

GroupWise – Basics:

Use the following picture to guide you through the features available in GroupWise.

Main Menu Drop-Down Arrow: Click here to see all features.

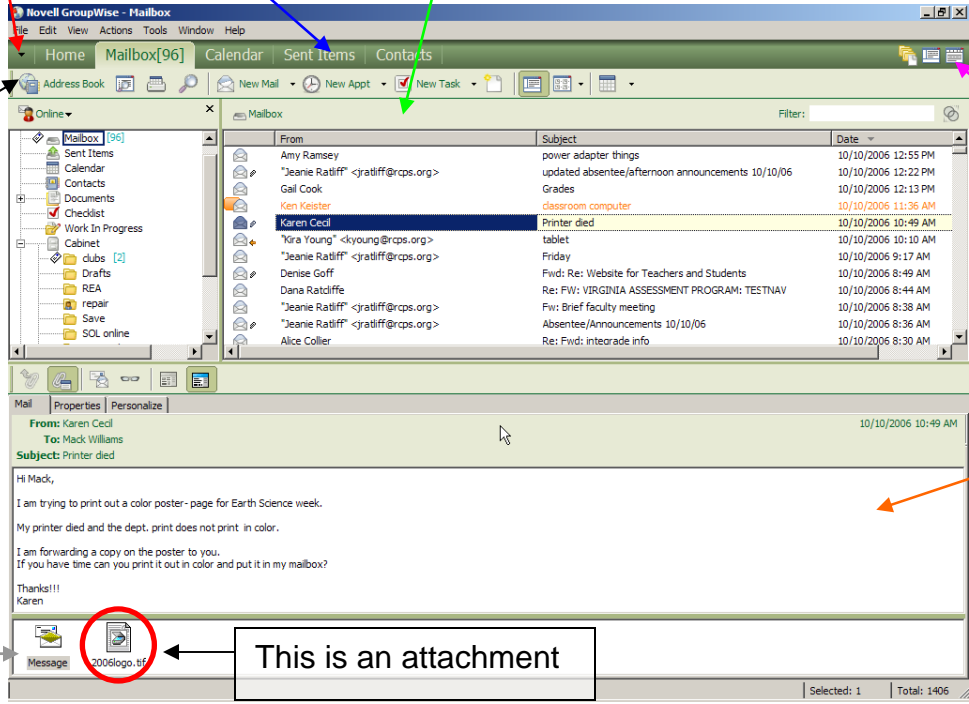
Navigation Bar: Access your folders with these tabs. Right click this bar for other options.

Header: Folder viewing options and a filtering tool.

Main Toolbar: Use these buttons for new items, viewing options, address book, or changing the way things look.

Display Options: Display or hide the Folder List, Quick Viewer, or Main Menu

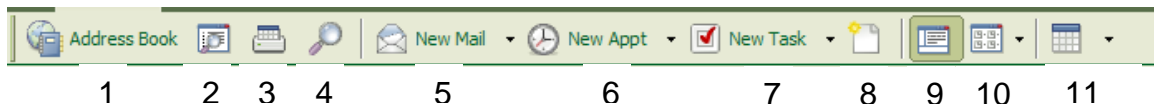
Attachment window: Find attached files here. Double-Click the icon to open it. The first icon always appears; the ones that follow are attachments.



QuickViewer: Preview your email before opening. Click View on the Main Menu bar for options.

Main Toolbar

You will find all the icons and shortcuts you need to save some time here. Right-Click this toolbar to customize it for you own needs.



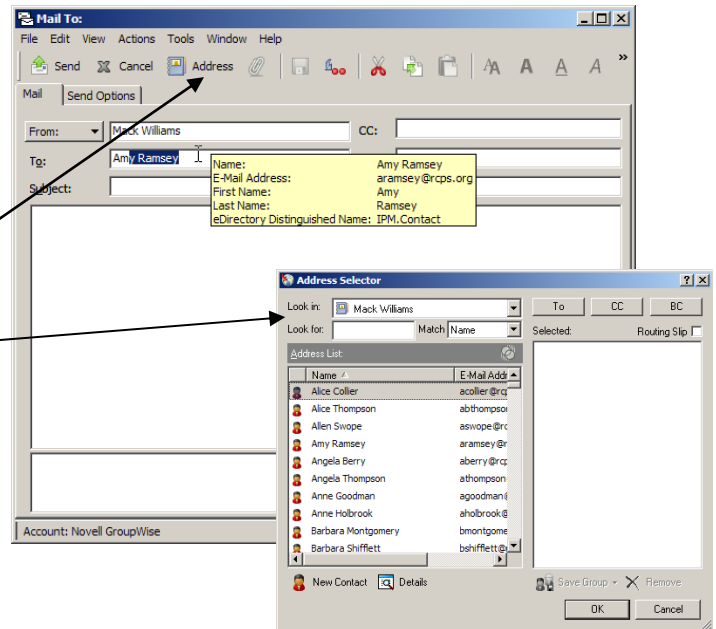
1. Address Book
2. Properties
3. Print calendar
4. Find
5. Create New Mail
6. New Appointment

