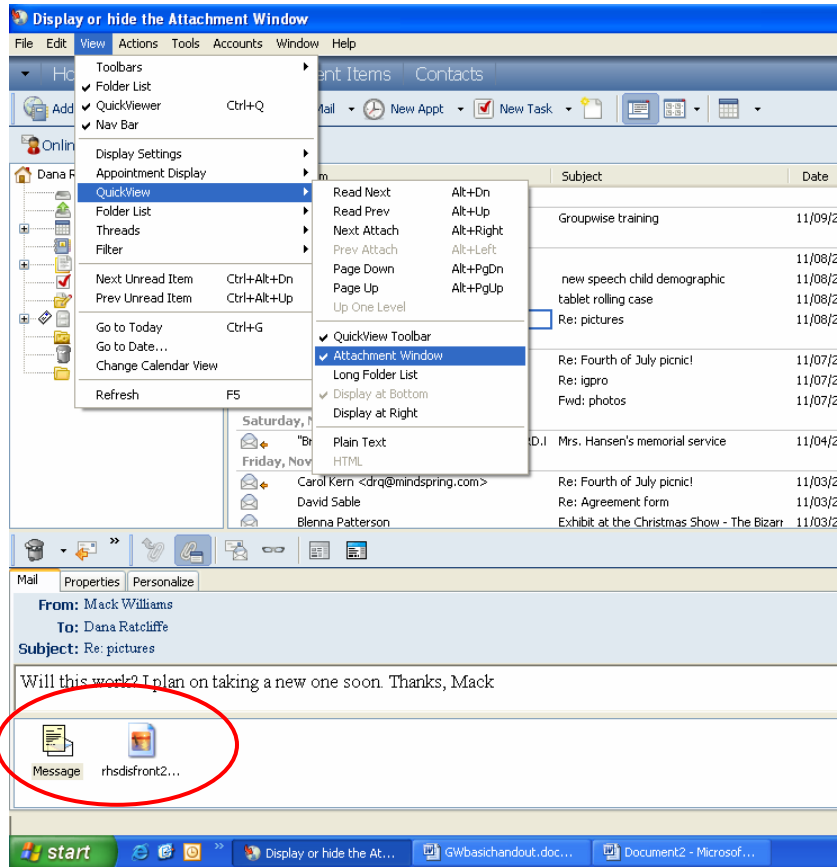


# GroupWise – Advanced

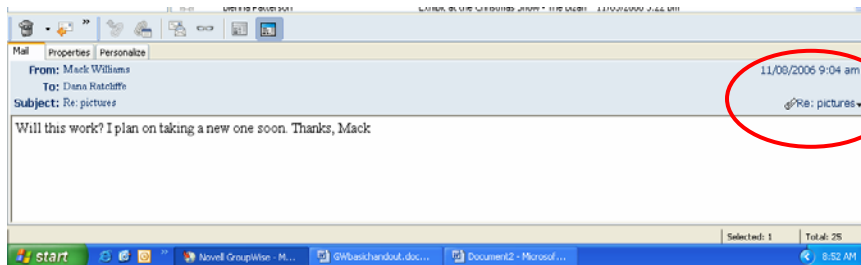
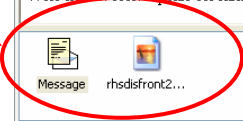
## Attachment Window

View/QuickView/check or uncheck Attachment Window option

To open attachments, right click the attachment icon and choose Open from the list of options.



Attachment Window option checked



Attachment Window option not checked.

## Address Book Tips

- Differences in address books:
  - Novell GroupWise Address Book – This is the division address book and can not be changed
  - Your Name – This is your personal address book and can be changed
  - Frequent Contact – Individuals e-mailed will appear in this address book
- Type the first few letters of the name. The first name to matches what is typed will be selected. Example: Mi will put the selection at Michael Cash.
- Click the plus sign next to the personal address book. Groups that have been created will appear. Click the group name and the members will be displayed in the right side panel.
- Address books can be created and shared like calendars and folders.

