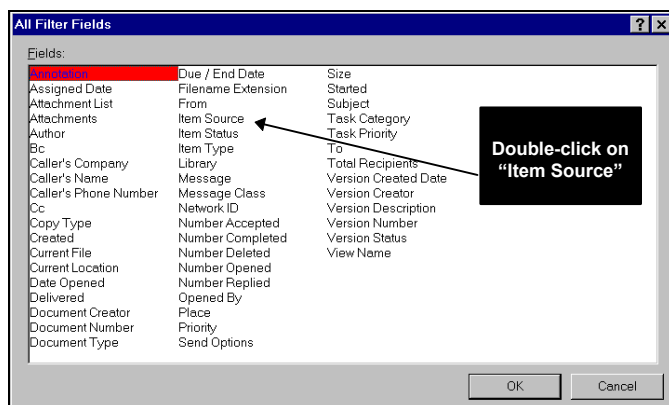


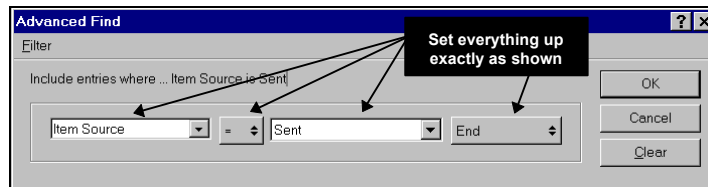
Recreating a deleted "SENT ITEMS" System folder (GroupWise 5.1)

If for any reason you should find that your GroupWise 5.1 **Sent Items** Folder has disappeared, or you deleted it by mistake, follow the instructions below to recreate it :

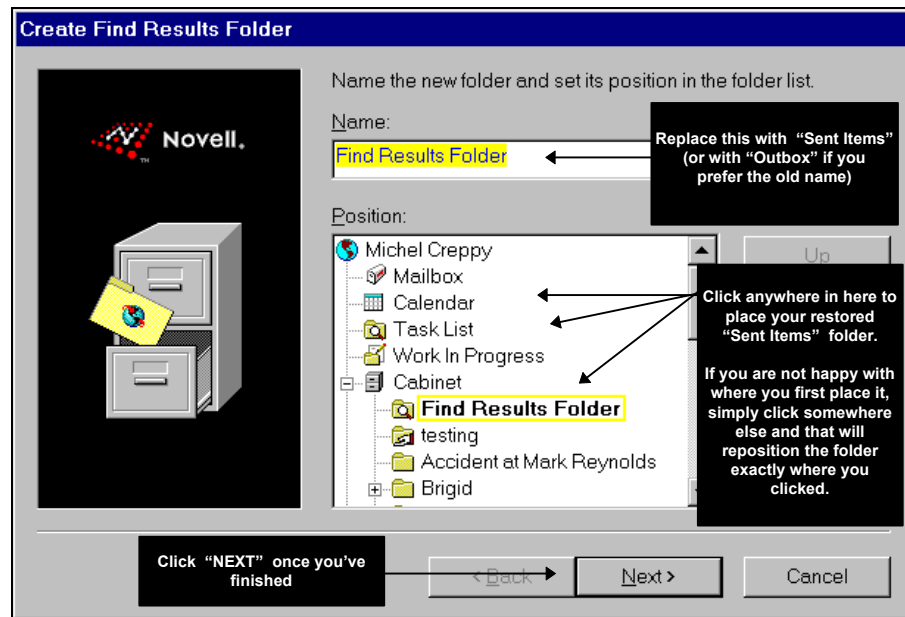
- Go to the **Tools / Find** menu in GroupWise (or in your Calendar).
- Click on the **Advanced Find** button.
- The Advanced Find window comes up with a drop-down list already opened. Choose the **All Fields** option at the bottom of that list.
- A "Fields" window opens up; double-click on **Item Source** (or highlight Item Source and click OK) :



- You should now be back to the “Advanced Find” window with **Item Source** showing in place of the drop-down list. Continue setting up the window so that it ends up exactly as shown below :



- Once you have finished setting up the “Advanced Find” window, click on **OK**.
- You show now be back to the initial “Find” window with the description “**Find items where Item Source is Sent**” showing in the middle of the window. As you may by now have started to guess, unlike the Mailbox folder, the Sent Items folder is simply one of the many GroupWise filtering rules that you can have. As a result the process of recreating the vanished “Sent Items” folder is simply the process of creating a particular filtering rule that creates a folder that contains solely those messages that *you* have sent.
Click **OK**.
- At this point GroupWise goes away and executes the find search and returns the result, *all your sent items*, in a **GroupWise Find Results** window.
Choose the **Files \ Save As Folder** menu in that window.
- You should next be presented with the **Create Find Results Folder** which is the point where you actually recreate your “Sent Items” folder. Follow the instructions in the illustration below :



As shown above, click **Next** once you've renamed and positioned your recreated "Sent Items" folder.

- Click **Finish** on the next window.
- And, finally, close the **GroupWise Find Results** window.
- You're done and your "Sent Items" folder has now been recreated.**

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