7. Create New Task
8. New Document
9. Quick Viewer
10. Change View
11. Open Calendar

Creating a New Mail Message

New email can be created from just about anywhere in GroupWise.

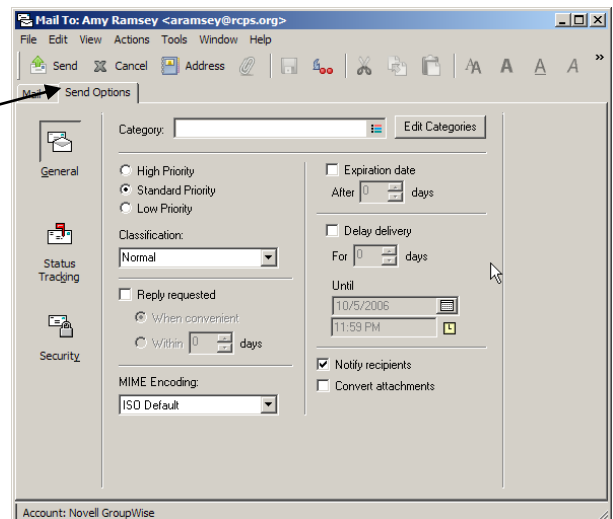
1. Click the New Mail button on the Main Toolbar.
2. Enter the person's address in the To: field. If the person is listed in your address book, you can type their name here instead. Press Enter between multiple addresses OR click the Address Item button to select from the Address selector.
3. Enter the subject.
4. Enter your message.
5. Attach files and apply any Send Options if needed. (These are explained below.)
6. Click Send and you are done.



Using Send Options

Before sending your email, you might want to choose some neat options for tracking, prioritizing, and adding security to your email by:

1. Click the Send Options tab in the Mail To: window.
2. Choose your options.
3. Click Send.



Attach That File!

Attachments can be sent with any item.

1. Click the Attach a File button and browse to find the file.
2. Click once on the file name then click OK
OR you can just Double-Click the file name.

You will see the attached file in the Attachment window below your message.



