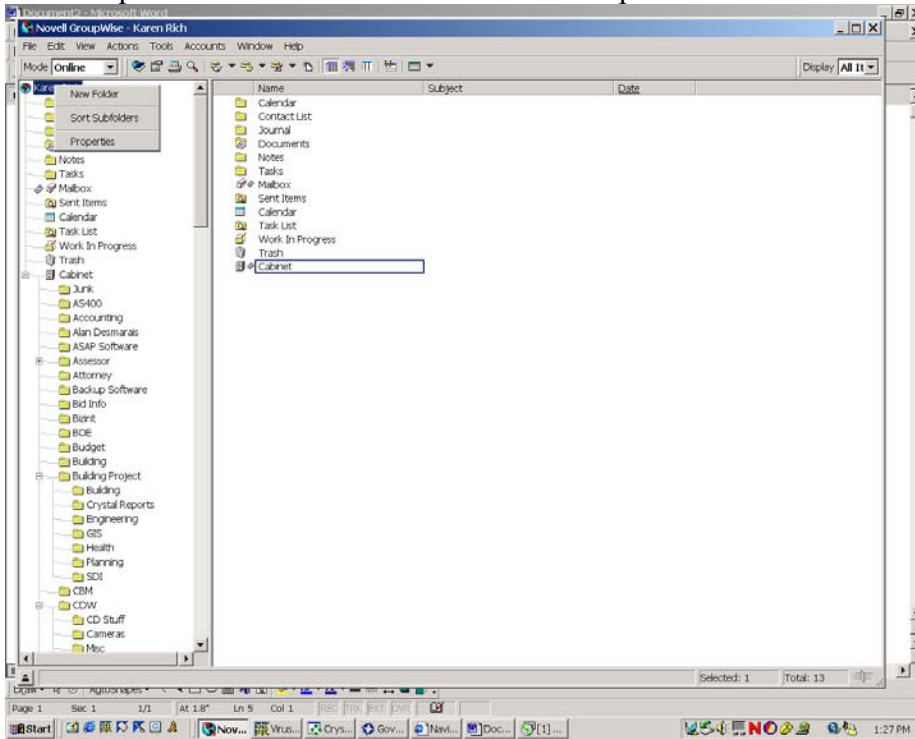
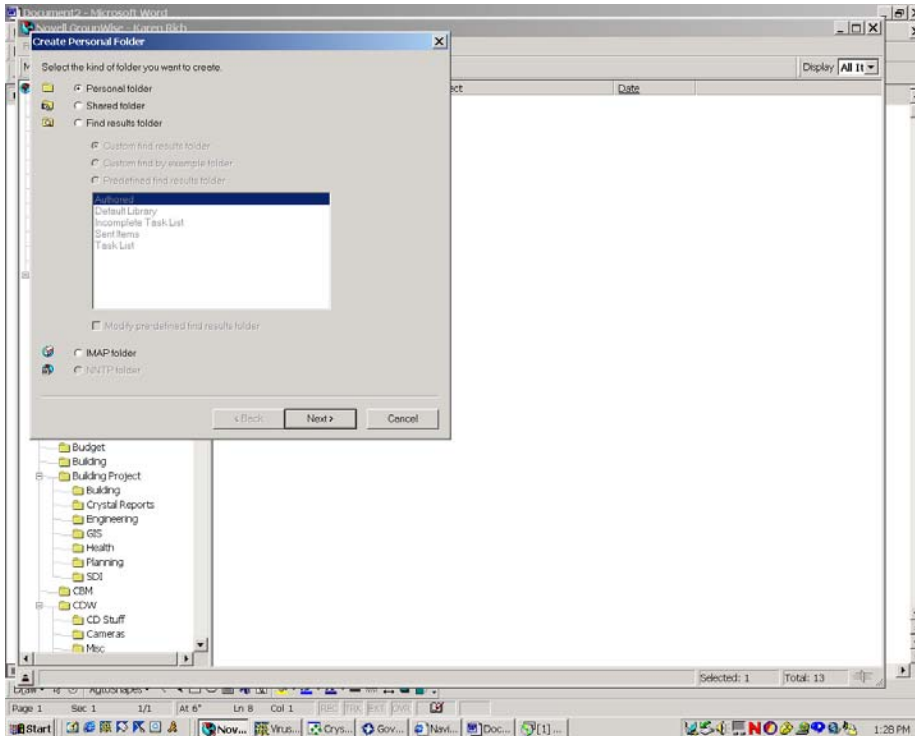


