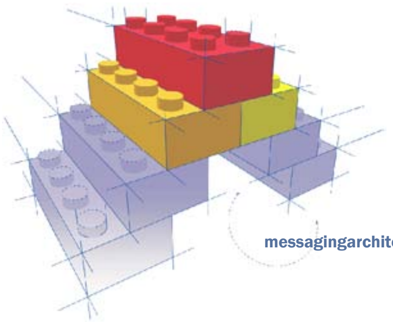
GroupWise® 6

QuickStart Card

Messaging Architects™



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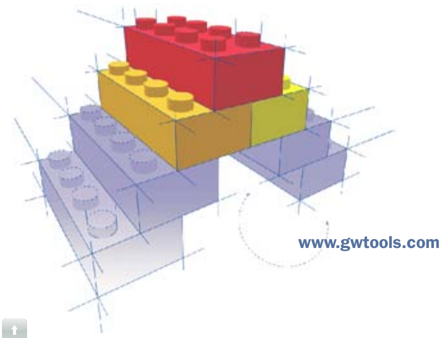
GroupWise® 6

QuickStart Card

The Messaging Architects™

Building Blocks for a Better GroupWise®



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GroupWise Main Window:

From the main work area in GroupWise you can access all of your GroupWise information including your Email, Calendar, Appointments, Tasks, Notes, Folders, Documents and Discussions. Each of the major components are described below.

Unopened Item icon: The envelope icon indicates that this folder contains unopened items. The numbers to the left indicate your unopened items.

Mailbox Folder: All incoming items can be accessed in this folder. To change the folder that specific items are routed to, see ***Rules***.

Toolbar: The most frequently used GroupWise features can be accessed from the Toolbar. See the Toolbar bellow for more information concerning each item.

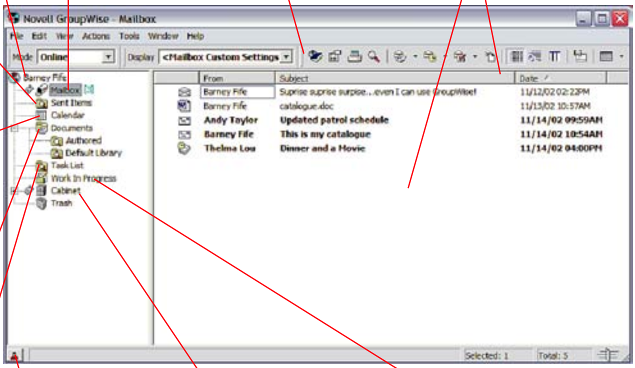
Item List: The contents of the selected folder are displayed in the Item List. You can sort the list by clicking on the desired column heading.

Sent Items Folder: This folder displays all of the items you have sent. You can also display the item properties and perform actions on each of the items.

Calendar Folder: The GroupWise Calendar displays your calendar in either a Daily, Weekly, Monthly or Yearly format. All your Appointments, Notes, and Tasks assigned on their designated dates.

Documents Folder: Documents stored in you GroupWise Library can be found here. Contains two sub-folders.

Task List Folder: Displays a list of all the tasks assigned to you or that you have assigned to others.



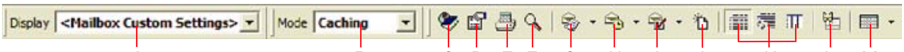
Proxy: Displays a list of all users to whose mailbox you have Proxy access.

Cabinet: Create Personal, Shared, Find, NNTP and other folders here to quickly and easily organize all your GroupWise items quickly and easily.

Work in Progress: When you are in the middle of the creation of any GroupWise item, choose Cancel and save the item here so that you can finish it later.

Main Window Toolbar:

The most commonly used features of GroupWise can be quickly and easily accessed from the GroupWise Main Window Toolbar. These features include sending Mail and creating new Appointments.



