Moving your GroupWise archive to Outlook 2010
Key step to take the day after your e-mail upgrade

About this guide

Who should use it
This guide is intended for those DBHDD (Department of Behavioral Health and Development) users who previously created archived items in GroupWise. If you accessed e-mail only via the Web (GroupWise WebAccess) or you did not have GroupWise archived items, these instructions are not relevant for you.

When to use it
To promote easy access to e-mail support teams, you should complete the steps below the day after your move to the Outlook e-mail system. (Your agency will keep you informed of your e-mail change date.) You may find it helpful to move your GroupWise archive near the end of your business day so it doesn’t interfere with other work.

How long will it take?
The time it takes to move your archive to Outlook depends on the volume of your GroupWise archived items. The larger the data size of your archived items, the longer the move will take – ranging from just minutes up to hours for large volumes.

While your archived items are being moved, you will not have access to Outlook on your computer but will be able to use other applications. You can still access your e-mail (excluding archived items) via the Web through Outlook Web App (OWA) – instructions for doing so are posted here. BlackBerry users can also access e-mails (excluding archived items) via their BlackBerry device during the archive move.

How to get help
If you need help, please contact the GETS Consolidated Service Desk at 877- GTA-3233.

Before you begin
1) Those at remote sites (outer offices), please complete instructions for setting up Outlook 2010 before moving your archived items. See instructions for doing so here. (Archive move instructions do not apply if you previously used GroupWise WebAccess only.)
2) You’ll need your GroupWise user name and password to move your GroupWise archived items to Outlook. If you do not know your GroupWise user name and password, please call the GETS Consolidated Service Desk at 877-GTA-3233 for assistance.
Instructions

Now that you’re using the Outlook 2010 e-mail system, your GroupWise archived items (such as mail, calendar notices, etc.) need to be made accessible from Outlook. Follow the steps below to do that. *The archive move needs to be completed only once.*

1) a. Click on “Start” in the lower left of your computer screen
   b. Directly above “Start,” select “All Programs” to open an expanded menu.
   c. From that menu, click on “Microsoft Office.”
   d. On the menu to the far right, select “Microsoft Outlook 2010” to open Outlook 2010.
2) At the Outlook main screen, click on “Folders List” in the left column to display all your folders including “Public folders.”
3) Using the vertical scroll bar, scroll down through the list of folders to find "Public Folders."
4) a. Click the triangle next to “Public Folders” to expand the view as shown below.

b. Click the triangle next to “All Public Folders” to expand that view.

c. Click the triangle next to “DBHDD” to expand that folder.

d. Click on the “G2O” folder.

e. Double click on the zip folder attachment called “GroupWise Archive Migrator.zip” at the right of your screen.
5) At the window below, select “Open” to continue. (This is a safe file.)

6) If you see a screen shot like the one below, click “OK.” If you do not see this screen shot, skip to Step 7.

7) At the window below, double click the “GroupWise Archive Migrator” icon.
8) At the window below, click the “Run” button to continue. (This is a safe file.)

![Security Warning Window]

9) a. Allow the GroupWise Archive Migrator program to finish.

![Archive Migration Assistant Program]

b. When you see the screen below, click “OK” to continue.

![GroupWise Archive Migrator]

10) Now, exit Outlook by selecting “File” in the upper left corner of the Outlook screen then “Exit,” or by clicking the “X” at the upper right of the Outlook screen.
11) Return to your computer’s desktop and double click the “GroupWise Archive Migrator” icon. This will move your GroupWise archived items into Outlook.

12) When prompted, enter your GroupWise user name and password and Click “Next.”

**Note:** If you do not know your GroupWise user name and password, please call the GETS Consolidated Service Desk at 877-GTA-3233 for assistance.
13) The screen below will be displayed until the archive migration finishes. (The time it takes may range from just minutes up to hours. See page 1 for further details.)

**Note:** If you cancel the application while it is running, you must start again at step 1.
14) Now, return to your computer’s desktop to open Outlook once more.

   a. Click on “Start” in the lower left of your screen.

   b. Directly above “Start,” select “All Programs” to open an expanded menu.

   c. From that menu, click on “Microsoft Office.”

   d. On the menu to the far right, select “Microsoft Outlook 2010” to open Outlook 2010.
15) Within Outlook, scroll down on the left pane until you see (a.) “GroupWise Archives,” and click the triangle next to it to expand the view. Click on (b.) “Inbox” and other archive categories (e.g. “Cabinet” or “Calendar”) to make sure you see your archived items.

Once you have completed this process, you may view messages in your Archive or messages in your live mailbox, by scrolling back up using the vertical scroll bar, and clicking on the “Inbox” of your live mailbox where new emails will arrive. If you wish to archive new messages, you may simply drag and drop emails to your archive Inbox, Cabinet, or other folders.

**Note:** If you do not see your archived messages, or you believe the list of archived items is not complete, contact the GETS Consolidated Support Desk at 877-GTA-3233.
16) (Optional step) Once you successfully moved your archived items, you can delete the “GroupWise Archive Migrator” icon from your desktop as follows:

a. Return to your computer’s desktop and find the icon called “GroupWise Archive Migrator” as shown below.

b. Right-click on the “GroupWise Archive Migrator” icon.

c. Select “Delete” from the menu.

d. Next, select "Delete shortcut" to remove the icon from your desktop.