Quick Reference Card for GroupWise 6.5

Start GroupWise by double-clicking on the GroupWise icon on your desktop.

The GroupWise **Main Window** displays. From the Main Window you can open your Mailbox, Sent items, Trash, Calendar, and Folders. You can also send and organize items such as Mail Messages, Appointments, Tasks, Reminder Notes, Phone Messages, and Discussions.

Menu bar: All GroupWise features are available through the menus.

Main Toolbar: Shortcuts to commonly used GroupWise features.

Item Context Toolbar: Shortcuts to important GroupWise functions for selected items (i.e. Select an appointment and the tool bar changes to Reply, Accept, Decline, Delegate, Set Alarm, and Forward)

Envelope Icon: An envelope next to any folder indicates new unopened items in that folder. The number of new unopened items is displayed in brackets.

Sent Items: Displays all items you have sent.

Calendar: Displays your calendar. Choose to view by Day, Week, Month, Year or Multi-User.

Contacts: Use this folder to view, update, delete, and add information to the contacts in your Address Book.

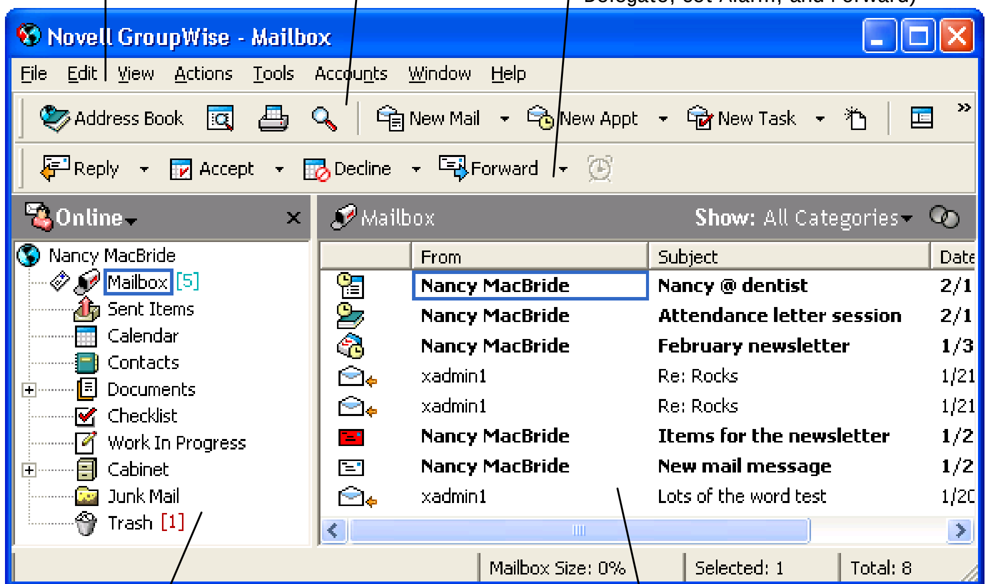
Documents: The District is not using this feature of GroupWise.

Checklist: Use the Checklist folder to keep track of items requiring further action.

Work in Progress: Store items that you have not yet completed and would like to complete later.

Cabinet: Create folders to organize your GroupWise items for quick access.

Junk Mail: Right-click items in your mailbox to mark them as junk mail. Items you receive from those email addresses will now be sent directly to your Junk Mail folder.



Folder List: Contains a list of GroupWise folders as well as any you create. (See Create Folders)

Item List: Contents of selected folder are displayed here.