A B C D E F G H I J K L M

A. Display: Change the display of the selected folder's Item List box.

B. Access Mode: Choose between **Online, Caching,** and **Remote** modes for connecting to your master mailbox.

Tool Buttons:

C. Address Book: Open your GroupWise Address Book.

D. Item Properties: Display the detailed properties (date received, opened, deleted, etc.) for the selected item.

E. Print Calendar: Print your calendar in one of several different formats.

F. Find in GroupWise: Search for any item in GroupWise.

Item Create Buttons:

G. Create New Mail: Select to Create and send a new Mail Message.

H. Schedule New Appointment: Select to Create a new Scheduled Appointment.

I. Create New Task: Create and send a new Task.

J. Create New Document: Create a new Document.

View Buttons

K. Select View Type: Choose display method for the Items List, Details( ), Discussion threads ( ), or Calendar ( ).

L. Turn QuickViewer On or Off: Displays the GroupWise QuickViewer in the lower half of the Main Window.

M. Open Calendar View: Opens a separate Calendar window with the desired Calendar View.

Using the Mailbox

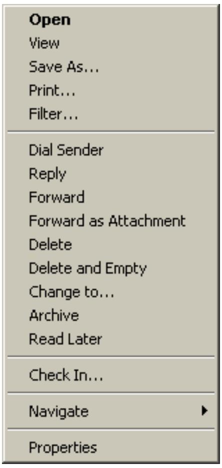
All GroupWise items, by default, are stored in your mailbox folder. You can read/open the message, delete, forward, reply and perform other actions on each incoming item.
To organize your items further, you can create subfolders (See *Folders*) and manually or automatically move items from your **Mailbox** to those customized folders.

Opening and Reading Items

1. Select the **Mailbox** (Mailbox) folder in the folders list.
2. Double-click an item in the **Mailbox** to open it.
or
Right-click the desired item and select **Open**.
3. When you have finished reading the item, select **Close** ( ), to close the message and keep it in your **Mailbox**.
Or
Select **Delete** ( ) to close the item and move it to your **Trash** folder.

Performing Other Actions on Mailbox Items

1. Select the **Mailbox** (Mailbox) folder in the folders list or any other desired folder.
2. Right-click the desired item.
3. Choose the desired action:



Open the item into its own window.
View the item using the GroupWise Viewer.
Save the item and/or attachment(s) outside of GroupWise.
Print the item and/or attachment(s).
Apply a **Filter** to the selected folder using the sender's name as the filter criteria.
Dial Sender's phone number (only works if you have a phone connected to your computer).
Send a **Reply** to the sender and/or to all other recipients.
Forward the item to any desired recipient. Message is **Forwarded as an Attachment** to desired recipient.
Delete the item and move it to the **Trash** folder.
Delete the item and immediately **Empty** it from the Trash.
Change the item to another type of GroupWise items so that it displays differently (**ie. Appointment, Note, Task, etc**).
Move the item into your GroupWise **Archive**.
Mark the item either **Read** or **Read Later**.
Check a document back into the GroupWise Library
Navigate to the next or previous **Unread** item.
See detailed item **Properties** including the creation date, file sizes, and other options.

Replying to a Message

1. Open your Mailbox by clicking the **Mailbox** folder (Mailbox) or the folder where the desired message is found.
2. Double-click the desired message.
3. Click the ***Reply*** button ( ).

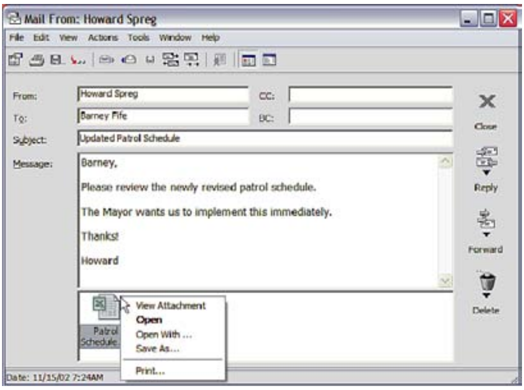
4. Select ***Reply to sender*** to send your reply only to the person who sent the message to you. Select ***Reply to all*** to send your reply to the sender and all persons who also received this message.
5. Compose your reply.
6. Click ***Send*** ( ).

Forwarding a Message

1. Open your Mailbox by clicking the **Mailbox** folder ( ) or the folder where the desired message is found.
2. Double-click the desired message.
3. Click the ***Forward*** button ( ).
4. Enter the recipient(s) you want to receive the forwarded message.
5. Add a message in the **Message** field (if desired).
6. Click ***Send*** ( ).

The original message is sent as an attachment.

