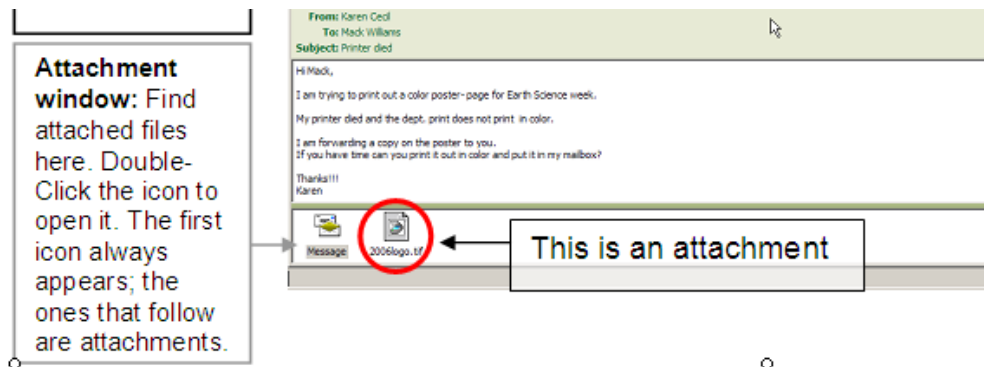


## GroupWise – Beyond the Basics

Learn more about attachments, address books, creating / using groups, and a brief look at the calendar feature.

Let's look at the different ways in which we can read and save an attached file.



**Using the Attachment window** – View>QuickView>Attachment window

Attachments can be opened from the Attachment window by:

1. Double-Clicking the attachment icon OR
2. Right-Clicking the attachment icon and clicking Open or Open With...

Attachments can be saved from the Attachment window by:

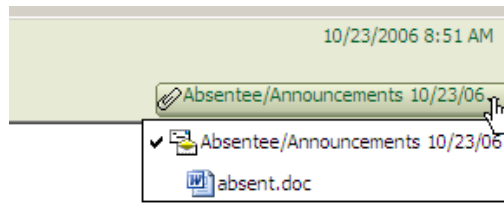
1. Double-Clicking the attachment icon and going to File>Save As... OR
2. Right-Clicking the attachment and clicking Save As...

Note: Some of you may not display the QuickViewer or the Attachment window in your main email view. If you Double-Click to open your email, the Attachment window will open too.

### **Not Using the Attachment window**

On unopened email if you don't use the Attachment window you should:

1. Click on the attachment button or drop-down arrow on the right of your QuickView window
2. From here, you can Right-Click to Save As OR Left-Click to Preview



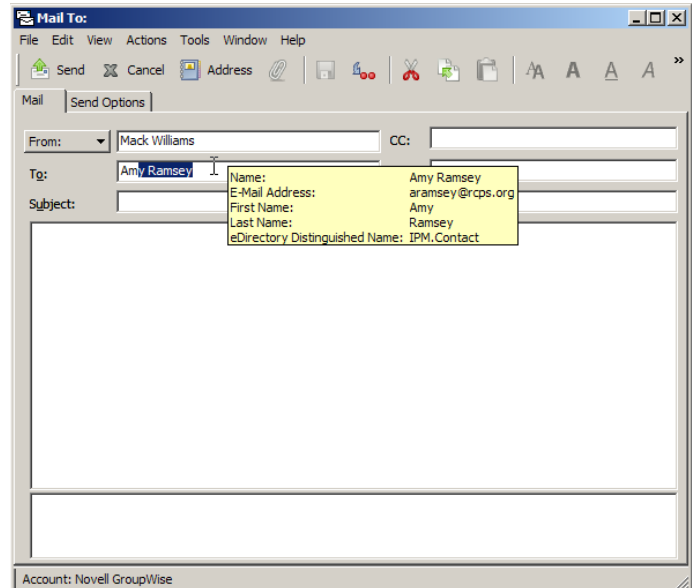
## Using the GroupWise Address Book

The Novell GroupWise Address Book (built in to your GroupWise email) contains all of the names and addresses of all RCPS employees plus some groups that you will find very useful.


