

Managing and Saving E-mail from GroupWise 18 into PDF's

If you would like to save older emails for future reference, one way is to save them as a PDF to a folder on 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.)

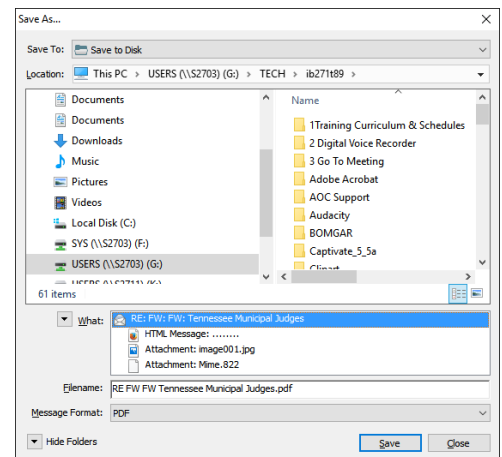
If you are not sure where your user home directory is located, please call the Help Desk at (800) 448-7980.

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

Saving E-mail as a PDF 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 drive to hold your saved e-mails. Once a folder has been selected or created you are ready to save the e-mail.

1. Locate and select the e-mail. Right click on the e-mail and choose **Save As...** A **Save As...** window will appear.
2. Make sure the **Save To:** field says *Save to Disk*.
3. The **Location:** drop down box will default to the C drive. To change the directory to your folder on a shared drive, use the scroll bar located under **Location:**. Navigate to the shared drive and to the folder where you would like your emails saved.
4. The e-mail that was selected to be saved will be highlighted in the **What:** box.



Note: The HTML Message does not need to be saved and will not save.

5. If you would like to save an attachment to the e-mail, with the mouse select/click the e-mail portion, and then press CTRL on your keyboard and with the mouse select/click the attachment portion. If you are saving more than the e-mail, the **Filename:** field will become greyed out. Items will be saved with the name that is listed in the **What:** field.
6. If you are **only** saving the e-mail, the **Filename:** box will have the name of the file. If you would like to change the name of the file you may, however, leave the .pdf extension.
7. Make sure the **Message Format:** field says **PDF**. If it does not, then click the down arrow and select **PDF**.
8. Next, click the **Save** button. The e-mail and/or attachments selected are now saved to the G drive and accessible for review.
9. Once your e-mail and/or attachments have been saved click the **Close** button.

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.