Opening an attached file

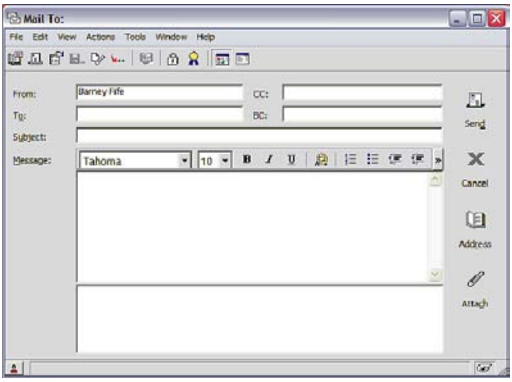


1. Open the message with the attached file.
2. Attached files are displayed in the lower portion of the message window.
3. Right-click the attached file and select the desired action.
   View Attachment: Use GroupWise's viewer to see the attachment.
   Open: Open the attachment in the associated application.
   Save As: Save the attachment to your desired location.
   Print: Print the attachment to one of your printers.

Sending Email

Creating a new Email message

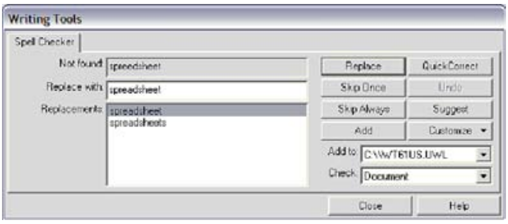
1. Click the ***Send New Mail*** icon ( ) on the Toolbar.



2. Type the recipient's name(s) in the **To:** field (e.g., **Andy Taylor**), if the recipient is an internal employee or their entire Internet address (**ataylor@mayberry.com**), if the recipient is outside your organization. Note: If you desire to send the message to more than one recipient, type a comma (",") after each recipient's name.
   or
   Click the ***Address Book*** icon ( ) to open your address book and select the recipient(s) from the appropriate book (See *Address Book* for details concerning use of the GroupWise Address book).
3. Press the **Tab** key to move to the **Subject:** field and enter the subject for your message.
4. Press the **Tab** key to move to the **Message:** field and enter the details of your message.
5. Click the ***Send*** button ( ) to send your message.

Spell Checking a Message

1. After finishing your message (Email, Appointment, Note, Task, etc.) click the ***Spell Check*** icon ( ) on the message Toolbar.



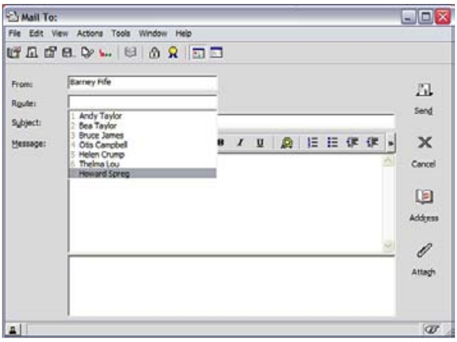
2. When the **Spell Check** finds misspelled words, you can select one of the following options:
   Replace word with the selected spelling of the word.
   Skip Once to skip this instance of the word without change.
   Skip Always to skip every instance of this word in this message.
   Add to add this spelling to the GroupWise dictionary.
3. After the entire message has been checked, (GroupWise will indicate completion of the task) click ***Yes*** to close the Spell Checker.

Attaching a File to any Message

1. Open the type of item you wish to send (**New Mail, New Appointment, New Task, etc.**)
2. Click the ***Attach*** button ( ).
3. Locate the file to be attached using the standard Windows Attach File dialog box. When the file is located, select the file using the left mouse button.
4. Click the ***OK*** button to attach the file.
5. Repeat steps 2 through 4 until all desired files are attached.

Creating a Routing Slip

1. Click the **Send New Mail** icon ( ) on the Toolbar.
2. Select **Actions** menu.
3. Select **Routing Slip**.



4. Enter each recipient's name in the order you want the message delivered, followed by a comma (","). **Note:** To change the recipient order, click and drag the name to the new location.
5. Complete the message and click ***Send*** ( ).

The message is delivered in the order appearing in the route. Once a recipient has completed the item, they must mark it "***Completed***" so that it will be moved on to the next recipient. Deleting a routed item prior to marking it completed terminates the route and the item will not move on to the next recipient.

Message Priority and other Options

1. Click on the ***Properties*** icon ( ) on the toolbar.

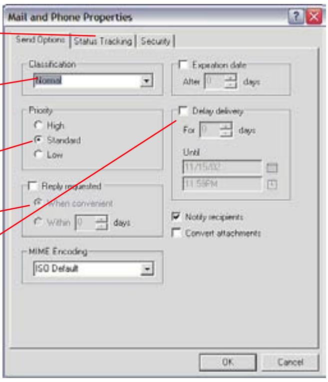
Change tracking level that is displayed in Sent Items.

Set Classifications such as "Top Secret", "Proprietary", etc.

Set Priority Level: High, Standard or Low.