When you create a new mail you have several options for putting in recipients.

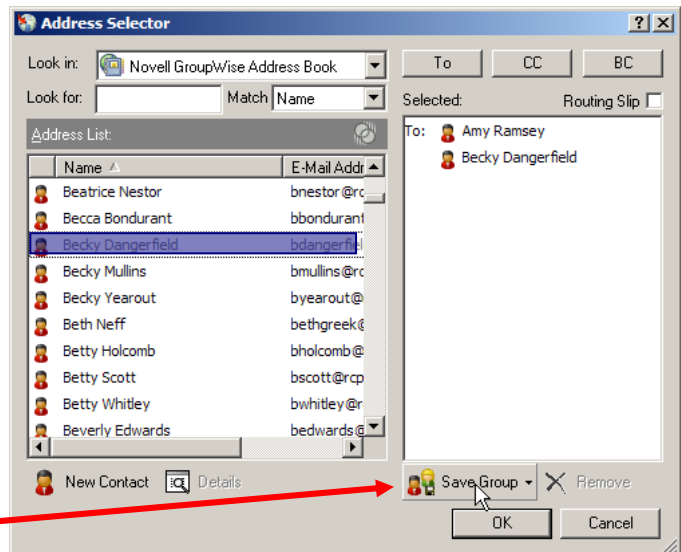
If you are sending to one, or maybe just a few.

1. Click on New Mail
2. In the To: field you can start typing a name and GroupWise will search its Address Books and find the person for you.
3. Once GroupWise has found your first entry, press Enter and type again to search for new names. Press Tab when done to move to the next field.
4. **For your convenience, Several Groups (Distribution Lists) have already been created within the GroupWise address book. They all begin with DL- . Type DL-RHS, DL-DIS, etc.... to access these groups.**



If you are sending to several:

1. Click on New mail.
2. Click the Address button 
3. Select names from the left side of the Address Selector window and click the To: button. After selecting all of your recipients you can click on OK and they will appear in the address field of your new message. **Special Note. You can save these people as a group for future use by clicking on the Save Group button.**

