VERSION

5.1

GroupWise™

Novell®

GroupWise is software that works to meet all your messaging, scheduling, and calendaring needs. Following is a brief overview of how you can use GroupWise.

Send Messages and Schedule Appointments

With GroupWise messaging, you can avoid the hassle of typing a memo, copying it, distributing it, and then wondering if the recipients ever found the memo. GroupWise lets you quickly send a message to many people and track who's opened it, deleted it, and more. Scheduling provides an easy way to find out when the people, the conference room, and other resources you need are all available.

Find and Sort Addresses

When you send a message to several people, you usually don't want to type all their names in the To box. The Address Book lets you quickly select several people for a message. You can sort the information in the Address Book in a number of ways. You can avoid searching the entire Address Book by creating personal groups.

Use Your Personal Calendar

GroupWise helps you organize your schedule by keeping track of your daily appointments, tasks, and notes. The different views available in My Calendar let you see a day, week, year, or tasks only, appointments only, and more. You can also schedule and reschedule appointments from your Calendar.
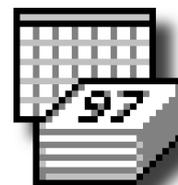
Get Status Information

Instead of wondering if a recipient has received or opened your mail message, you can check the status of outgoing messages by using Information. The Information window shows you the date and time recipients received, opened, accepted, or deleted your message. For incoming messages, the Information window shows you the names of other recipients.
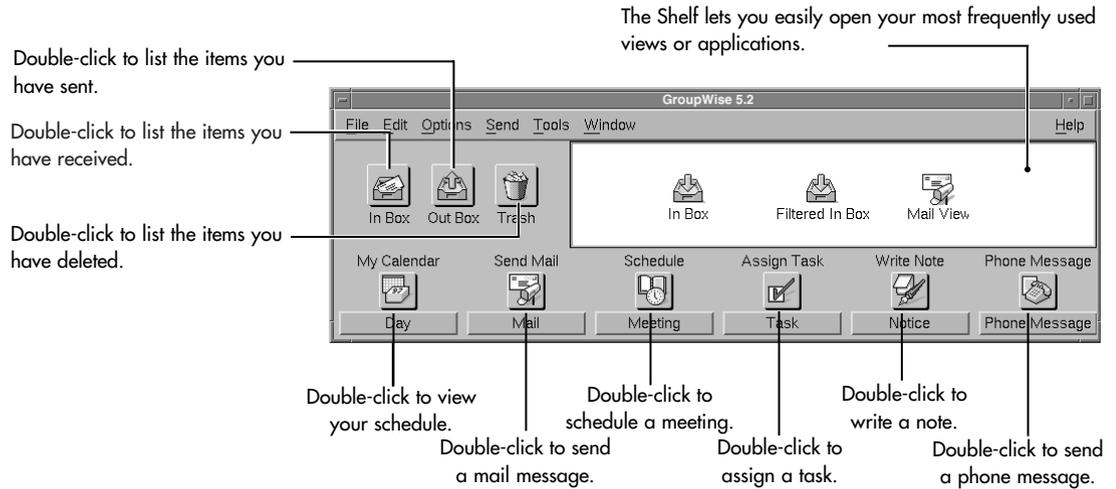
What Else?

GroupWise helps you work faster and more efficiently.

- Use the **Shelf** to quickly open a filtered In Box or Out Box, a mail view you commonly use, a program you frequently launch, and more. Icons you place on the Shelf provide shortcuts that are available whenever GroupWise is open.
- **Trash** stores the items you have deleted until you manually empty the Trash or until the Trash is automatically emptied according to the options you specify in Cleanup Options. You can also undelete items from the Trash.
- The **Routing Slip** sends a mail message or task from one member of a group to the next, allowing each person to add comments before sending it to the next person. You determine the order of the people who receive the message, and if you place yourself as the last person on the routing slip, the message is returned to you.

Understanding the Main Window

The Main Window is like the "home base" for GroupWise 5. From the Main Window, you can open your In Box or Out Box, schedule appointments, view your Calendar, and much more.