Recipients are requested to reply before deleting the item.

Message will not be delivered until selected date.



GroupWise Calendar

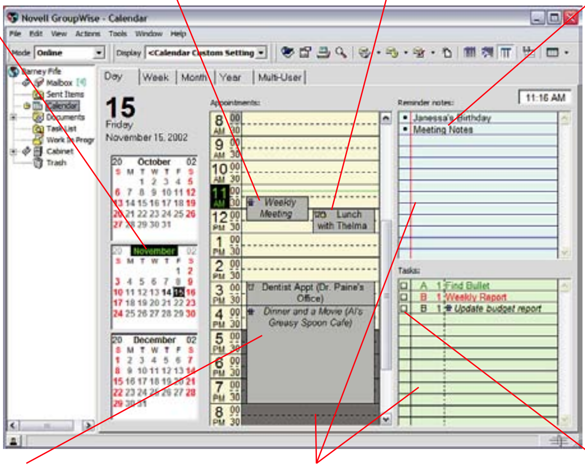
1. Display your GroupWise Calendar by clicking on the ***Calendar*** folder (Calendar) in the Folder List box.

Select date to display **Appointments, Notes** and **Tasks** for that day.

Click and drag any appointment to a new time or date to reschedule.

Padlock icon indicates that the item has been marked **Private**.

Double-click any item to open the details for that item.



Right-click any item to perform various actions, such as **Accept, Decline, Delegate,** set an **Alarm,** etc.

Double-click any free space to schedule a personal **Appointment, Note** or **Task.**

Check box to mark a **Task** as being completed.

Scheduling Group Appointments

1. Click the **Schedule New Appointment** icon ( ) on the GroupWise Toolbar.
2. Type the names and resources you want to schedule in the **To:** field or click the ***Address*** button ( ) to open your Address Book and select the users and resources you want to schedule for your meeting. (See *Address Book* for additional information.)
3. Press the **Tab** key to move to the **Place**: field and enter the location of the appointment.

NOTE: If you scheduled a **Place Resource,** the **Place** field will be automatically filled in.

4. Select a **Start Date** and **Start Time** for the appointment. You can click the appropriate icons to bring up the **Start Date** and **Time** Input windows.
5. Press **Tab** to move to the **Subject** and enter an appropriate subject for the meeting.
6. Enter any necessary information in the **Message** field and add any necessary **Attachments,** then click ***Send*** ( ). (See *Attaching a File to a Message* for more information).

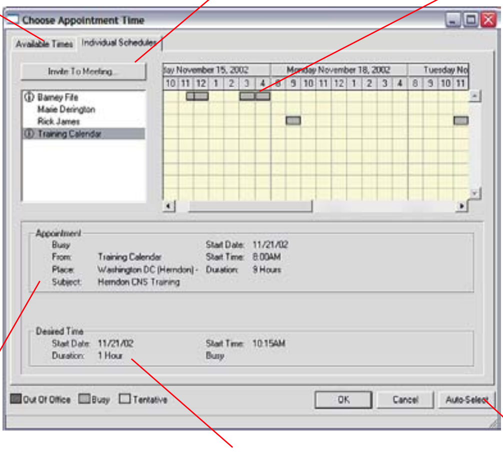
Performing a Busy Search

1. Individually select the people or resources that you want to scheduale an appointment with, then click the **Busy?** button to show available dates & times.

Available Times displays those times when all selected persons and resources are free.

Click **Invite To Meeting** to add additional users/resources to this appointment.

Drag the **Date/Time** selection box to the desired date and time.



If you have been given "Read" rights to an individual's appointments, details will be displayed here.

Currently selected **Date** and **Time** for your appointment.

Click ***Auto-Select*** to have GroupWise automatically select the first date and time when everyone is available.

2. After selecting an ideal date and time for your meeting, click ***OK*** to close the **Choose Appointment Time** window and continue scheduling your appointments (steps 3 - 6 covered in the *Schedule a Group Appointment* section).

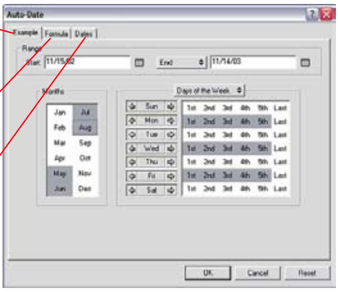
Scheduling recurring Appointments, Tasks and Notes

1. Create a new **Appointment, Note** or **Task** from the GroupWise Toolbar ( ).
2. Click the ***Set Date*** icon ( ) to open the **Set Date** window.
3. Click the ***Auto Date*** button to open the **Auto Date** window.
4. Create the recurring item based upon the following methods:

Example method allows you illustrate the autodate. This example creates an appointment. on every Mon., Wed., Fri. from May through August.