Novell GroupWise Toolbars

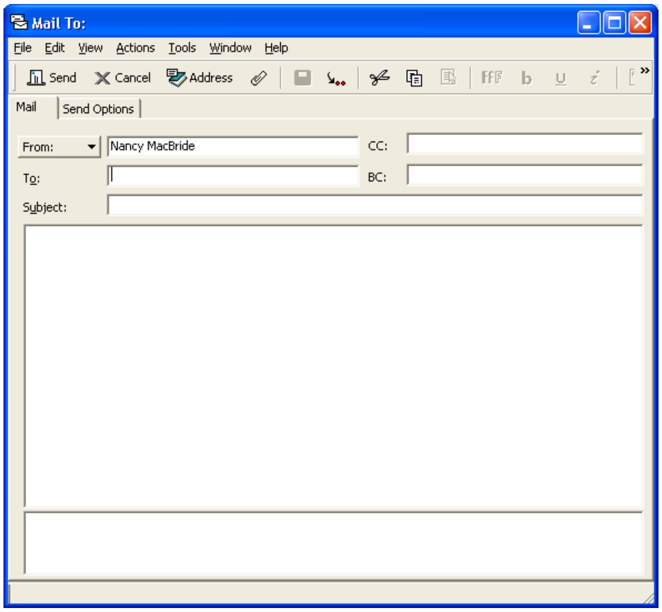
The default toolbars place the most-used icons within easy reach. Toolbars can be customized by right-clicking on a toolbar, selecting Customize Toolbar…, clicking the Customize tab and dragging the desired icon to the toolbar.

A B C D E F G H I J K

- **A. Address Book**: Open your GroupWise Address Book
- **B. Properties**: Display the properties for the selected item. (Alt+Enter)
- **C. Print Calendar**: Select to print your calendar.
- **D. Find**: Select to perform a search in GroupWise (Ctrl+F)
- **E. Create New Mail**: Select to create and send a new Mail Message. (Ctrl+M)
- **F. Schedule New Appt**: Select to create a new Appointment. (Ctrl+Shift+A)
- **G. Create New Task**: Select to create a new Task. (Ctrl+Shift+T)
- **H. Create New Document**: Select to create a new Windows Application Document. (Ctrl+D)
- **I. QuickViewer**: Displays the GroupWise QuickViewer in the lower half of the Main Window. (Ctrl+Q)
- **J. View By**: Select to view your GroupWise Mailbox by Details, Discussion Threads, as a Calendar, or as a Checklist.
- **K. Open Calendar**: Select to view your GroupWise Calendar in a new window.

Creating a New Mail Message

1. Click the **New Mail** icon on the Main Toolbar.



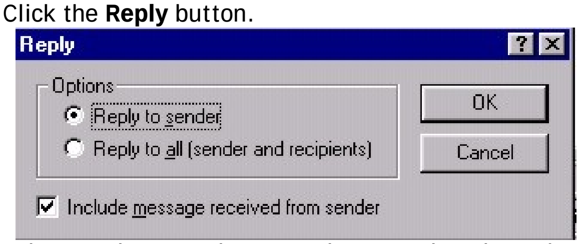
2. In the To**:** field, type the name of anyone in your address book or enter the recipient's e-mail address. If you are sending a message to multiple recipients use a comma or semicolon between names or addresses.

Or Select the Address icon to open your address book and select the recipient from the appropriate book.

3. Add your subject in the Subject**:** field.
4. Enter your message details in the Message field.
5. Click **Send** to send your message.

Replying to a Message

1. Open your Mailbox by **clicking the Mailbox folder**.
2. Double-click on the desired message. (All unopened items in the Mailbox are bolded to help identify items, which have not been read.)
3. Click the **Reply** button.



4. Select Reply to Sender to send your reply only to the person who sent the message to you. Make sure the Include message received from sender box is checked. Click **OK**.
5. Compose your reply.
6. Click **Send**.

Spell Checking a Message

1. After finishing your message click the Spell Check icon on the message toolbar.
2. As the Spell Checker finds misspelled words, 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 is checked, (GroupWise will indicate it is done) click **Yes** to close the spell checker.

Note: Spell check only checks the field where your cursor is located. (i.e. Subject or Message)

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 and locate the file to be attached using the Attach File dialog box.
3. Select the appropriate file by double clicking the file name. The file will automatically be attached to your message and the dialog box will close.