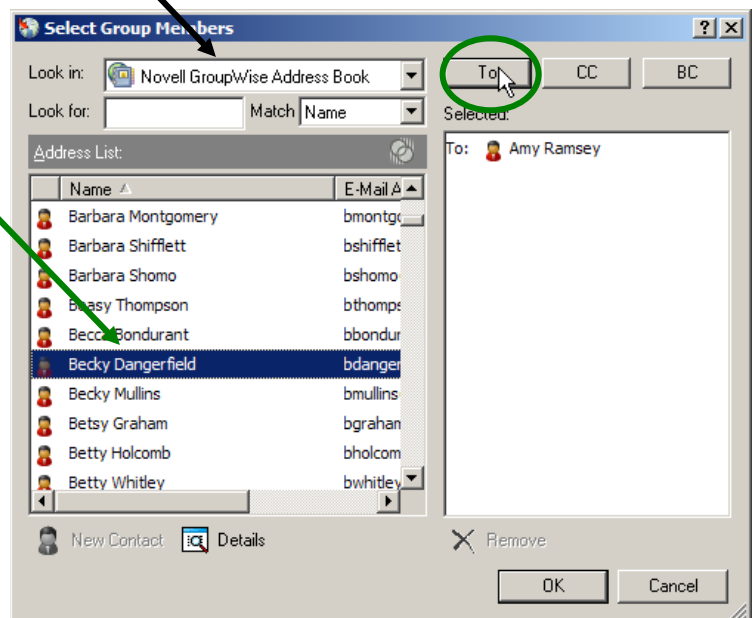
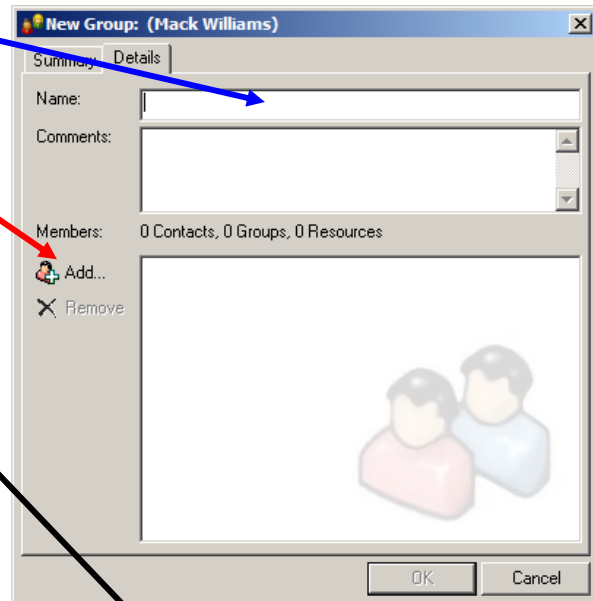
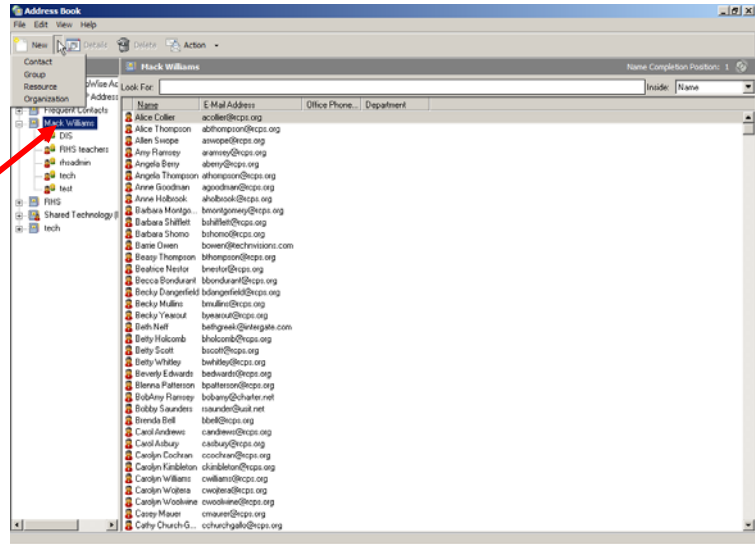


You should save all of your groups to your personal folder.

## Creating Groups Using the GroupWise Address Book

You can create groups from your Address Book in GroupWise.

