GroupWise 6.0 Reference Guide

Icon Buttons

New Mail Old Mail Attachment Mail Box Calendar Trash Address book Cabinet
Create New Mail Schedule New Appointment Notify Print Calendar

TO SET A PASSWORD
It is necessary to set a Password in GroupWise; this will also allow you to check your email via web access.

Click on **Tools** on the Menu Bar; Click on **Options**; Click on **Security**; Click on the **Password Tab**.

Enter your **Password**; you won't need to change it again; be sure to **remember it**!

SEND ATTACHMENTS
It's easy to attach a file to your GroupWise 6.0 messages, and the recipient can review, edit, and/or print it:

Click on **Create New Mail** (Icon located at the top of the screen) then

Click on the **Attach button** (Right side of window)
In the Attach File dialog box, locate the desired folder using the drop down arrow of the window to find your folder

Look in: Documents and Settings ◄——— Drop down arrow

 find the file you want to attach double click on the file and it will appear in the File Name Box at the bottom of the window then Click **OK**.

You will see an icon in the Attachment area at the bottom of your **Mail To:** screen.

Click the **Send** button Send (located at the right of the screen) to send the message with the attachment.

To View an Attachment
Right click on the Attachment icon at the bottom of your Mail screen.
Press the right click button and then click **Open** and your attachment will open in the correct application.
You can then print the attachment from the application.

CABINET
Using the Cabinet is optional. You may create folders within the Cabinet where you can store and organize your mail. Even when mail is archived, it will stay in the folder where you placed it.

To Create a New Folder
Point at the **Cabinet folder** in the left pane of your screen; **Right Click**, and select **New Folder** from the pop-down menu.
Type in a **name** for the new folder; click the **Next** button.
Click the **Next** button again; click **Finish**.

ARCHIVE

Your mail will move to your archive **automatically after 30 days**. Archived mail is stored on your C: drive in the C:\archive folder. It is important to delete mail that you don't need to save so that it won't take up space on your C: drive.

Remember that your C: drive is **not automatically backed up**. You should consider saving any important mail to a disk or printing it.

To Open your Archived Mail

Click **File** on the Menu Bar.

Click **Open Archive**. The display window will change and show only your archived mail and files.

Check the Title Bar at the top of your screen; it indicates whether you are in your archive or regular files.

To Un-Archive a File

Select (highlight) the File(s) you want to un-archive in the file window.

Click **Actions** on the Menu Bar.

Click **Archive** (removes the check mark and un-archives the files, restoring to their original location).

To Close the View of Your Archive and Return to Your Regular Mail and other Files

Click **File** on the Menu Bar.

Click **Open Archive** (which removes the check mark and closes the view of your archive).

CALENDAR Calendar

The Calendar folder displays all of your appointments, reminder notes and tasks in calendar form. A clock to the left of the Calendar folder means you have an item scheduled today. Rest your cursor over an item on your calendar to read the entire item.

To Print a Monthly Calendar

Click on **File**, **Print Calendar** or press the print Icon on your tool bar at the top

of your screen. *(continued next page)*

Under the **Form Tab,** select **Month**; Under the **Content Tab** select **number of months** you want to print and **check the items**, the content that you want to print on your calendar.

Click **Print.**

CREATE APPOINTMENT Schedule New Appointment

Click **New Appointment button**.

Click the **Address Book icon**; double-click the **names** of the meeting attendees; click **OK**.

Type the meeting location in the **Place** field.

Type the **Start date** or click the calendar icon and choose a date.

Click the clock icon and drag the green slider to the **start time** and red slider to the **end time**; Click **OK**. *(continued next page)*

To see attendance availability, click the **Busy Button, gray areas** that means **Busy.**

Type in a **Subject** and any message about the meeting. Click the **Send** button.

Appointments will appear in your (and recipient's) mail box and will be in italics on calendars until appointment is accepted; if declined, the appointment will be deleted from a person's calendar.

PROXY RIGHTS

To Give Proxy Access - to your mail or calendar:

Select **Tools** from the menu, then **Options**, **Security** and **Proxy Access**.

Click on the **Address Book icon** to bring up the address book.

Select person to give access.

With the person's name highlighted, **check the access rights** you want to give them.

Caution! Minimum User Access Rights by default are set to none; be sure that you don't give any rights to this line, which will give Proxy access to all GroupWise users!

To Use Proxy Access - that someone has given you:

On the Proxy icon located at lower left corner of GroupWise window, **Left-click** and hold down to bring up your **Proxy list**.

Select a name in the list to proxy to that person's GroupWise account.

Or Click on **Proxy** on the Proxy list which will bring up a dialog box; then you may select a person from the Address List.

To remove someone from your Proxy list: click **Proxy;** click on his or her name, and click **Remove**.

CREATE A MAIL GROUP

Click the **Address Book** button and click on a tab where you want your group to be filed.

Double-click the **names** of the people you want to add to the group; they will be added to the pane on the right.

Click **Save Group** button. Type in a **name for the group**; click **OK**. *To Share Address Books*

Click the **Address Book** to open. Click on a **tab** that you wish to share.

From the Menu, select **File/Sharing**.

Select "**Shared with**"; click **Address Book icon** to find the user you want to share with and double-click each **name**; click **OK**.

The user(s) you choose will appear in the Share list. **Click each name** once and click to **check the access** they may have, probably "Read only".

Click **Apply**; click **OK** twice; and **Close**.