The Shelf lets you easily open your most frequently used views or applications.

Double-click to list the items you have sent.

Double-click to list the items you have received.

Double-click to list the items you have deleted.

| In Box | Out Box | Trash | | In Box | Filtered In Box | Mail View |

| My Calendar | Send Mail | Schedule | Assign Task | Write Note | Phone Message |
| Day | Mail | Meeting | Task | Notice | Phone Message |

Double-click to view your schedule.

Double-click to schedule a meeting.

Double-click to write a note.

Double-click to send a mail message.

Double-click to assign a task.

Double-click to send a phone message.

In Box and Out Box Folders

- Your User folder (indicated by your name) represents your GroupWise database. Your User folder contains other folders as well as items.

- Your Mailbox folder in the In Box includes all the items you've received. In the Out Box, it includes all the items you've sent.

- Calendar displays all of your appointments, notes, and tasks in a list.

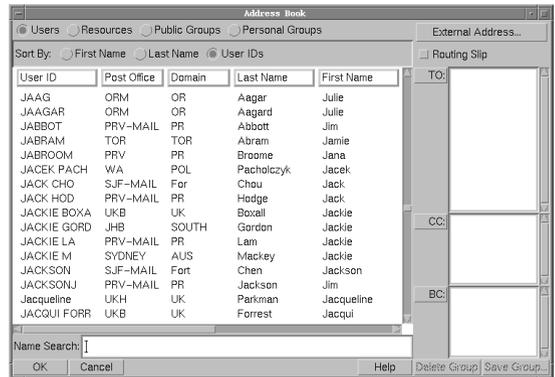- Your Cabinet is a container for all your personal folders.

For Details on the Main Window

- A section in the online reference can teach you how to filter your In Box, Out Box, or Trash to view specific items according to criteria you define.
  Click Help>Contents>type Filter>click OK.

- A section in the online reference can show you ways to use your Shelf.
  Click Help>Contents>type Shelf>click OK.

- Several How Do I topics will help you organize your Mailbox.
  Click Help>How Do I>click a topic dealing with organizing and cleaning up your Mailbox>click OK.

- A Help topic will explain how to use your Calendar to manage your schedule.
  Click Help>Contents>type Calendar>click OK.

Getting Acquainted with the Address Book

You can think of the Address Book as your GroupWise "phone book." The Address Book stores names, e-mail addresses, phone numbers, and more.

You can sort the names in the list by first name, last name, or user ID for quick searching. Use Personal Groups to list the names of users you most often send items to. Click External Address in the Address Book to send an item to a user on the Internet.

Address Book

○ Users ○ Resources ○ Public Groups ○ Personal Groups   External Address...

Sort By: ○ First Name ○ Last Name ● User IDs   ☐ Routing Slip

User ID	Post Office	Domain	Last Name	First Name
JAAG	ORM	OR	Aagar	Julie
JAAGAR	ORM	OR	Aagard	Julie
JABBOT	PRV–MAIL	PR	Abbott	Jim
JABRAM	TOR	TOR	Abram	Jamie
JABROOM	PRV	PR	Broome	Jana
JACEK PACH	WA	POL	Pacholczyk	Jacek
JACK CHO	SJF–MAIL	For	Chou	Jack
JACK HOD	PRV–MAIL	PR	Hodge	Jack
JACKIE BOXA	UKB	UK	Boxall	Jackie
JACKIE GORD	JHB	SOUTH	Gordon	Jackie
JACKIE LA	PRV–MAIL	PR	Lam	Jackie
JACKIE M	SYDNEY	AUS	Mackey	Jackie
JACKSON	SJF–MAIL	Fort	Chen	Jackson
JACKSONJ	PRV–MAIL	PR	Jackson	Jim
Jacqueline	UKH	UK	Parkman	Jacqueline
JACQUI FORR	UKB	UK	Forrest	Jacqui

TO:
CC:
BC:

Name Search: |

OK   Cancel   Help   Delete Group Save Group...

Tasks to Get You Started

Sending a Mail Message
1. Click Send>New Mail.
2. Type one or more usernames in the To box.
3. Type a subject.
4. Type a message.
5. Click Send.