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 the printer.

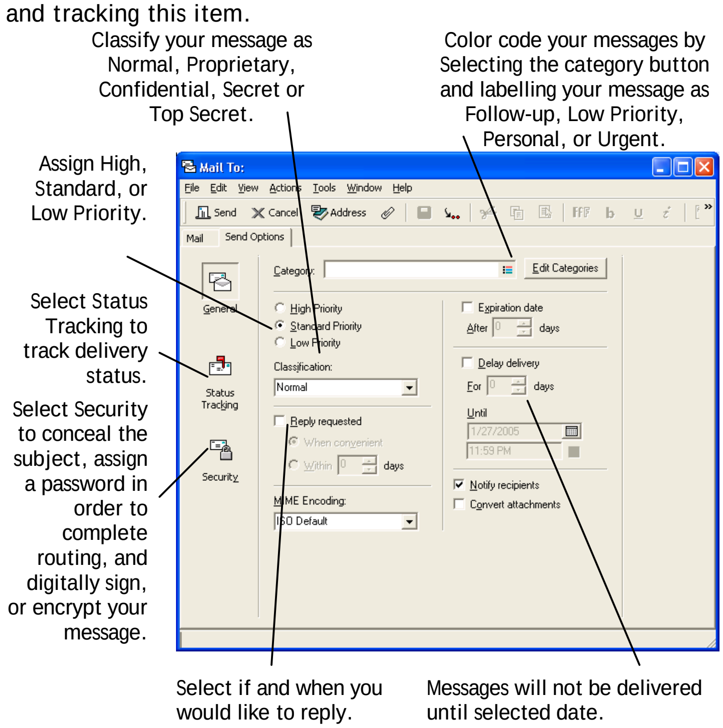
Forwarding a Message

1. Open your Mailbox by clicking the Mailbox folder or the folder where the desired message is found.
2. Double-click on the 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.

Message Options

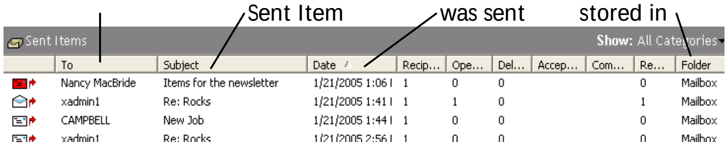
By selecting the **Send Options** tab (to the right of the Mail tab) you can access several options for sending, prioritizing, and tracking this item.



Managing Sent Items

To manage your Sent Items, select **Sent Items** in the folder list. From here you can review whether a specific message has been received, opened, accepted, completed, and/or replied to.

Recipients — Subject of Sent Item — Date item was sent — Folder item is stored in



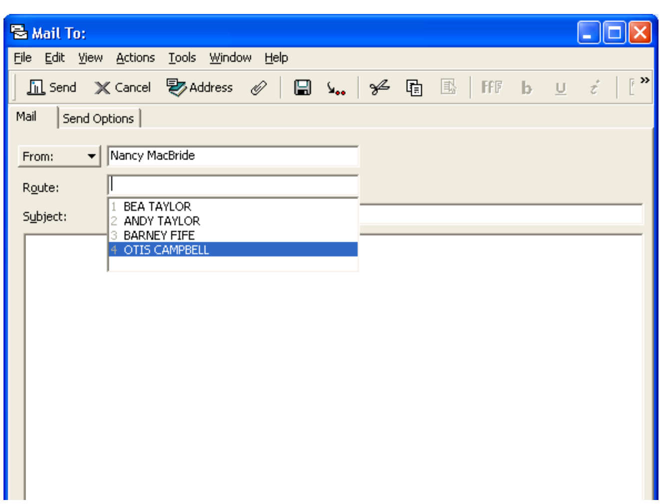
How many recipients have: Received, Opened, Deleted, Accepted, Completed, and/or Replied to the item sent.

