

Restoring Archives Into Groupwise Email



Unarchived messages are returned to the folder from which they were archived. If the folder has been deleted, GroupWise creates a new folder. If auto-archive has been configured, unarchived messages remain in your active mailbox for 7 days before they are moved back to your archive.

1. In the Main Window, click "**File**" > "**Open Archive**".
2. In the archive folder, manually un-archive items, select a folder from the left side.
3. Highlight any email in that folder.
4. Press **CTRL + A** to select all the emails.
5. Right click on any highlighted email and uncheck the "**Archive**" checkbox.

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