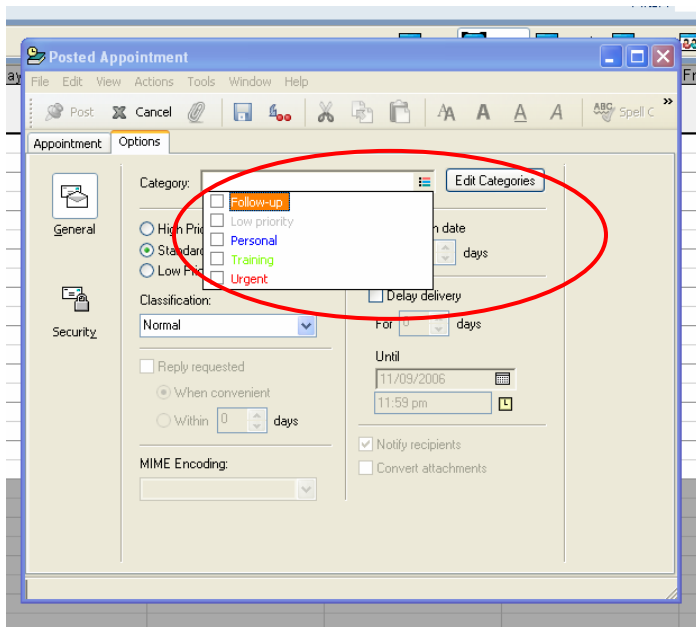
## Color Coding Events

Create a new event or double click an existing event.

Click the Options tab.

Use the Category field to select a color

Use the Edit Category button to change and create new colors to use for events.



## Sharing Calendars

Right click Calendars in the Folder List

Click New Calendar from the list of options

Type a name for the new calendar and press enter. By default the check box to display the calendar is checked.

Right click the newly created calendar, choose Sharing... from the list of options

Click the Shared With radio button

At the end of the Name field is the option to open the address book, click this.

Select members from the address book to share the calendar with. Click OK

Change the rights by clicking the name and using the checkboxes at the bottom.

Add – Can add events to the calendar

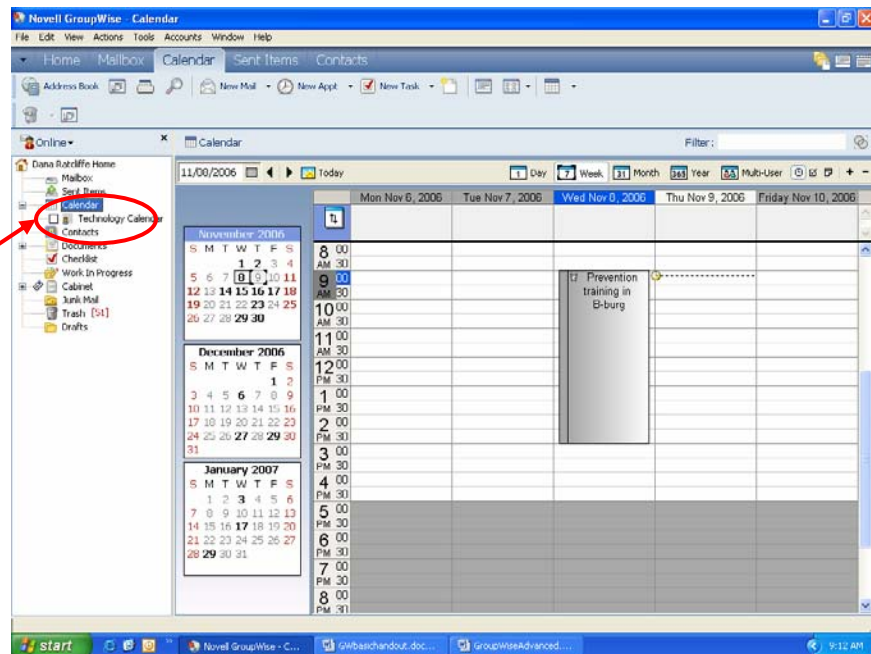
Edit – Can make changes on the calendar

Delete – Can delete events from the calendar

Click OK to send the individual(s) a notice that a calendar is being shared with them.

