MIGRATING YOUR GROUPWISE ARCHIVE TO OUTLOOK

WHO NEEDS THIS?

These steps are only necessary for those employees who used the Archive feature in GroupWise. If you never archived your email in GroupWise, these instructions do not apply to you.

OVERVIEW

Migrating your GroupWise archive to Outlook essentially involves three steps:

1) Clear your current GroupWise mailbox
2) Unarchive your archive back into to your GroupWise mailbox
3) Network admins will re-migrate your GroupWise mailbox to Outlook

STEP 1.

Log into your GroupWise account using the installed GroupWise client application on your PC.

If you can’t locate the Groupwise application on your PC, notify Tech Support (helpdesk@collin.edu).

STEP 2.

Verify all email currently in GroupWise was successfully migrated to Outlook already.

This will be your last opportunity to retrieve anything from your current GroupWise mailbox. Confirm that all important emails from GroupWise are currently visible within Outlook.

If the earlier migration was not complete/successful (ie, important emails in GroupWise did not migrate to Outlook), do not continue this procedure and notify Tech Support (helpdesk@collin.edu) for further assistance.
STEP 3.

Delete all existing email within your GroupWise account (NOT including your archived email).

3a) Clear your inbox and Sent Items:

1) Select your Mailbox on the left side
2) Click any individual email
3) Hit CTRL-A to Select All
4) Hit the DEL key (or right-click and select “Delete”).
5) Repeat these steps for your Sent Items folder

![Step 3a.4 – Right-click any highlighted email and select Delete](image)
3b) Delete all custom folders, including all folders within your Cabinet

1) Select a folder on the left
2) Hit the DEL key, or right-click and select Delete
3) Repeat for each custom folder

Step 3b – Right-click each custom folder and select Delete
3c) This is how your GroupWise account should appear when everything’s deleted. Note the empty Mailbox and only the original built-in GroupWise folders.

Step 3c – An empty GroupWise account
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STEP 4.

Go into your archive by clicking the “ONLINE” button in the upper left and selecting “Archive”.

If this option is not present, either:

1) You don’t have an archive, or
2) Your GroupWise software is not correctly configured to see your archive. In this case, contact Tech Support (helpdesk@collin.edu) for assistance.

Step 4 – Click the Online button followed by Archive
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STEP 5.

Once inside your archive:

1) Select a folder on the left
2) Highlight any email within that folder
3) Hit CTRL-A to “Select All” email within the folder
4) Right-click any highlighted email and uncheck the “Archive” checkbox
5) Repeat steps 1-4 for each folder/subfolder in your archive. Note that you can’t unarchive folders themselves, you can only unarchive the emails within them; this means you must unarchive the contents of each individual folder/subfolder manually.

Step 5.4 – Right click any highlighted email and uncheck Archive
STEP 6.

(Optional) To prevent your unarchived email from intermixing into your live Outlook email, you may wish to move all of your unarchived mail to a single folder prior to remigration.

1) Leave your archive (click the “Archive” button in the upper left and select your name).
2) Right-click your GroupWise Mailbox on the left and select “New Folder”, and give the folder a name (ie “GroupWise Archive”).
3) Drag-and-drop all of your unarchived email into this folder.

STEP 7.

When you’ve completely unarchived everything back to your GroupWise mailbox, notify Tech Support (helpdesk@collin.edu) and we’ll request your account be re-migrated to your Outlook account.

After the migration is complete, you should see your archived emails in Outlook. If not, notify the HelpDesk.