GroupWise 18 – Saving Calendar Items

If you would like to save calendar items for future reference, one way is to save them as a MIME (.eml) 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: The shared drive is backed up/saved nightly.

Saving a Calendar Item to the Network Drive

1. To save a calendar item 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.
2. Second, in GroupWise navigate to your Calendar.
    a. Click the item you want to save, then right click on the item and choose **Save As**…
    b. The **Save As**… window will open.
        * Choose to save the item within **Save To:** to **Save to Disk**.
        * Next choose the location where you would like to save the calendar item, such as the appropriate network drive – shared drive and within your user home directory.
    c. In the **What:** section select the main item.
    d. In the **Filename:** section, type a filename for the item or use the name already listed
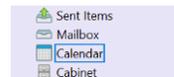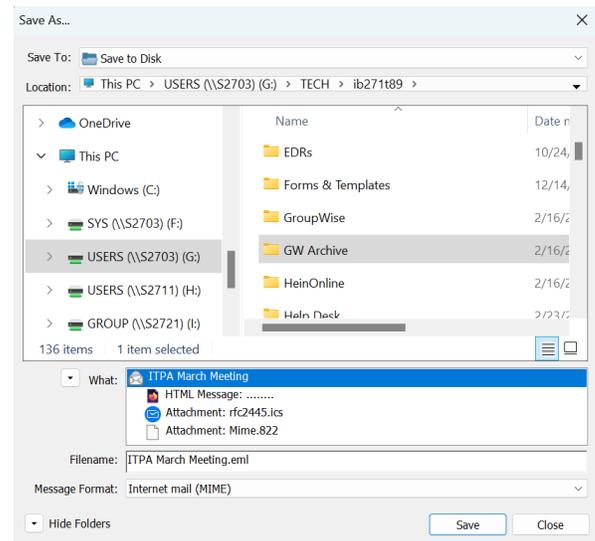
Note: If the original name is kept, keep in mind any other calendar item with the same name will be saved with that name.

    e. In the **Message Format:** section, choose **Internet mail (MIME)**.
    f. Click **Save**, and then click **Close**.

Note 2: Please be responsible when saving calendar items. Not every calendar item needs to be saved to the network drive. If the calendar item contains key information then it really should exist in a more formal document than a calendar item.