The **Formula** method requires you to create a formula to generate the desired dates.

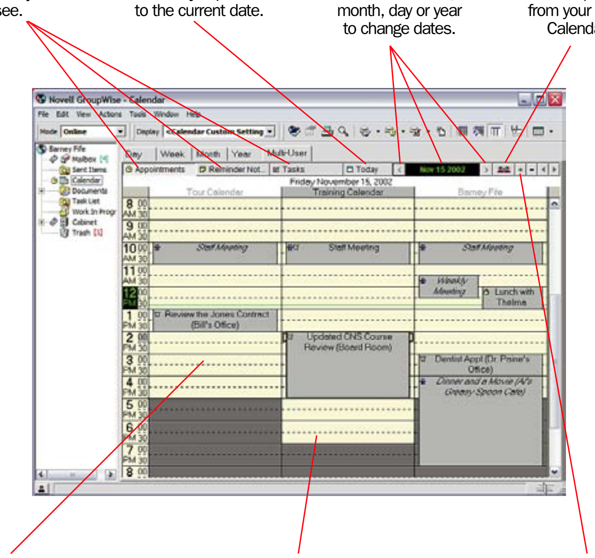
Choose the **Dates** method to select the desired dates of the recurring appointment.



5. Click ***OK*** to accept the selected recurring dates.

Multi-User Calendar

1. Display your GroupWise Calendar by clicking on the ***Calendar*** folder (Calendar) in the Folder List box.
2. Select the ***Multi-User*** tab.
3. The first time you select the Multi-User calendar view, you must select the users whose calendars you wish to view (See *Proxy* for details concerning what needs to be done for you to see others' calendars, as well as for others to see yours).



Accepting Appointments, Notes and Tasks

When you receive an Appointment, Task or Note, you can accept or decline the item to let the sender know if you will be able to fulfill the request. (All Appointments, Tasks and Notes appear both in your **Mailbox** and on the scheduled day.)

1. Click the ***Mailbox*** or ***Calendar*** folder.
2. Double-click an Appointment, Task or Note.
3. Click ***Accept*** ( ) or ***Decline*** ( ).
4. If you are accepting an appointment, select an option under **Show As.**
   Free: You want the event on your calendar, but you show that you are available to be scheduled for other events.
   Tentative: You will probably attend the event, but other events may take precedence.
   Busy: You will attend this event and are not available for other appointments.
   Out of Office: This event is off-site.
5. Type a message in the **Comment** text box and click **OK**.
The sender can read your comments in the **Properties** view.

Printing your Calendar

1. Click ***Print Calendar*** ( ) on the GroupWise Toolbar.
2. Select the Desired Calendar **Format**.
3. Select a **Form size**. Available options depend on the calendar type selected.
4. Select the desired form from the **Available forms** list box. Available options are dependent upon the selected format.
5. Select a **Form orientation**.

NOTE: You will see a thumbnail sketch of the calendar in the view box on the right. You can also click **Preview** to see the layout in detail.

6. Select the **Content** tab
7. Specify the first date you want to print in the **Starting Date** box, then specify the number of days you want to print in the box to the right.
8. Select what information you want printed in the **Content** section.
9. Specify the **Display** options you want printed.
10. Select the **Options** Tab and specify the options you want.
11. Click ***OK*** twice and then click ***Print***.

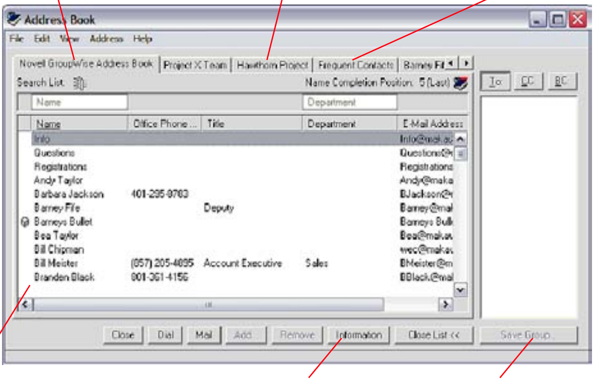
Address Book

The GroupWise Address Book is used to quickly select users, resources and groups from a list when addressing items to send. The Address Book is also ideal for looking up details like phone numbers, addresses and other pertinent individual information.

