

You have been identified as having the Groupwise email archive feature enabled in your Groupwise client on your office PC. Groupwise archive allowed you to offload and move older emails from the Groupwise active email inbox and store them on your PC hard drive on a scheduled basis.

**As part of the migration process from Groupwise to Outlook email, we request that you disable and turn off the archive feature using your Groupwise client software. This action must be completed by end of day Tuesday, December 16.** The IT staff at your location will follow up with you to make sure this action is taken in order for IT to proceed with the conversion to Outlook.

Please follow the instructions by clicking on the URL below. This action will change your archive from “active” to “manual” so no further archive will occur once you complete this process:

<http://laspositascollege.edu/technology/documents/GW-TurnOffLocalArchive.pdf>

After turning off archive, your emails will no longer be offloaded, and will still be retained in your Groupwise active email inbox. You will still be able to access your archive emails through the Groupwise icon. IT will take all your email archives from your PC and migrate them automatically to Outlook.

Thank you.