The recipient of the shared calendar will open the e-mail notice to accept or decline the shared calendar. At this time the name and location can be changed.

Check and uncheck the box for shared calendars to see the events.



# Out of Office Auto Reply Messaging

## Tools/Rules

Rules can be created and edited using the options on the right side.

Activate a rule by placing a check mark in the box.

*Remember to turn the Rule off when you return to work!*

Rule Name	Event
<input checked="" type="checkbox"/>	Away from off
<input type="checkbox"/>	New Item

1. Type the rule name

2. Choose the Mail option

3. Click Add Action and create an Auto Reply message.

Rule name: Away from office

When event is: New Item

And items are:  Received  Sent  Posted  Draft

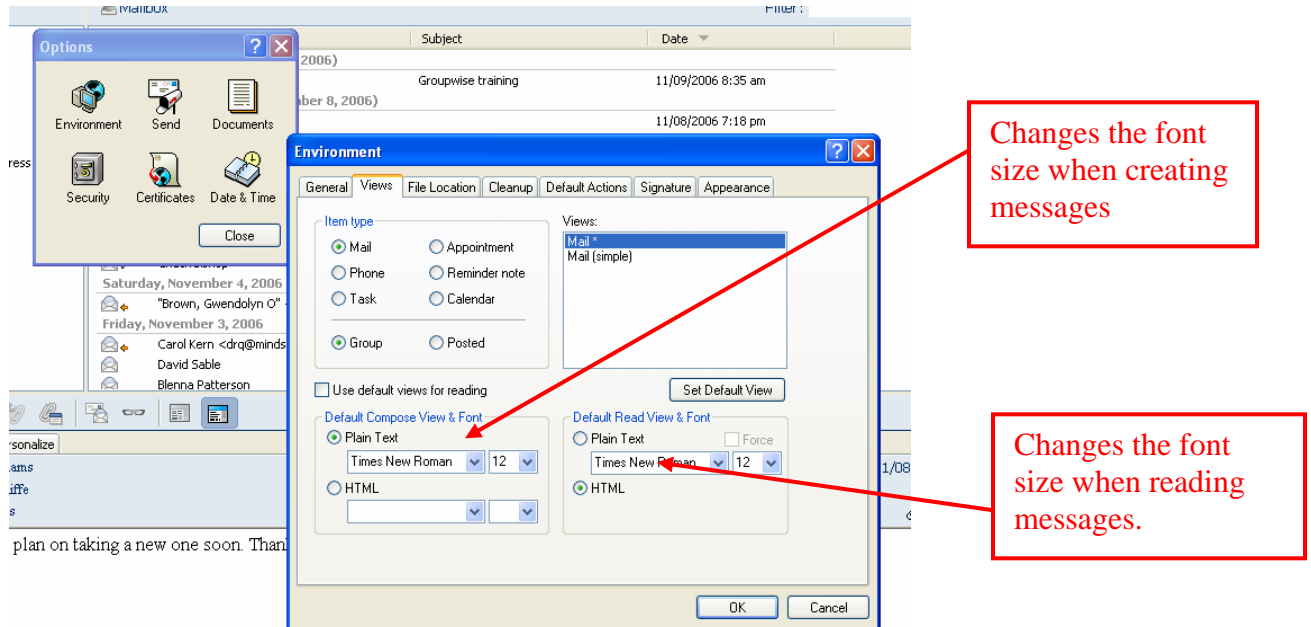
Item types:  Mail  Appointment  Task  Reminder note  Phone message

Then actions are: Add Action (Reply)

# Font Sizing

## Message Text:

Tools/Options/Environment/View



## Header Section:

Right click the header bar section in the Quick View panel

Mouse over Header Font Size and choose a size.

Text color and the header area color can be changed in this same manner.

