Part 1: Saving Emails to .PDF files – Configuring GroupWise First

Before you begin using "KCSOS PDF Writer" to save your E-mails from GroupWise, follow these steps:

Change the default setting

Edit View Actions Tools Accounts Window Help

With GroupWise open, on the Menu bar,

Click on Tools / Options

The "**Options**" window will appear.

Double-click the Environment icon

Click on the Views tab

Under "Default Read View & Font",

Select "Plain Text"

Check "Force view"

Click OK

Click **Close** (on the "Options" window)

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Close out of GroupWise.

Open GroupWise again. Begin backing up your e-mails.