1. Click on the Sent Items folder in the Folder List Box.
2. Right click on any item and select the desired action.
   Open: Open the sent item and view what you typed.
   Save As: Save the item or any attachments.
   Print: Print the item text or any attachments to your printer.
   Forward: Forward the item including original text as part of the new message text.
   Forward as Attachment: Send a message to a new recipient including the original message as an attachment.
   Delete: Remove the item from your Sent Items folder and/or the recipient(s) mailbox.
   Resend: Retract original message, make desired changes then send the item as you normally would.
   Properties: View detailed information about the status of a sent item (date and time received, opened, deleted, etc.)

Routing Messages

Items can be sent to individuals in a specific order (person 1, person 2, etc.) by using a routing slip. Once an individual has read *and* completed the item, they select **Completed** and the message will be sent to the next recipient automatically.

To route a message:
1. Select **New Mail** on the toolbar.
2. Under the **Actions** menu, select **Routing Slip**.
3. In the Route: field, **enter** the names of the recipients in the order you would like the message delivered.



4. **Add** a subject and enter your desired text in the appropriate fields.
5. Click **Send** to send your message.

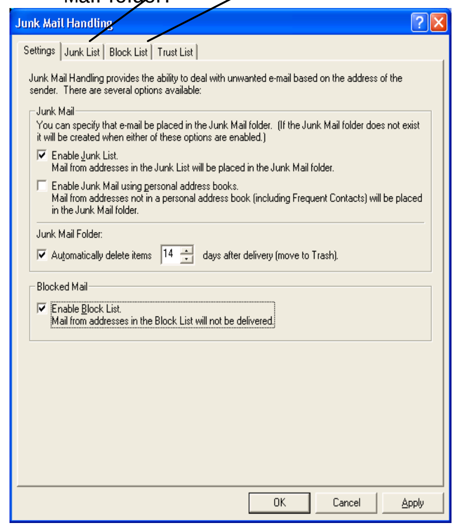
Junk Mail Handling

Junk Mail Handling gives you the ability to automatically filter unwanted email as it is received. Messages received from specified email addresses or domains can either be moved to the Junk Mail folder or blocked from your account all together.

1. Enable the Desired Junk and Blocked mail settings by clicking the appropriate boxes in the Settings tab.
2. Select the appropriate tab (i.e. Junk List, Block List, Trust List).
3. Click **New** and enter the email address or domain name you wish to add to the list.
   Click **OK**.

Email from addresses on the Junk List will be placed in the Junk Mail folder.

Email from addresses on the Block List will not be delivered.



Organizing your Mailbox

GroupWise offers many features to manage your Mailbox. Items can be color coded and customized. Folders can be created to store messages from specific individuals or regarding a specific subject, etc.

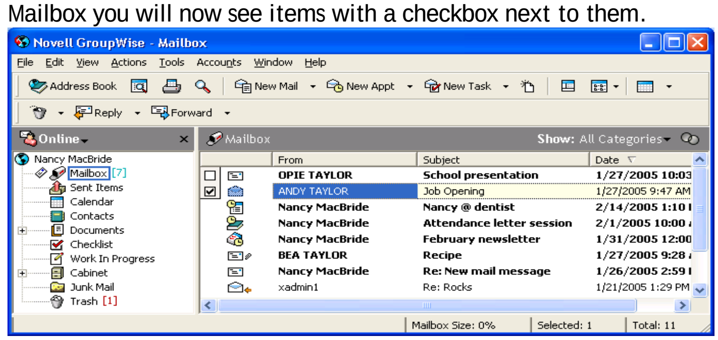
Customize the Subject Line of Received Messages

Messages can often have subjects that are not descriptive enough. You can customize the subject line of a received item so you can accurately identify the topic of the message and find it quickly.

To customize a subject line for future reference:
1. **Open** the message and click on the **Personalize** tab.
2. Type your subject in the My Subject: field and click **Close.**

Checklist View for Mailbox

Select the checklist view by clicking on the View by icon and selecting **as Checklist.** At the top of your list of messages in your Mailbox you will now see items with a checkbox next to them.



