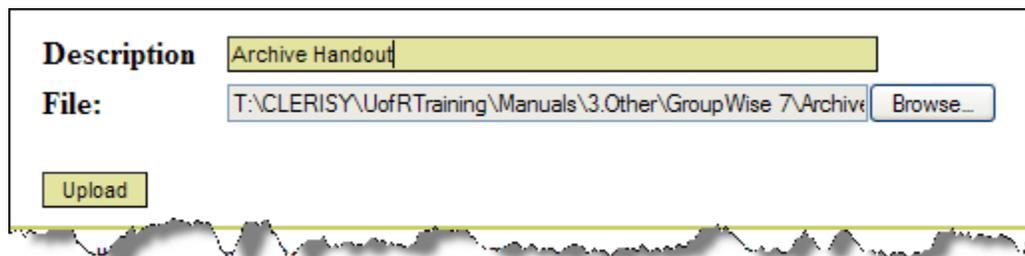
1. Select Tools, Options, Environment, Clean Up tab
2. Select to auto-archive after desired days for mail and phone & appointments, tasks, and reminder notes
3. OK

## D. Using the File Upload Service

1. Open a web browser and go to <https://upload.uregina.ca>; enter username and password. Select Login
2. Enter a description in the Description field
3. Click the Browse icon and locate the file. Once the file name is in the File name field, select Open.

Note: Please ensure that the file name does not have spaces; rename the file before uploading if necessary.

4. Click Upload



The screenshot shows a web form for file upload. It has a 'Description' field containing the text 'Archive Handout'. Below it is a 'File:' field containing the path 'T:\CLERISY\UofRTraining\Manuals\3.Other\GroupWise 7\Archive' and a 'Browse...' button. At the bottom left of the form is an 'Upload' button.

5. Repeat steps three through five to upload additional documents. Once all documents have been uploaded, select Done
6. Launch GroupWise and open a New Message
7. Paste the link provided into the body of your email message, compose message and send to recipient
8. To save the link name, right click on the link and select Save Link/Target As
9. Click on the link to view

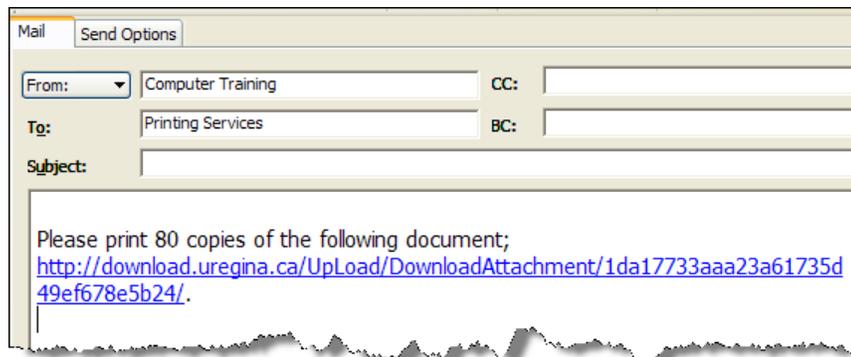


The screenshot shows a page with the heading 'Copy and Paste the Download URL into your E-Mail' in red. Below the heading, it states: 'The files you have uploaded will be available for 30 days, i.e. until Thursday, September 11, 2008. They can be downloaded from the URL: <http://download.uregina.ca/UpLoad/DownloadAttachment/1da17733aaa23a61735d49ef678e5b24/>. Copy and paste this URL into your e-mail message. Right click on the link and select "Save Link/Target As". If you wish you can click on this link to test it.'

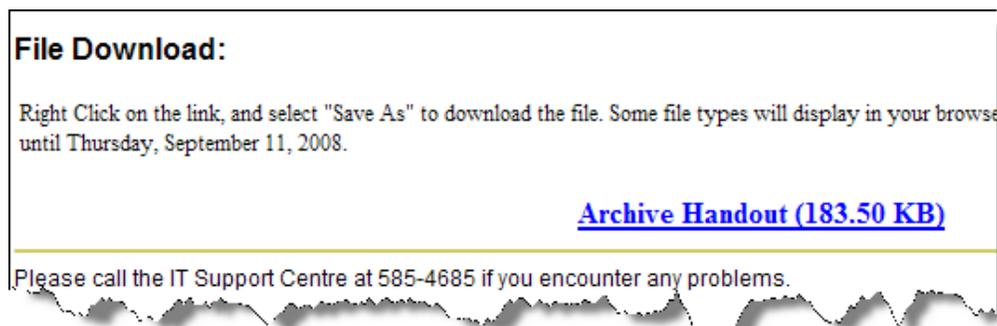
Note: There is no restriction on file size, but the system only has approximately 90GB available. Files will be deleted after 30 days.

## E. File Download

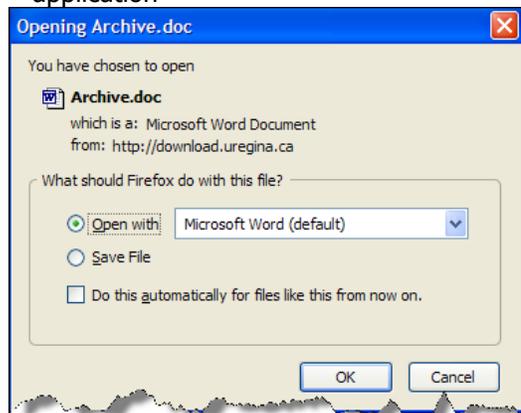
1. Click on link in email message or copy and paste into web browser



2. Open the file by clicking on the blue file description link.



3. Choose Open with or Save to Disk. Open with will launch the document with the associated application



4. To save the file from the web page, right click on the description and select Save Link As. Assure file name is listed in File name field and select Save icon. Open the file through Windows Explorer or My Computer