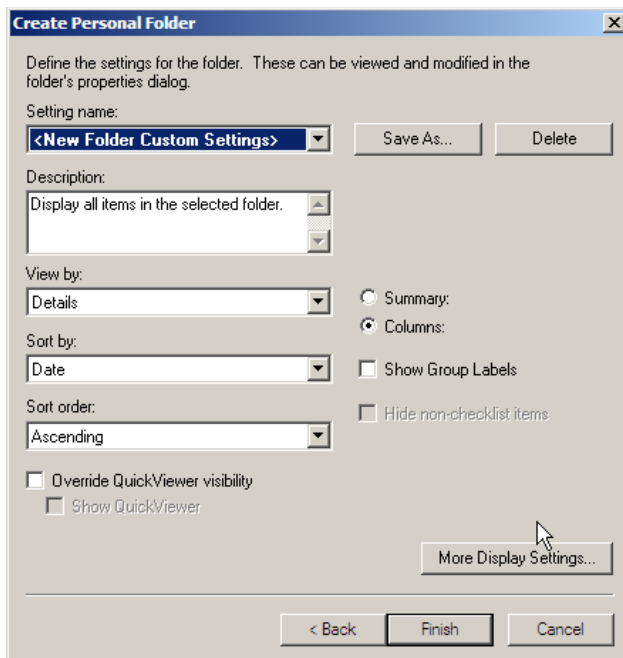
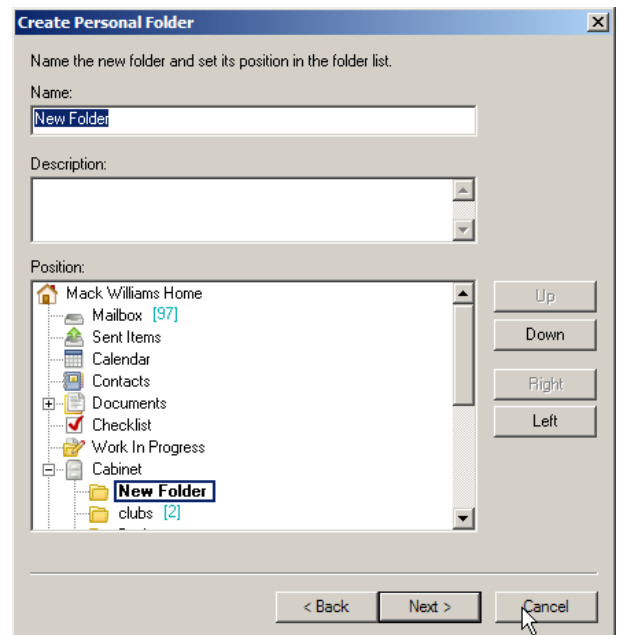
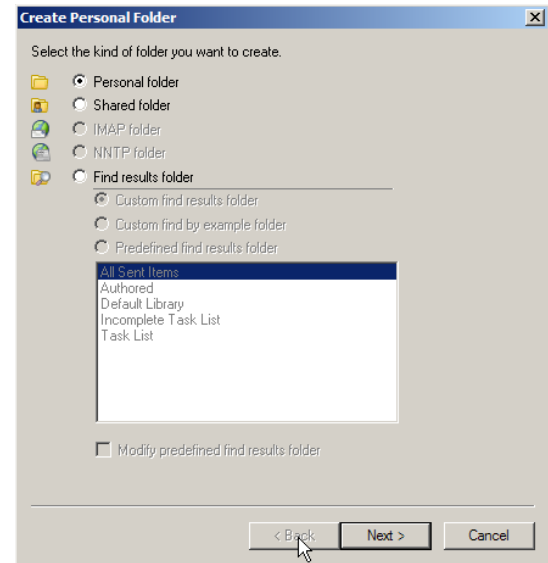
1. Click on the Address Book button on your Mail toolbar
2. Select the book on the left that you want to put the group in. We recommend that you use your personal Address Book for your groups.
3. Click the Down-Arrow beside NEW and choose Group. The new Group window will appear. Name your group.
4. Click on the Add button in the New Group window. The Select Group Members window will appear.
5. Pick the Address Book from the Look In: window that contains the people that you need to put in your group.
6. Select your members and click To: for each one.
7. Click OK and your group should appear under your personal Address Book.



# Creating Folders in GroupWise

## To create a folder

1. Click View > Folder List if your folder list is not showing, then click File > New > Folder.
2. To create a folder that only you can access, make sure Personal Folder is selected > click Next.
3. Type the name and description for the new folder.
4. Click Up, Down, Right, or Left to position the folder where you want it in the Folder List > click Next.
5. If you're creating a personal folder, specify the display settings for the folder.
6. If you're creating a personal folder, click Finish. Skip the rest of the steps.
7. **Note: It is best to create most folders in the Cabinet**



## GroupWise – Calendars:

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

The screenshot shows the Novell GroupWise - Calendar application window. The interface includes a menu bar (File, Edit, View, Actions, Tools, Accounts, Window, Help), a toolbar with icons for Address Book, New Mail, New Appt, and New Task, and a main calendar area. The calendar area displays a weekly view for Monday, October 16, 2006, to Friday, October 20, 2006. On the left, there are three monthly calendars for October, November, and December 2006. The main calendar grid shows time slots from 8:00 AM to 8:00 PM. Several events are visible, including a meeting on Oct 16, BH Attendan on Oct 17, GroupWise training at SBO on Oct 18, and Technology meeting on Oct 19. The bottom of the window shows the Windows taskbar with the start button and the time 2:52 PM.

**Folder List.** Click the down arrow for options

**Work Schedule settings**

**Open or close Quick View**

**Calendar views.** Click the view of choice.

**Quick launch for Notes and Task panel**

## Posting Events:

Click a time slot for the event in the calendar  
Type the event subject or title

## Editing Events:

Double click an event in the calendar  
Make any corrections or changes  
Click Post in the menu bar in the upper left corner