Now you can drag and drop any messages you wish up to the checklist section of your Mailbox. A checkbox will automatically be placed next to these items. Use this view to keep up with your messages, tasks, and appointments.

Create a Folder

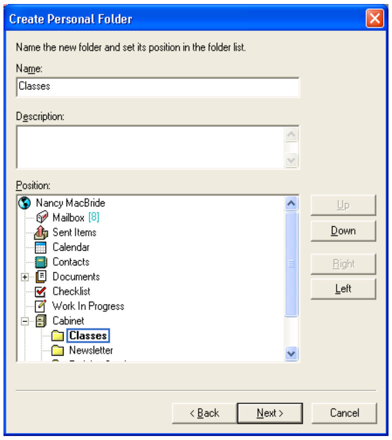
1. From the Menu Bar select **File, New, Folder.**
2. Select the type of folder you would like to create and click **Next.**

   Your folder options are:

   Personal – Used for your personal items.

   Shared – Allows you to share, store, and manage items in the folder with chosen participants. You have control over the access granted to participants.

   Find Results – This folder uses search criteria to self populate. Each time the folder is opened, the search is performed and new items are added based on the search results.



3. **Create** a **name and description** for your folder and **select** its desired location.
4. **Select Next** and **Finish**.

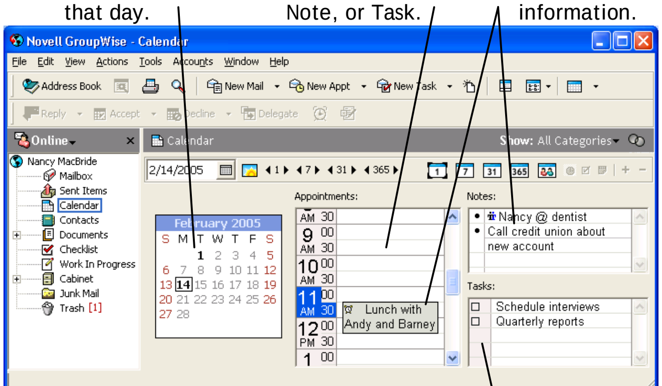
GroupWise Calendar

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

Click on a date in the monthly calendar to display the events for that day.

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

Double-click a note or task to see detailed information.



Calendar days that are in bold have appointments, tasks, or a note scheduled.

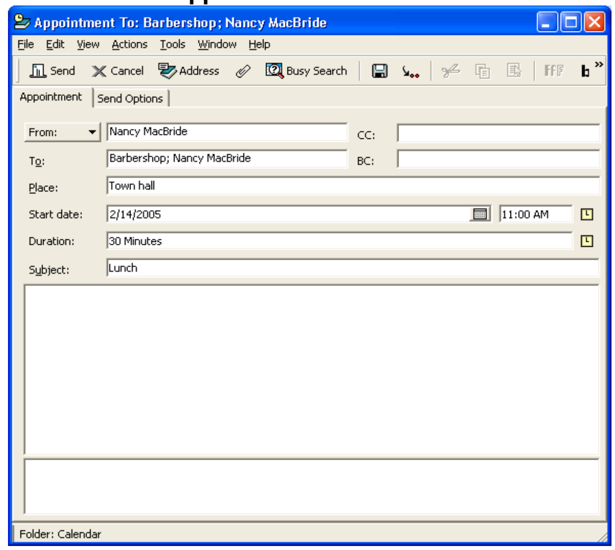
Right-click any item to perform various actions such as Accept, Decline, set an Alarm, etc.

Click and drag any appointment to reschedule it for a different time or date.
OR
To copy the appointment to another day, hold the Ctrl key down as you drag-and-drop the appointment.

Click the box to mark a Task as being completed.

