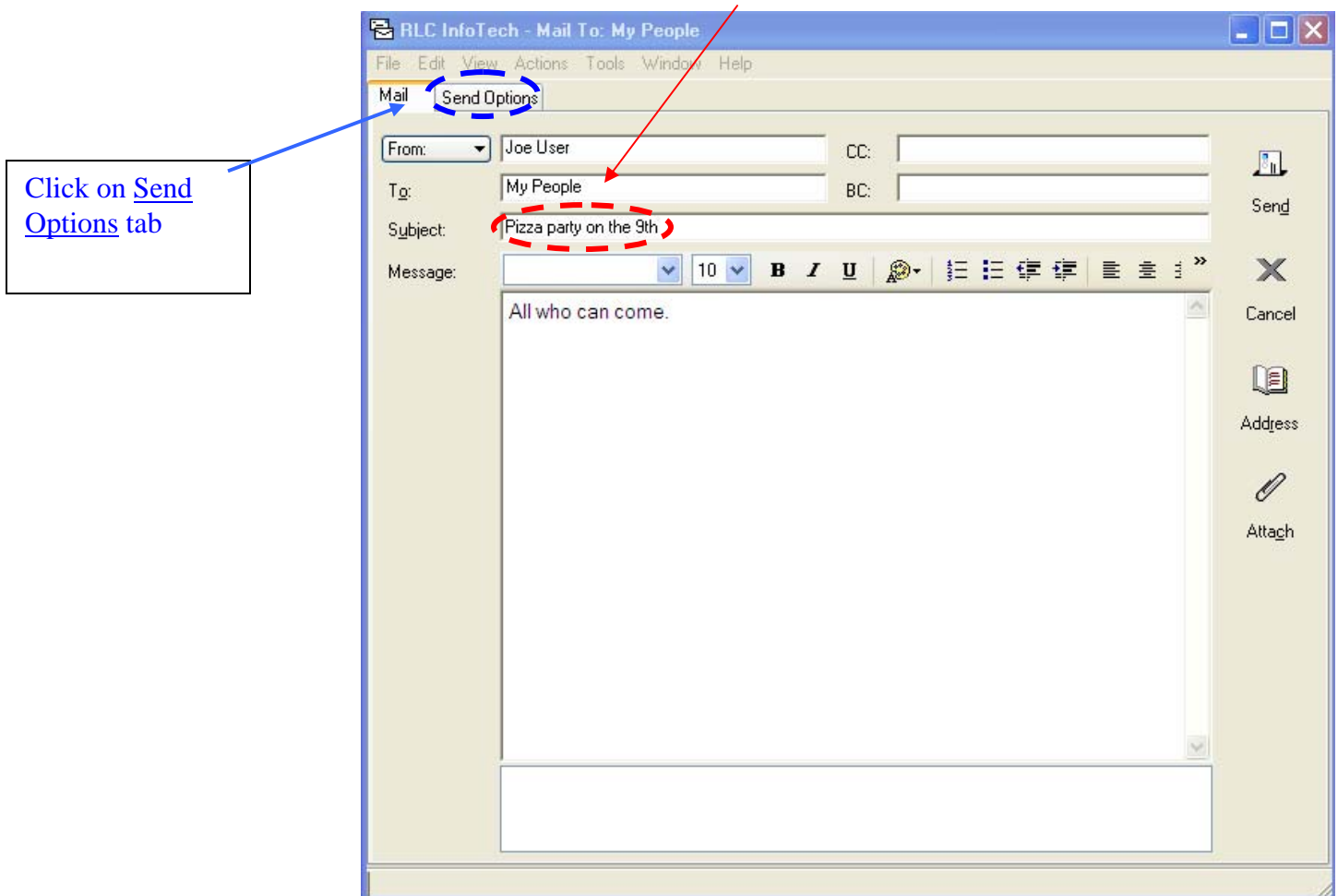


Adding Expiration Dates to your Emails

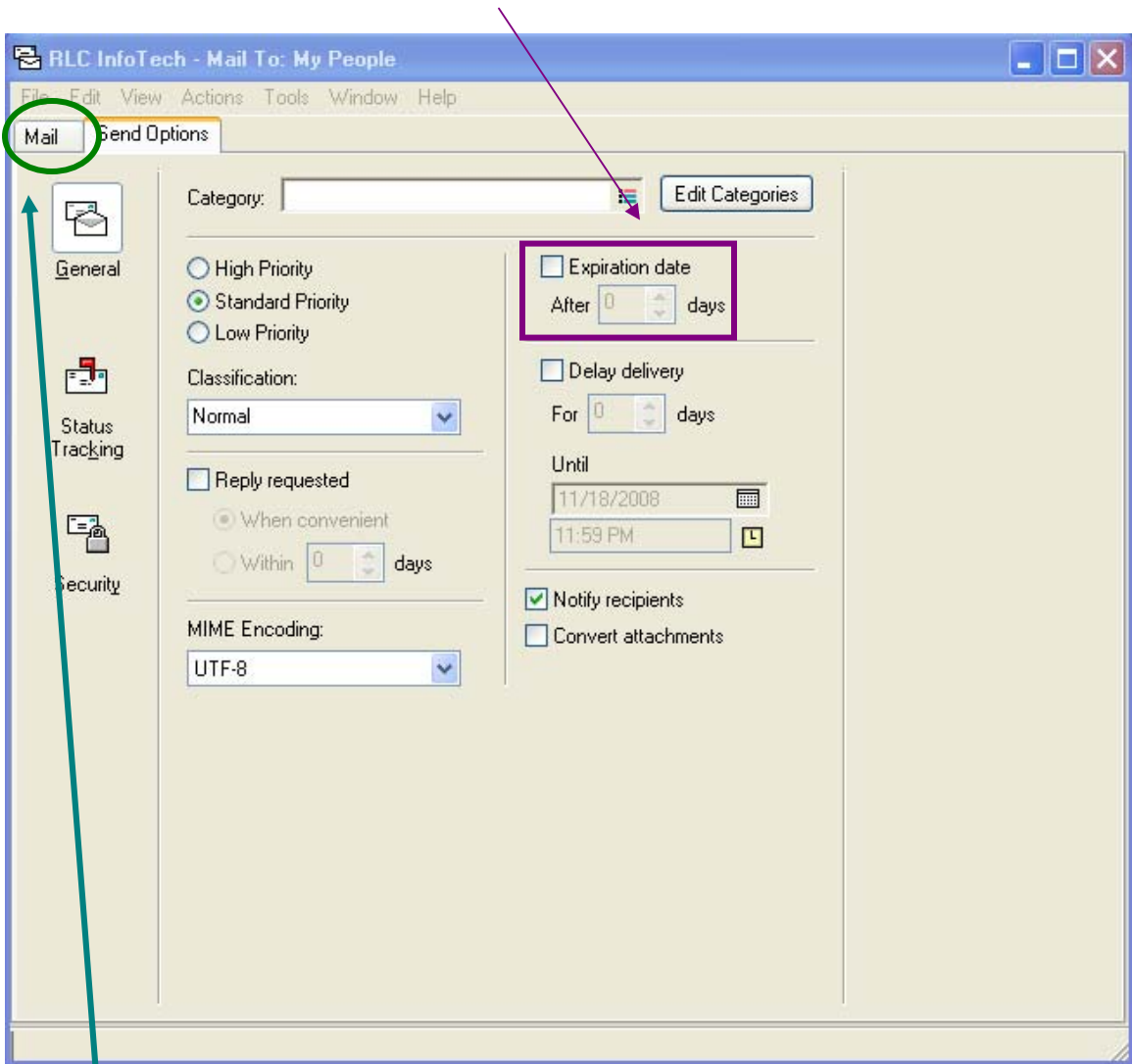
To prevent time sensitive email from filling up others GroupWise Email add expiration date to you emails.

Expiration Dates determines how long an item should remain in the recipient's Mailbox.

In this example the Pizza party will end on the 9th, after that date the email is not needed any more.



Select Expiration Date and specify how long you want the message to remain in the recipient's Mailbox.



Then Click on the Mail tab to return to the email you are composing.