Reading an Item You've Received
1. Double-click In Box in the Main Window.
2. Double-click the item that you want to read.

Displaying Your Calendar
1. Click Window>Calendar.

   To display a different calendar view, click the My Calendar pop-up list in the Main Window>click a view.

Adding a Calendar View to Your Shelf
1. Move the windows so you can see the Shelf (Main Window) and the Calendar view.
2. Drag the Calendar icon from the bottom left corner of the Calendar view and drop it onto the Shelf.

Finding Free Times for a Meeting
1. Click Send>New Appointment.
2. Type usernames and resource names in the To box.

   If you don't know the correct names, click Address>double-click each user and resource you want to schedule>click OK.

3. Specify the first possible day for the meeting in the Start Date box.
4. Specify the meeting duration.
5. Click Busy?.
6. Specify a time and a range to search>click OK.
7. Drag the outline box until you find an available block of time (not shaded) on the top row>click OK.
8. Complete the appointment>click Send.

How You Can Use Online Help

All of the GroupWise client documentation is available online. A variety of access methods into online Help are provided so you can pick which method suits your needs.
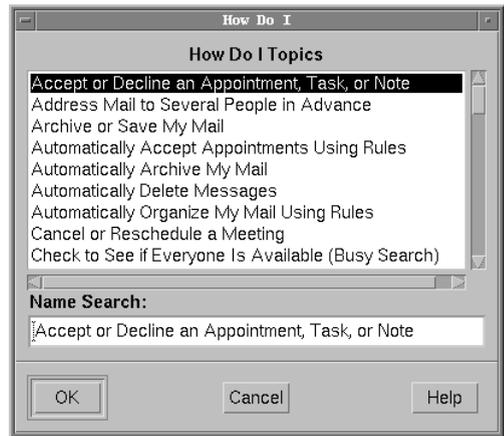
Contents opens the Online Reference, which contains comprehensive information about features.

1. Click Help>Contents.

How Do I organizes Help topics into common tasks so that you can easily find what you are looking for.

1. Click Help>How Do I.

Help Buttons appear on most dialog boxes. Click any help button to read about that particular dialog box.

Nifty Features You Should Try

Feature	Where can you learn more?
Retracting a message	Click Help>How Do I>Retract a Message>click OK.
Proxying for another user	Click Help>Contents>type proxy>click OK.
Getting status information	Click Help>Contents>type info>click OK.
Creating a personal appointment	Click Help>Contents>type personal appointments>click OK.
Checking other people's schedules for conflicts before scheduling a meeting	Click Help>How Do I>Check to See if Everyone is Available (Busy Search)>click OK.

Using Rules

Rules can automate some common tasks and cover for you while you are away. You define a rule by first giving it conditions (such as all incoming mail messages from your manager), then assigning actions to be performed on the items meeting the conditions (such as delegating or forwarding to another user, replying with a pre-typed mail message, and so forth).

The How Do I section of Help contains many useful topics on how to use Rules.
Click Help > How Do I > click a title:

- Automatically Accept Appointments Using Rules

- Automatically Organize My Mail Using Rules

- Delegate Appointments or Tasks Using Rules

- Forward My Mail Using Rules

- Reply Automatically Using Rules

Opening the Same Views Each Time You Start GroupWise

If you open the same views every time you start GroupWise, you can save yourself time by placing all these views on the Shelf in a Startup icon. For example, you might always want to open your day planner view and a filtered In Box when you open GroupWise.

To do so, open all the views you want to use and arrange and size them so that you can still see a blank area of the Shelf. Drag one icon from the bottom left corner of a view onto your Shelf, then drag the other view icons on top of that same Shelf icon. Right-click the Shelf icon>click Properties>type Startup in the Caption text box>click OK. Now each time you start GroupWise, all the views will open automatically and will display as you have arranged them.

You can find this QuickStart card and additional information about GroupWise on the GroupWise Cool Solutions home page at www.gwmag.com. If you have questions about your Mailbox, please contact your local IS&T representative.

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