Scheduling Group Appointments

1. Select the **New Appointment** icon on the Main Toolbar.



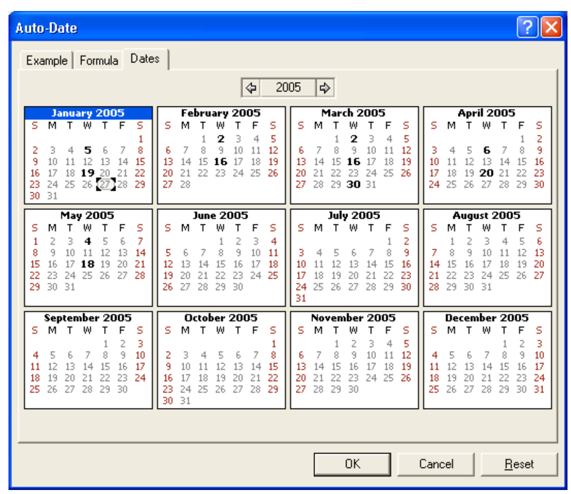
2. In the **To**: field **type** the **names** and resources desired for the appointment OR open the Address Book and select the users and resources from there.
3. **Enter** the **location** of the appointment in the *Place: field.
4. Select a **Start Date, Start Time, and Duration**.
5. **Enter** the appointment **subject** and add appointment details in the message field.
6. **Attach** any necessary files.

*Note: If you scheduled a Resource which is a place, then the Place: field will be automatically filled in.

Recurring Appointments, Tasks, and Notes

When creating a new meeting, task or note, you can make them recurring by following a few simple steps.

1. Select **Appointment, Task, or Note** from the Main Toolbar.
2. Select the **Set Date** icon in the Start Date: field.
3. Click on **Select Recurring**… at the bottom of the window.
4. Create the recurring item based on the following method.
   Dates – Select the desired dates of the recurring item from the displayed dates.



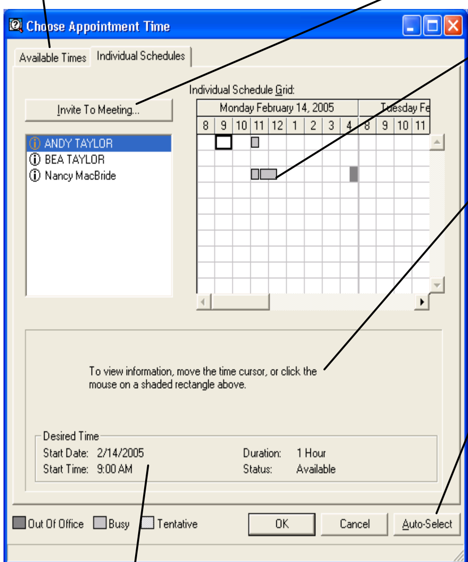
5. Click **OK** to accept the selected recurring dates.

Performing a Busy Search

When you schedule a group appointment, after selecting your attendees and resources, you may perform a busy search by selecting the **Busy Search** icon to view the schedules of the attendees and resources. This allows you to select an appropriate time based on attendee availability. Once you have selected a time that meets the needs of all participants select **OK**, complete your appointment details and click **Send**.

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

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



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

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

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

Currently selected date and time for your appointment.

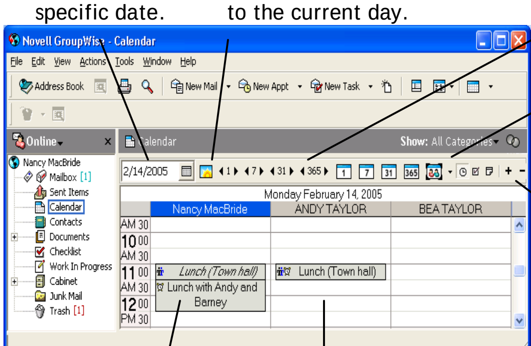
Multi-User Calendar

Like sharing folders, you can share your calendar with others. To share and view the calendars of other individuals follow these steps.

