

GroupWise 18 – Saving E-mail with Drag & Drop Feature

If you would like to save emails for future reference, one way is to save them with the Drag & Drop feature to an appropriate network drive – shared drive (usually the G or H drive) that holds your user home directory (the folder that is the same as your IB user ID).

If you are not sure where your user home directory is located, please call the Help Desk at (800) 448-7980.

Note: Only work-related e-mails should be saved to the shared drive. The shared drive is backed up/saved nightly.

Saving E-mail with Drag & Drop to an Appropriate Network Drive

- To save an e-mail to an appropriate network drive, you must first select or create a folder on the network to hold your saved e-mails. Once a folder has been selected or created you are ready to save the e-mail.
- Second, configure your e-mail for Drop & Drag use. This step will be a one-time configuration.
 - In GroupWise, click on **Tools** found in the menu. Then select **Options...**
 - Then double-click on **Environment**. Then select the **Default Actions** tab.
 - Locate the **Drag message to desktop:** section.
 - Choose **Create a copy (.eml)**.
 - Click the **OK** button and then click **Close**.
- Lastly, locate and select the e-mail that you are interested in saving. Once the email has been selected, move it by dragging it to the folder where you would like it to be saved.

Tip: More than one e-mail may be selected and then dragged and dropped into a folder.

Note 2: Please be responsible when saving e-mails. Not every e-mail needs to be saved to the G drive. If the e-mail contains key information then it really should exist in a more formal document than an e-mail.