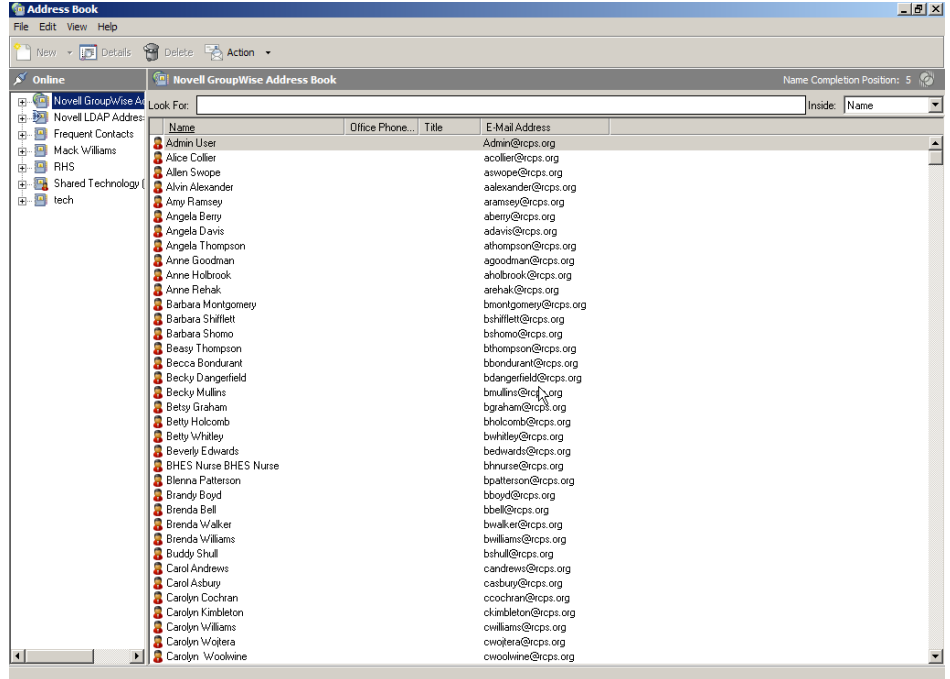
Attach a File

Address Book



The Address Book contains the email addresses for everyone in our school system. You can add addresses and groups of your own too. Yippee!

Click on the Address Book button on the Main Toolbar to quickly select addresses for users, resources, and groups. The Novell GroupWise Address book contains all RCPS users. The address book with your name on it is a place for you to collect and group the addresses that are important to you. You can select a name from the list and click on the Action Drop-Down arrow to send mail to them. You can also search for users that are in your folders. You can add folders and create groups here too. (another class) Try it if you feel ambitious.

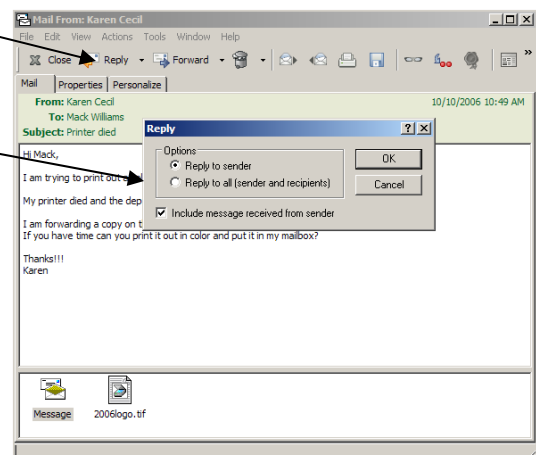
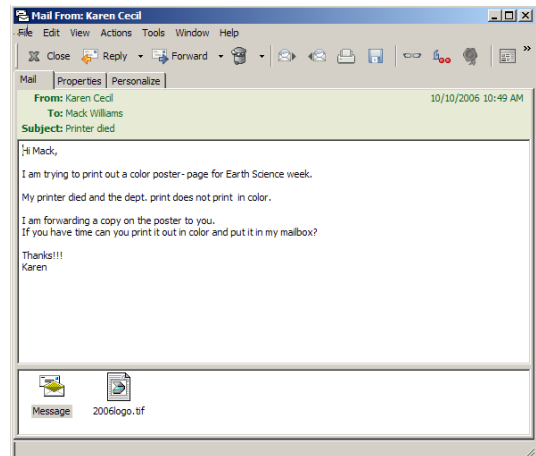


Reading, Replying, and Forwarding

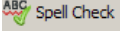
To open an email, simply Double-Click on it. This brings up the Mail From: window. You can read your mail here and view attachments. (below message, Double-Click to open)

You can click on Reply and choose between replying to the sender or replying to everyone that it was sent to. (sender and recipients) You can also choose to include the message or not.

Click on Forward in this window to send the message to someone else. A Mail To: window will magically appear.



Other Things to Consider About Email

- Show your folders by clicking View then Folder List
- Prevent from displaying
- You can Click & Drag email to a folder
- Right-Click on Trash in the Folder List to empty it
- Click on a folder in the Folder List to see what is there
- Colors can be used for urgency by clicking on the Send Options tab
- Spell checker will underline a misspelled word in red
- Right-Click on a misspelled word to change it
- Press F5 to refresh your email
- Change how mail is sorted by clicking on From, Subject, or Date
- Right-Click on an item to assign a category
- This symbol tells you that something is attached
- A pale yellow bar might appear above a message. Read it and respond.
- This chevron means there is more. You should Left-Click on it
- Don't forget to Spell Check (usually automatic) — 
- You can resize your windows when the cursor changes to 2lines+2arrows
- Note the differences between your WebMail and GroupWise on the Tablet
- Besides To:, you can send a carbon copy CC:, or a blind copy BC:- no one sees the name here
- Have a nice day!