Click to select a specific date.

Click to jump to the current day.

Click the arrows to move forward or backward a day, month, or year.



Click to add/remove users.

Click + or – to increase or decrease the number of columns displayed.

Select to view Appts., Notes, or Tasks.

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

Double-click any free area to schedule a personal Appt., Note, or Task for that person if you have rights to do so.

1. Select **Calendar** from the folder list.
2. Select the **Multi-User** icon.
3. The first time you select Multi-Calendar view, you will be prompted to select individuals whose calendars you would like to view. Using Proxy rights you can allow others to view your calendar. (See the Proxy section for more details.)

Accepting Appointments, Notes and Tasks

When you receive an appointment, task or note, you can accept or decline the item. (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** on the Appointment, Task or Note.
3. Click **Accept or Decline**.

If you are accepting an appointment, select an option in the drop down box to the Accept icon and choose your option.
Free: You add the event to your calendar, but show you can be scheduled for other events.
Tentative: You may attend the event, but other events may take precedence.
Busy: You will attend this event and will not be available for other appointments.
Out of Office: This event is off-site.
The **sender** can read your comments in the Properties view.

Printing your Calendar

1. Select **Print Calendar** on the Main Toolbar.
2. Select format. (Day, Week, Month, etc.)
3. Select Form size. (Letter, etc.)
4. Select Form orientation. (Portrait or Landscape)
5. Select Available forms: By clicking the different forms, you can see thumbnails in the Selected form: field.
6. Under the **Content** tab in the Starting Date: field, specify the date you would like the calendar to begin with, then specify the number of days (weeks or months) you would like to appear on the calendar.
7. To **add headers and footers** to the calendar, select the **Options** tab.
8. Once you've selected all desired options, you can preview the calendar by choosing **Preview**.
9. From here you can select **Print** to print your calendar or select **Close**.

Proxy

Using Proxy will allow you to grant someone else in your organization the rights to read/write to your Appointments, Notes, Tasks, Mail Messages, etc., as well as send items out as if you sent them yourself.

To grant an individual rights to your Mailbox:

1. Click **Tools, Options**, then double-click the Security icon.
2. Select the **Proxy Access** tab.
3. Select the **individuals** you would like to grant access to your account by typing their name(s) in the appropriate field and selecting Add User.
4. Place a checkmark next to the right(s) you want to grant.
5. Click **OK** and **Close**.

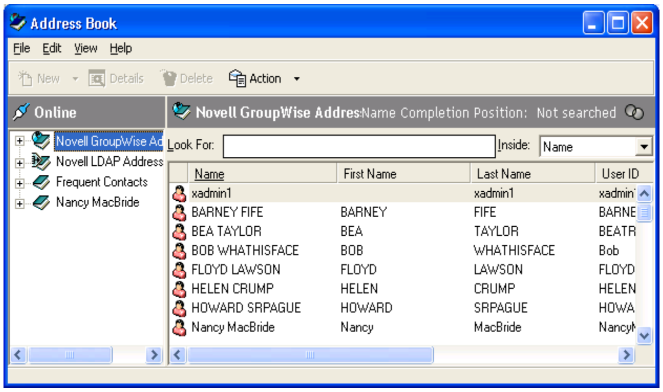
To **access** someone's mailbox who has granted you access:

1. Click the Proxy icon.
2. Click on Proxy… and enter the name of the person and choose OK. Their mailbox will appear.
3. From here you can view the items to which you have been granted access to view.

To return to your Mailbox, select Proxy and click on your name. 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.

Address Book

The Address Book can be used to quickly select users, resources, and groups when addressing items. The Address Book is also a great place to manage contact data for easy access.