The Novell GroupWise Address Book contains all the users within your organization. Only the system administrator can modify this information.

You can create, edit, and save any number of personal address books. You have full rights to add and delete name and address information for any person, company, or resource you want in your personal address books.

Use the Frequent Contacts tab in the Address Book to access your most frequently used addresses.



Double-click user, group or resource entries to add them to your address list.

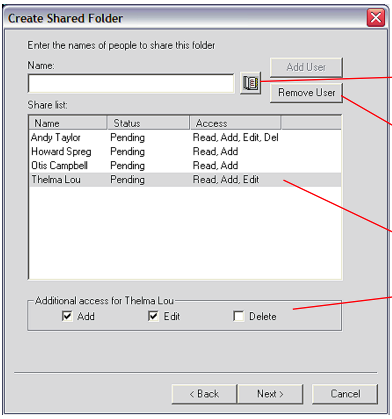
Information provides specific user details.

If you send regular messages to the same group of people, address those people, click Save Group, then name the group.

If you need to remove a name from the Address Listbox, simply double-click on the name.

Sharing GroupWise Folders

1. Right-click on your **Cabinet** and choose **New Folder**.
2. Select **Shared Folder** and click **Next**.
3. Give the new folder a name and click **Next**.
4. Enter each user's name with whom you want to share this folder and click **Add User**. Repeat until all desired users are in the **Share list**.

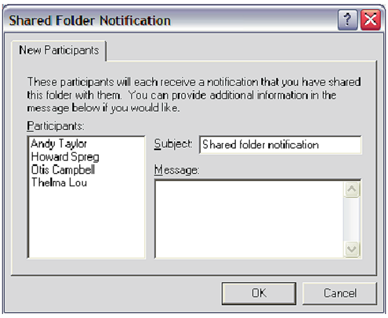


Select to add users using the Address Book.

Remove a user from the Share List.

Select a user and modify his/her **Additional access** rights.

5. Click **Next**.
6. Define the **Display** settings for this folder and select **Next**.
7. Enter desired **Message** to the recipients of the newly shared folder.
8. Click ***OK.***



NOTES: Any item in this folder is available to everyone with access rights granted to them. You can right-click the folder and choose **Sharing** to grant new users access, modify existing users' access or remove a user from the access list.

You can also change the **View by:** settings to **Discussion Threads** to clearly view discussions that take place in this new shared folder.

Creating and Using Discussion Threads

To Create a New Discussion:

1. Create or open a Shared Folder (See **Organizing Messages** for details).
2. Select File > New > Discussion .
3. Enter a **Subject** for the discussion.
4. Press the **Tab** key and enter details in the Message field.
5. Click Post ( ).

All persons who have access to the selected shared folder will instantly see the new discussion item.

To Display items in a Folder as a Discussion:

1. Right-click the desired Folder.
2. Select Properties , then click the **Display** tab.
3. Change the **View by** list to **Discussion Thread**.
4. Click OK.

Proxy

Proxy allows you to grant someone else in your organization the rights to see your Appointments, Notes, Tasks, Mail Messages, etc., as well as send items out as if you sent them yourself.

To Grant Someone Rights to your Mailbox:

1. Click Tools > Options.
2. Double-click the Security icon ( ) and select the Proxy Access tab.
3. Select the persons you want to receive access by typing their name(s) and clicking Add User or by using the Address Book ( ).
4. Place a checkmark next to the right(s) you want to grant.
5. Click Apply then click OK.

To access someone's mailbox who has granted you Access:

1. Click the Proxy icon ( ).
2. Click Proxy...
3. Select the user whose mailbox you want to access from the **Proxy List** or add a new user to the list by entering their name and click OK.

Your GroupWise window(s) will now reflect what is in the other person's mailbox. NOTE: You will see only those items you have been granted rights to see.

Notify

The GroupWise Notify program informs you of incoming items and sound alarms for upcoming appointments. When Notify is running and you receive a new item, an envelope displays over the Notify icon on the Windows System Tray (10:56 AM).

Running Notify:

1. Click the Windows Start menu (Start) then select Programs > GroupWise > GroupWise Notify.

Specifying How You Are Notified:

1. Right-click the **Notify** icon ( ) on the taskbar and select Options.
2. Click the tab you want to change and customize Notify to your liking.

If you click the Notify tab, you can specify how Notify alerts you when you receive different types of items in your Mailbox.