

EMCAP Pilot User Guide
For Novell GroupWise

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Government Records Branch
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Part 2: Moving E-mail

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Moving E-mail Messages to EMCAP

GroupWise offers many shortcuts to locate groups of messages that you can use when you begin to move your archival messages to your EMCAP folders. This section outlines several options; use those that make the most sense for the quantity and location of messages you need to move. EMCAP is only for messages of a permanently archival nature. Because the EMCAP tool is currently a pilot, all messages should be *copied* to the EMCAP folders (so that a copy exists in another location). GroupWise does not allow a user to copy messages from their Inbox or cabinet to the Archival Mail folder; therefore, for the purposes of this pilot, moving messages involves an extra step to ensure that a copy of the message remains either in the GroupWise cabinet, or saved to the user's desktop or network drive.

Dragging and dropping e-mail messages

Employees should consult their agency record retention and disposition schedule when deciding when to archive e-mails. The drag-and-drop method can be used to move messages regardless of the quantity.

Before you move any messages to the Archival Mail EMCAP folder, create a new folder within the EMCAP account to keep your messages organized. Follow the steps outlined in part one of this user guide. In this example we have a folder named *budget*.

1. Select the message(s) you want to move to the Archival Mail folder (figure 1). To select all of the messages in a folder, go to **Edit** in the taskbar, then **Select All**. To select specific messages in a folder hold down the **Ctrl** key and click to highlight each message to move.

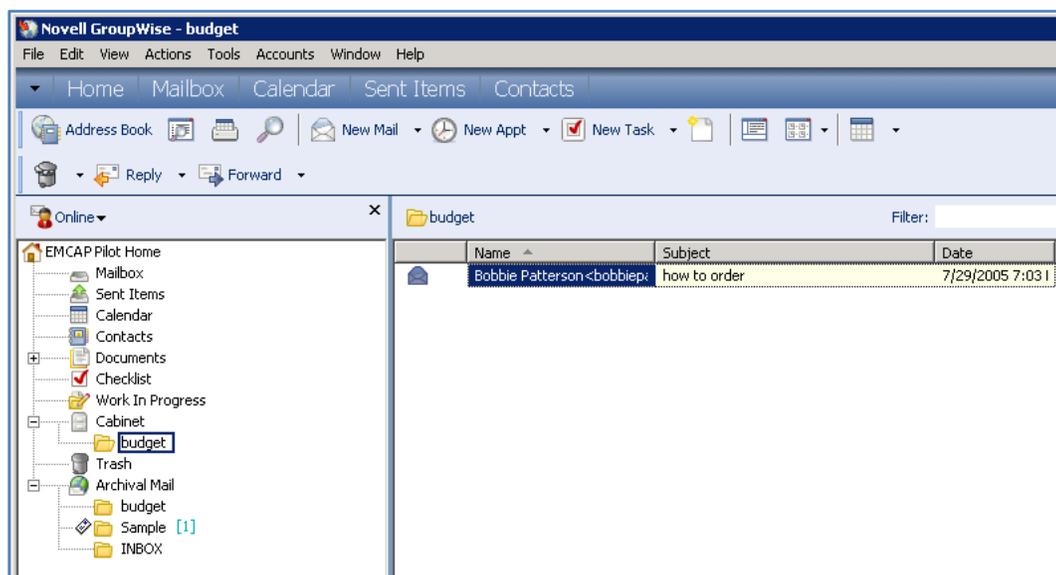


Figure 1. Select the messages to be archived.

2. Drag the messages to the folder in the Archival Mail EMCAP account. The message now exists only in the Archival Mail account. In this example we have moved the message to the *budget* folder in the Archival Mail EMCAP account.

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3. In order to keep a copy of the message outside of the EMCAP account for the purposes of this pilot, now drag the message(s) back to the original folder. In this example, it's the *budget* folder in the Cabinet.

The message(s) will appear in both folders; however it/they will be marked for deletion in the Archival Mail *budget* folder.

