

GroupWise® Caching Mode

How-To Enable Caching

To set up your Caching Mailbox

Startup GroupWise

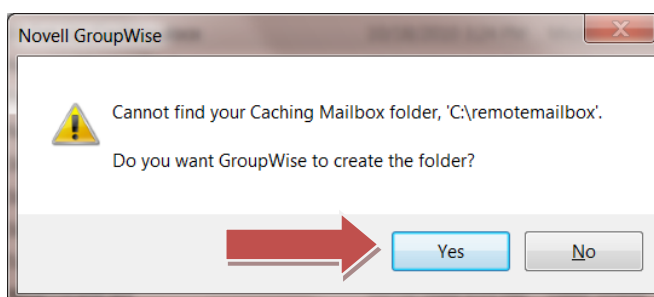
Click File > Mode > Caching.

GroupWise will prompt you for a remote mail box folder path

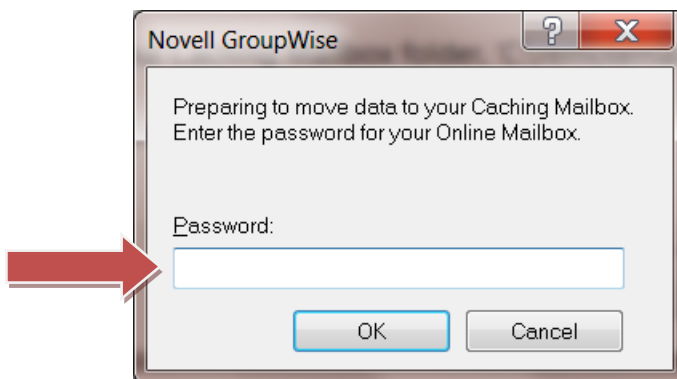
Type in C:\remotemailbox\username, and then click **OK**

GroupWise will prompt to create the folder

Click **YES**

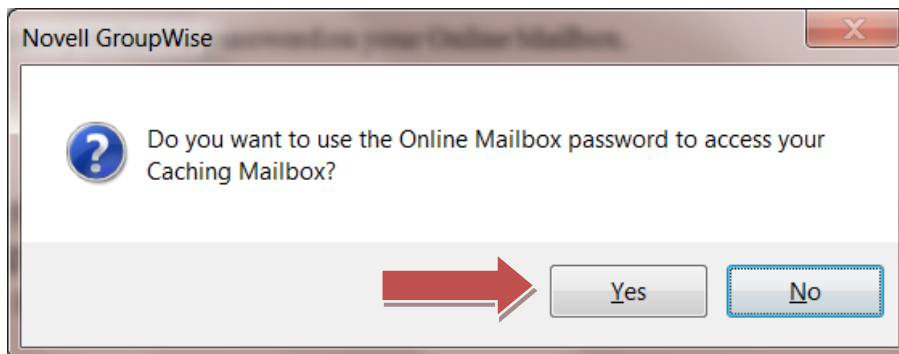


Next enter your GroupWise password (This is the password for you Online Mailbox)

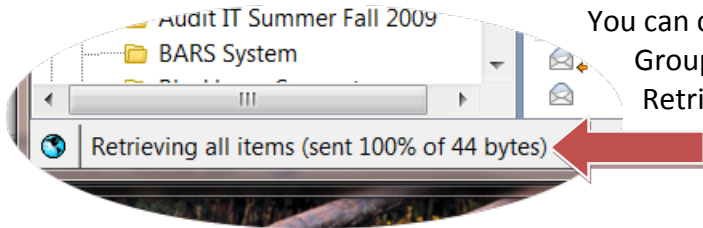


GroupWise will ask if you want to use the same password for your remote mailbox

Click **YES**

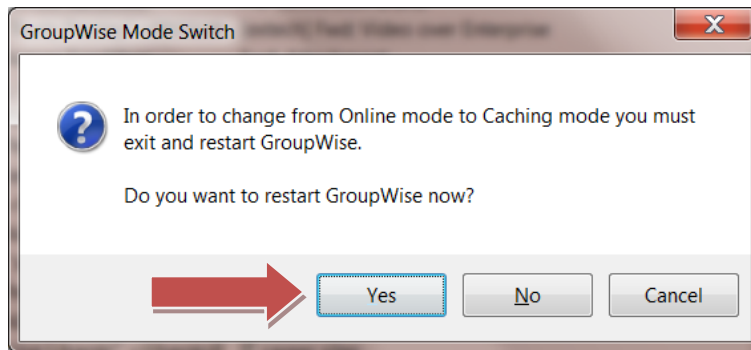


GroupWise automatically updates the Caching Mailbox with an image of the Online Mailbox. The initial update or "priming" should not be interrupted until it is complete.

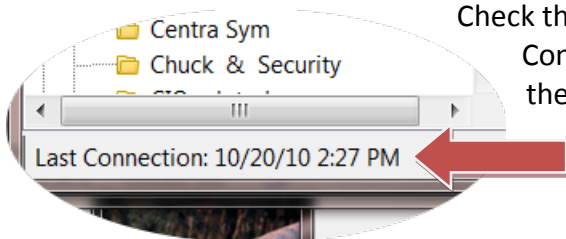


You can check the status of the caching at the bottom left of your GroupWise window. It will go through several cycles of Retrieving items

Next, you will be prompted to restart GroupWise to change to the Caching Mode.



Click **Yes** to restart and log back into GroupWise



Check the bottom of the GroupWise Window. When complete the "Last Connection" message will display. GroupWise will check in and update the cache every 5 minutes.

Once you have successfully enabled Caching Mode for your GroupWise mailbox, please send your regional IT Specialist an email letting them know you are ready to move on to the next step in the migration process.