Getting Started
By default, unopened e-mail will stay in a person's mailbox for 15 days unless it is manually deleted. There are many students and even some faculty and staff who do not use GroupWise frequently. As a result, unopened mail is sitting in their accounts taking up needed server space. This Quick Tips will help you create expiration dates for e-mails that you send. You may want to put expiration dates on your emails regarding events that will expire, especially when you send out a mass e-mail.

Set Expiration Dates for Individual E-mails
- From within the new mail item, you are sending, click the Send Options tab.

![Send Options Tab](image)

- In the Expiration date area, replace the existing number of days to expiration with x number of days.
- Return to the email message by clicking on the Mail tab.

Set a Default Expiration Date for All Emails
- From the main GroupWise tool bar, click on Tools and Options.
- Double click on Send.
- Replace the existing number of days to expiration with x number of days.
- Click OK.
- Click Close.

Conclusion
Expiration dates are not necessary in sending emails. However, they can be very helpful if you are sending mass e-mails or messages that are date sensitive (for example, if the event you are e-mailing about takes place in 5 days, you may want to set the email to expire automatically in 6 days. Using expiration dates can help keep the server and accounts clear of unnecessary e-mail.

Quick Tips for Setting GroupWise Expiration Dates

See These Other Quick Tips:
- Archiving E-mail in GroupWise
- Creating Folders in GroupWise