4. Undelete the copy of the message(s) in the Archival Mail folder by selecting the message. Right-click and select **Undelete** from the drop-down menu.

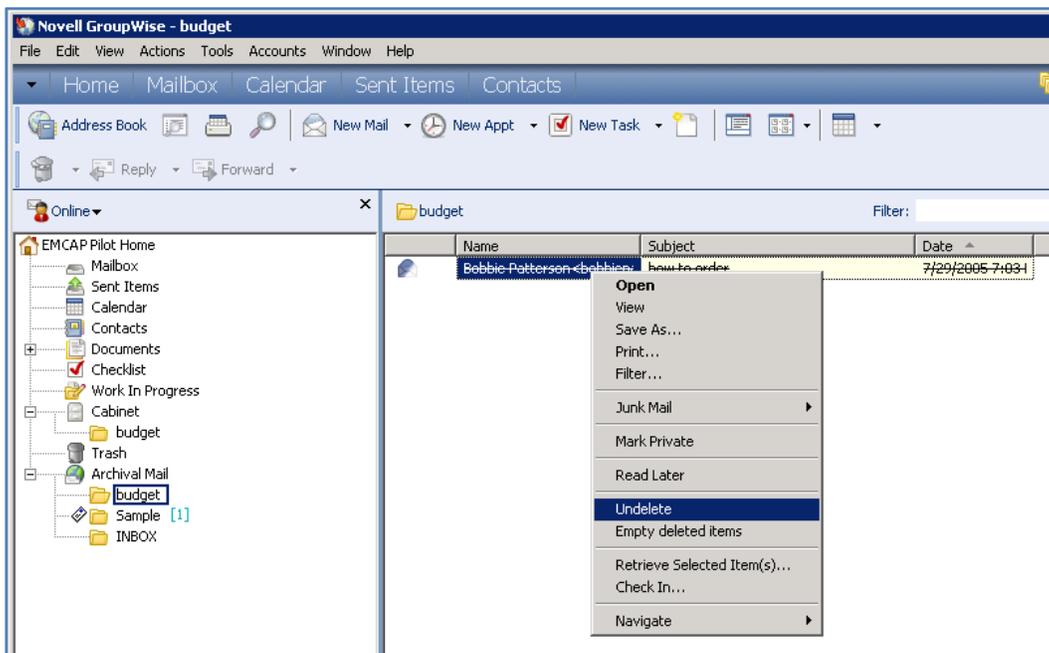


Figure 2. Undelete the message copies in the Archival Mail folder.

Moving e-mail by subject or sender

If using the EMCAP tool is a jumpstart to organizing your folders, you might need to take advantage of some search tools. The GroupWise search tool enables you to find messages by their text, sender, recipients, and location.

The following example searches for messages containing specific text.

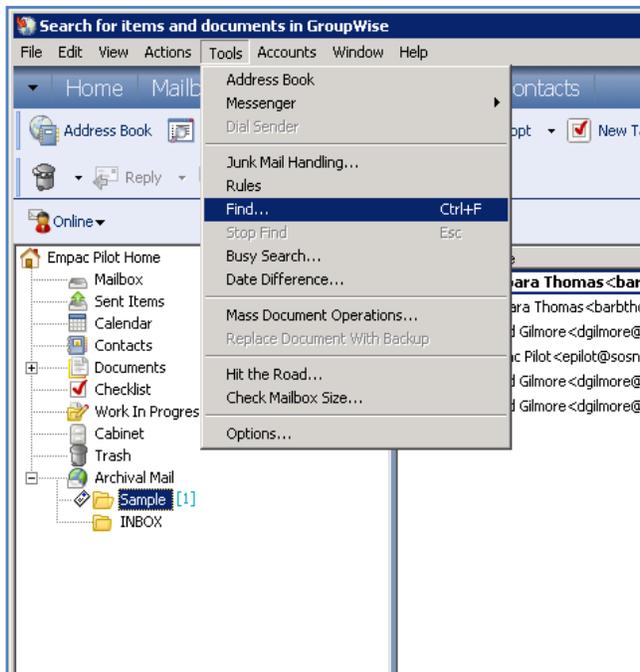


Figure 4. Find related messages.

