

## BACKING UP GROUPWISE ITEMS

Click the link below for instructions specific to GroupWise version that you currently have.

[Instructions for GroupWise version 8.x and 12.x](#)

[Instructions for GroupWise version 14.x](#)

### Rename and save messages as pdf files.

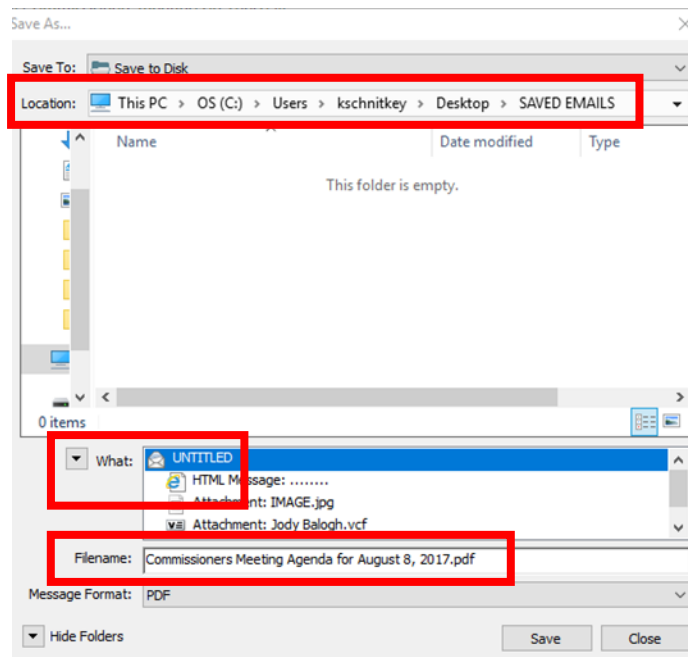
First set up a new folder on your PC, desktop or flash drive. You could label this “Saved Emails”. You might want to create sub folders to match the existing email folders that you have set up in Groupwise.

It’s strongly recommended to only save emails that you’ll need to reference in the future, don’t save all emails. Emails saved as txt and pdf files are automatically named based on the subject of the email.

**Duplicate subjects will be overwritten** in GroupWise versions before 14.x so you must be sure to change the subject name for these duplicates.

### To rename and save an email as txt, pdf or rtf files in GroupWise version 14.x:

1. Click on the email that you want to save.
2. Click on File > Save As...
3. Choose the message format to save the file in (pdf, rtf or plain text).
4. Browse to and choose the Location to save the file to.
5. Choose which parts of the message you want to save (message and/or attachments) by clicking the drop down arrow next to “What:”
6. If desired, change the filename (add a date, # or description) then click Save.



7. Close the email.

8. Repeat this for each email that you need to save.

9. You can highlight multiple emails to save at one time. Each email will save as a separate file and will be labeled with the subject. If you have multiple copies of an email you might want to just save the latest version with attachments. All pertinent information including the sender, recipients, date and subject are noted at the top of the document.

See below instructions for saving duplicate files in GroupWise version 8.x and 12.x.

### Save messages as txt, pdf or rtf files in GroupWise versions prior to 14.x (8.x and 12.x)

First set up a new folder on your PC, desktop or flash drive. You could label this “Saved Emails”. You might want to create sub folders to match the existing email folders that you have set up in Groupwise.

Emails saved as txt and pdf files are automatically named based on the subject of the email. **Duplicate subjects will be overwritten**, so you must be sure to change the subject name for these duplicates.

#### To rename an email:

1. Click on the email to open it. (Figure 1.)
2. Click on the **Personalize** Tab.
3. In the **My Subject** area, type in a new subject (add a date, # or description) (Figure 2.)
4. Close the email.
5. Repeat this for each duplicate email.

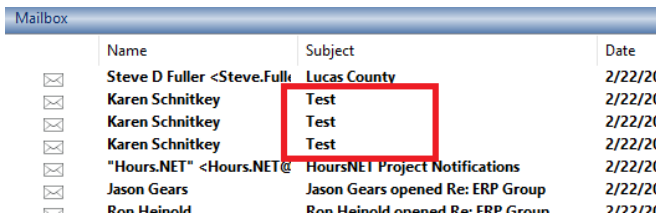


Figure 1.

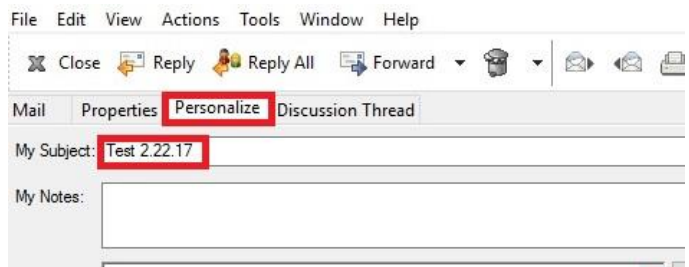


Figure 2.

	Name	Subject	Date
✉	Karen Schnitkey	Test	2/22/
✉	Karen Schnitkey	Test	2/22/
✉	Karen Schnitkey	Test 2.22.17	2/22/
✉	"Hours.NET" <Hours.NET@	HoursNET Project Notifications	2/22/
✉	Isaac Geare	Isaac Geare opened Bay ERP Group	2/22/

### Saving emails and attachments

1. Right click on the email that you want to save, click **"Save As"**.
2. Choose the message format to save the file in (pdf, rtf or plain text).
3. You can change the file name here if you'd like.
4. Choose which parts of the message you want to save by clicking the drop down arrow next to **"What:"** (Figure 3.)
5. Choose the folder to save the file in and click **Save**.

You can highlight multiple emails to save at one time. Each email will save as a separate file and will be labeled with the subject. If you have multiple copies of an email you might want to just save the latest version with attachments.

**Remember, duplicate subject names will be overwritten!** All pertinent information including the sender, recipients, date and subject are noted at the top of the document.

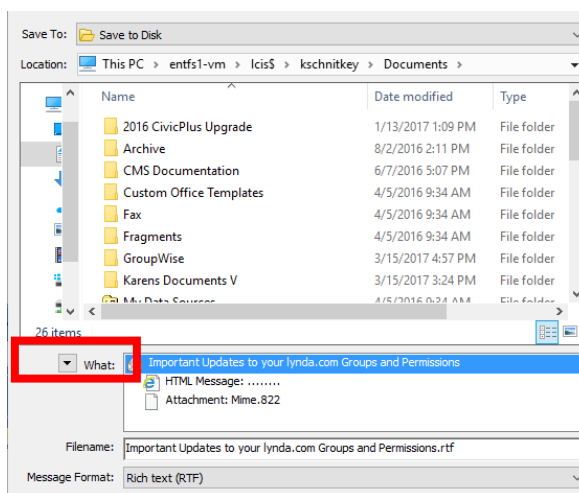


Figure 3.

### Alternate method for saving emails as pdf files.

1. Right click on the email you want to save
2. Choose **"Print"**
3. Under printer name choose **Adobe PDF**
4. Change the file name to one of your choosing.
5. Choose the folder to save the PDF in. Click **Save**.

You can highlight multiple emails to print to pdf at one time. Each email will print to a separate pdf file and will be labeled with the mailbox owners name as well as the subject. All pertinent information including the sender, recipients, date and subject are noted at the top of the document.

If you have multiple copies of an email you might want to just save the latest version with attachments.