Address Book Features

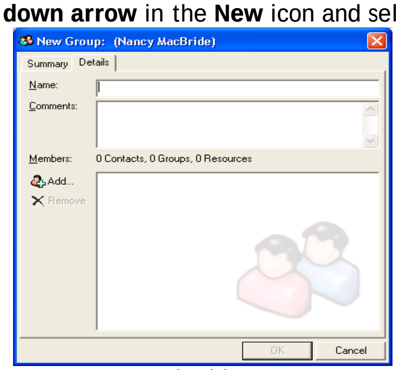
GroupWise Address Book – Contains all of the GroupWise Users and Resources in your organization.
Frequent Contacts – Your most frequently used contacts are automatically kept here.
Personal Address Book – Create and customize personal address books.
Novell LDAP Address Book – The district does not use this feature.

Groups

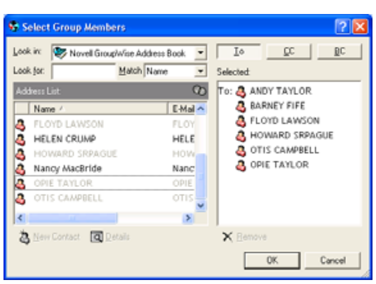
GroupWise provides two types of groups – public and personal groups. Public groups are created by the system administrator and include sites, principals, etc. You create personal groups that contain users you e-mail or schedule frequently.

Creating a Personal Group

1. From the Main Window select the **Address Book** icon from the toolbar or select Tools, Address Book.
2. **Select** the personal address book where you want the group to be added.
3. **Click** the **down arrow** in the **New** icon and select **Group**.



4. **Type** in a group name and add any comments to the Comments field.
5. **Click** on the **Members Add**… button. Double-click on the usernames you want to add. When finished, click **OK**.



Editing a Personal Group

1. From the **Main Window** select the **Address Book** icon from the toolbar or select Tools, Address Book.
2. **Right-click** the group you want to edit and select Details.
3. Select the **Details** tab and click on **Members**.
4. **To add a user**, type in their name or select from the list and click To. **To remove a user**, double-click their name from the list on the right side of the window.
5. When finished editing, select **OK**.

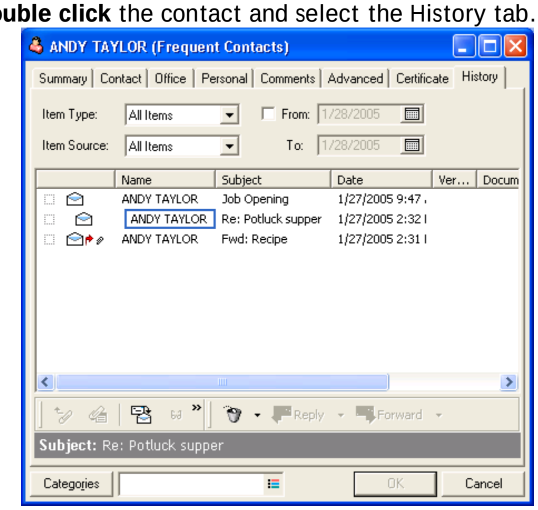
Managing Your Personal Contacts

GroupWise makes it easy to record the personal information of your contacts as well as track your communications with them. The Contacts folder displays your Frequent Contacts address book.

Tracking Communications with Contacts

To view communications you've had with a contact:

1. **Double click** the contact and select the History tab.



Note: The Comments tab allows you to add a time and date stamp along with any comments regarding communications with this contact.
The History tab shows you all the items that have come from or have been sent to this contact.

The Frequent Contacts book can automatically add Contacts as you use GroupWise. To configure how your Contacts are added:

1. **Right-click** the Frequent Contacts book and choose Properties.
2. Click on the Options tab.
3. Specify your desired settings and choose **OK**.

Sharing Personal Address Books

1. Create a **Personal Address Book** by selecting File, New Book. Name the book and click OK.
2. **Add** desired names to the address book by dragging the names from another address book or by creating new entries by selecting New, Contact. **Enter** information and click **OK**.
3. Highlight the book that you would like to share and select **File, Sharing**.
4. Add the users that you would like to share the address book with and select **OK**.