1. Select **Tools** on the taskbar to open the drop-down menu (figure 3).
2. Select **Find**. This will open a new window (figure 4).
3. Several options are available to define the search parameters. In this example, we are searching for all messages that reference *MARS*, the State Archives catalog, in the text of the message. You can also select specific recipients or authors, and limit which folders to search using the check boxes in the folder list on the right side of the window.

Once you enter your search criteria, select **OK**.

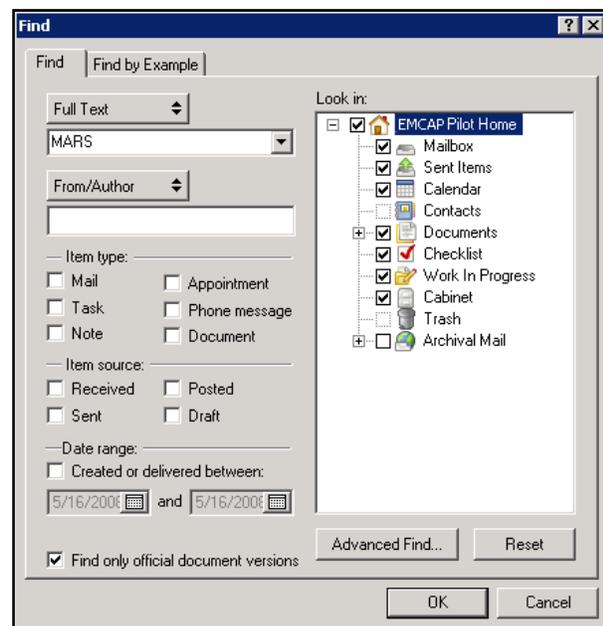


Figure 5. Define search parameters.

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- A new window will open with your search results (figure 6). You can open these messages by double-clicking, just like in your normal Inbox.

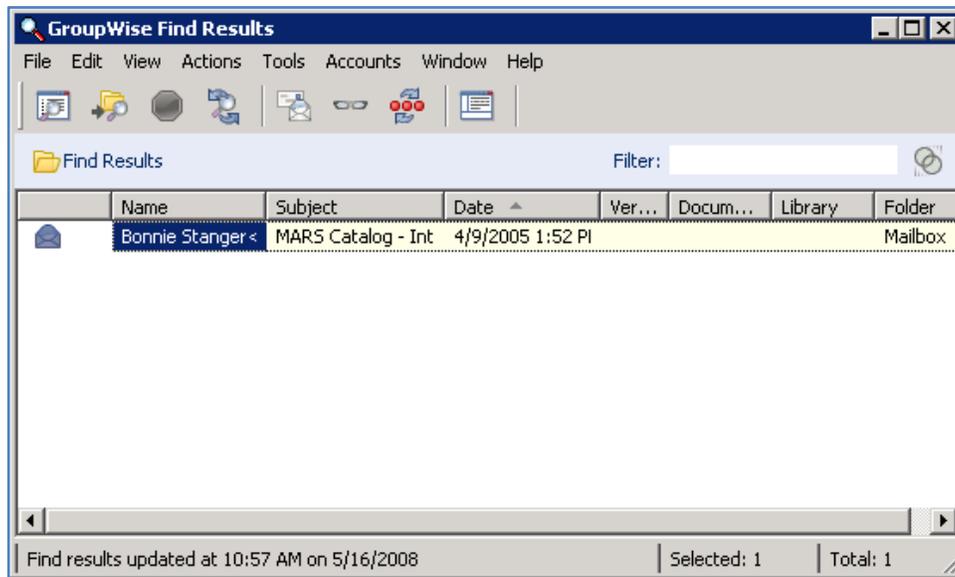


Figure 6. GroupWise Find Results.