Restoring the Sent Folder in Groupwise

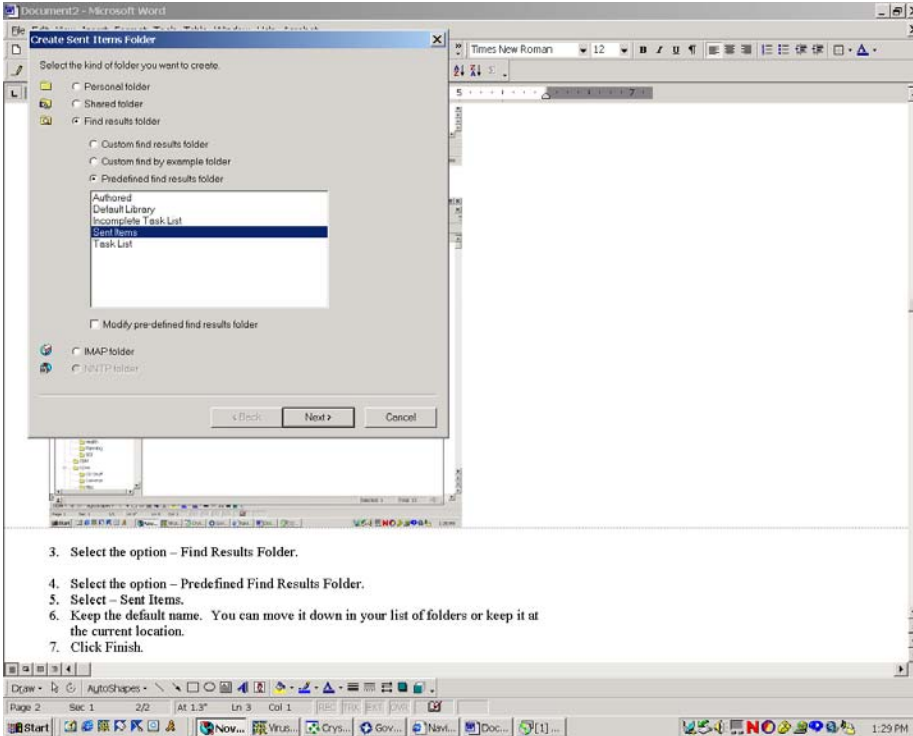
1. Right click on your name. This located in the box on the left side of your Groupwise Window. Your name is at the top of the list.



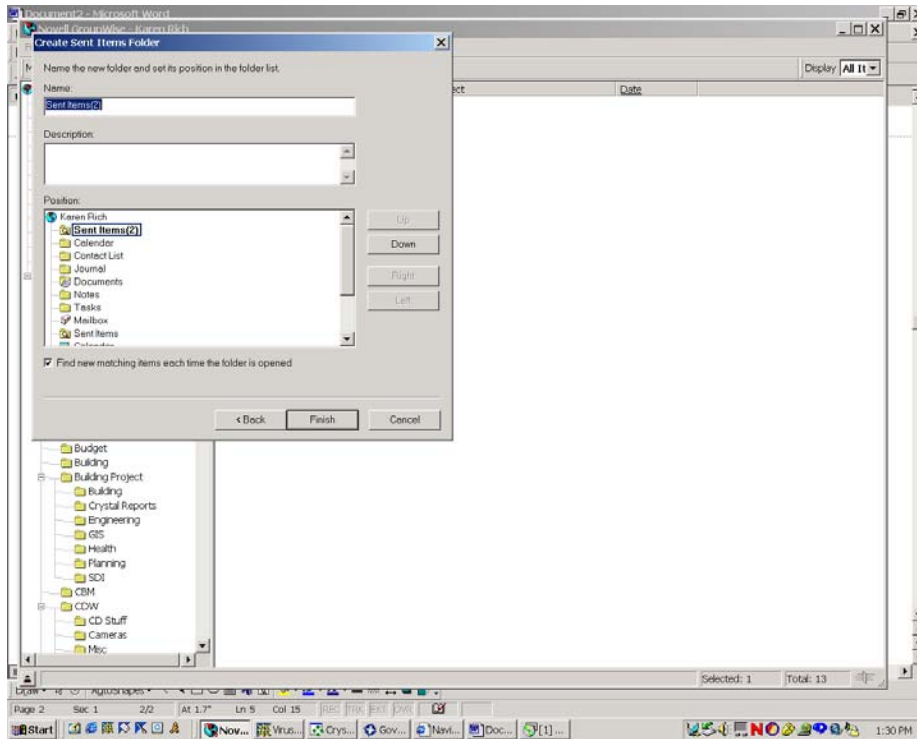
2. Click New Folder.



3. Select the option – Find Results Folder.
4. Select the option – Predefined Find Results Folder.
5. Select – Sent Items.
6. Click Next.



7. Keep the default name. You can move it down in your list of folders or keep it at the current location.
8. Click Finish.



9. The Sent Items folder should be restored. When you click on it, you should see email messages that you have sent recently.