- Once you identify the messages to move, select them by either going to **Edit** in the taskbar, then **Select All** if you want to move all of the messages. To select specific messages in a folder hold down the **Ctrl** key as you highlight each message you want to archive.
- Select **Edit** from the taskbar, then **Move/Link to Folders** from the drop-down menu (figure 7).

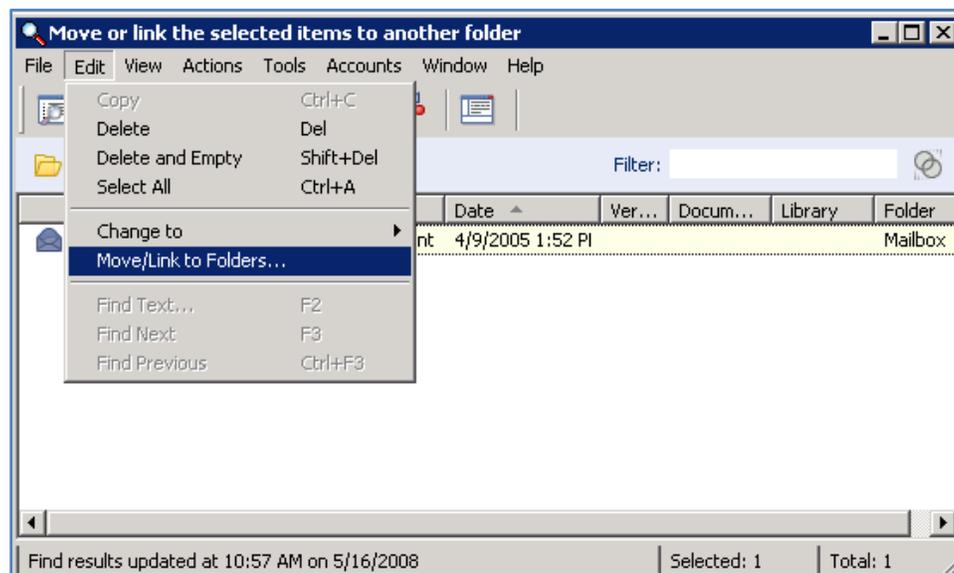


Figure 7. Move the selected items.

A window will open for you to select where to move the messages (figure 8).

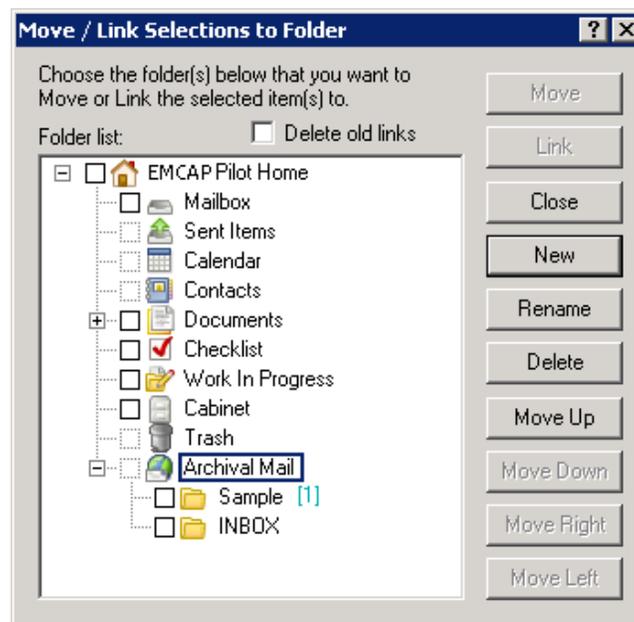


Figure 8. Move / Link Selections to Folder.

7. Select the folder by checking the box next to the folder nested in Archival Mail.
8. Select **Move** to close the window and move the messages.
9. Complete the process by following steps 3 and 4 listed in *Dragging and dropping e-mail messages* above.