NOVELL
GroupWise
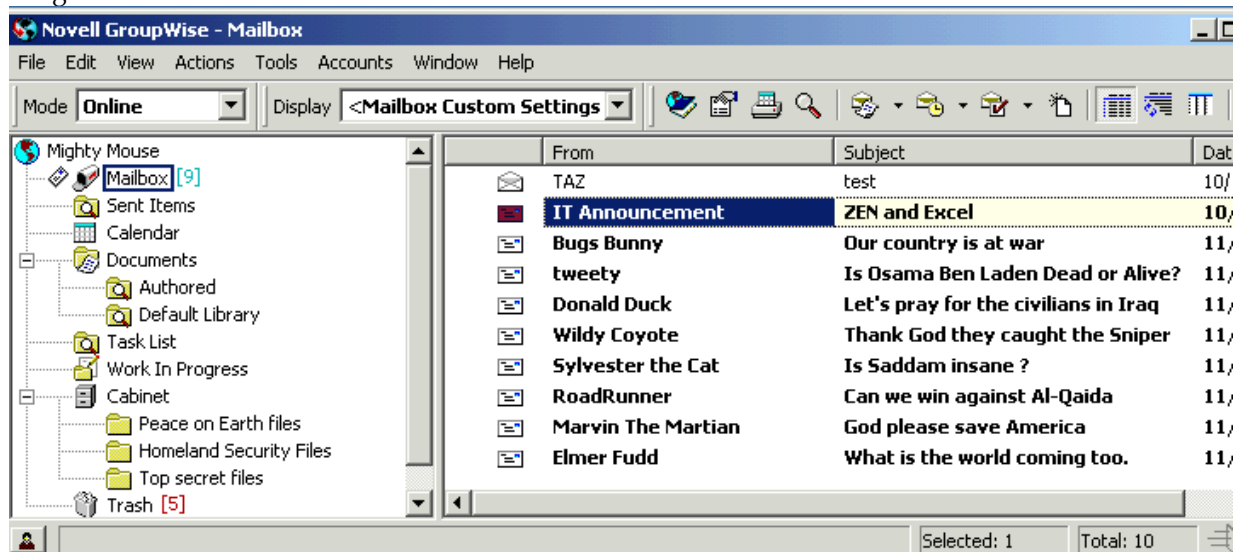### 6. 0
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Quick Start

Helpful Hints

Main Window

When using the GroupWise mailing system the main Window is the first screen that will appear. From this window you are able to view your mailbox, delete messages, create messages, respond to messages, retrieve archived messages, and view important calendar dates. In an effort to help you become more familiar with the mailing system and its features, the GroupWise team at 2 Peachtree has developed this Helpful Hints Users Guide. Let's begin first with the key Icons that you will be using on a regular basis and their location.

Novell GroupWise - Mailbox

File   Edit   View   Actions   Tools   Accounts   Window   Help

Mode [Online ▼]   Display [<Mailbox Custom Settings ▼]

Mighty Mouse
- Mailbox [9]
- Sent Items
- Calendar
- Documents
  - Authored
  - Default Library
- Task List
- Work In Progress
- Cabinet
  - Peace on Earth files
  - Homeland Security Files
  - Top secret files
- Trash [5]

From	Subject	Dat
TAZ	test	10/
IT Announcement	ZEN and Excel	10/
Bugs Bunny	Our country is at war	11/
tweety	Is Osama Ben Laden Dead or Alive?	11/
Donald Duck	Let's pray for the civilians in Iraq	11/
Wildy Coyote	Thank God they caught the Sniper	11/
Sylvester the Cat	Is Saddam insane ?	11/
RoadRunner	Can we win against Al-Qaida	11/
Marvin The Martian	God please save America	11/
Elmer Fudd	What is the world coming too.	11/

Selected: 1   Total: 10

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Icon Definitions

Mail Box = This icon represents the storage of all new and old items sent to and from your mailbox.

New Mail = This Icon represents an unopened message waiting to be viewed.

Old Mail= This Icon represents an open document that has already been viewed.

Sent Items =View all sent items. Check the properties and actions performed on each item.

Calendar = Shows daily, weekly , or monthly view of the calendar.

Documents= Icon houses authored folder (Items you created) and it also holds the default library folder(shows Doc in library)

Task List = List of all uncompleted assignments.

Work in progress= incomplete items are held here until completion.

Cabinet = Icon provided to create folders for better organization of items
Three folder categories are Personal, Shared, and Find folders.

Trash can= Items are discarded here.

Proxy access = Icon used to access another users GroupWise Account
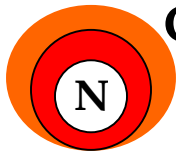
Group Wise Tool Bar
Now that we have looked at the Main Window Icons, let's look a little closer at the Tool bar located at the top of the main Window. This default tool bar is responsible for placing the most frequently used icons easily accessible. This tool bar can also be specifically catered to your personal needs by simply Right Clicking any area on the toolbar that does not contain a icon. Then dragging the desired tool icon to the desired location. Let's look at the different part of a tool bar and the items contained on it. (Starting from Left to Right)

1.   2.   3. 4. 5. 6.   7.   8.   9.   10.   11.   12. 13

Mode | Online ▼ | Display | <Mailbox Custom Settings ▼ |
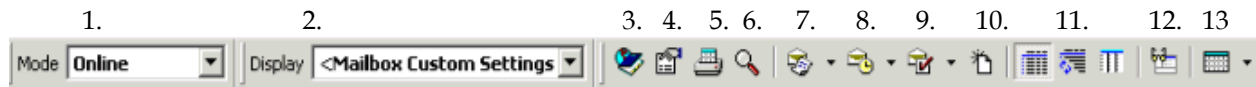
1. Mode = Allows the user to switch between Online, Caching, and Remote modes of connecting to your primary mailbox.
2. Display = This drop down menu grants you the choice to view All items, Calendar Items, Documents received items, and Sent Items in the main Window.
3. Address book= Easy access to phone numbers and contact information.
4. Item Properties = provides the properties of a selected Item. (Alt+enter)
5. Print Calendar= Allows the printing of a calendar.
6. Find in GroupWise= This Icon allows you activate a search in GroupWise. (Ctrl+f)
7. This icon allows you to create and send messages. (Ctrl+m)
8. Schedule New Appointment= Icon allows you to create a new appointment in GroupWise (Ctrl+Shift+A)
9. Create New Task = To create a new Task in GroupWise click this icon or (Crtl+Shift+T)
10. Create a New Document = This Icon is used to create New documents (Ctrl+D)
11. Select View Type = Allows you to view main window in three different ways. List details ,
    Discussion threads and Calendar .
12. Quick viewer = Allows you to turn this feature on and off it is displayed in the lower portion of the main window.
13. Open Calendar View= This opens a separate calendar window.

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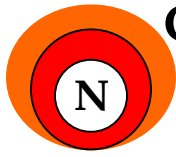
N **GroupWise 6.0**

Quick Start

Helpful Hints

GroupWise Calendar

Multi- User Calendar

1. To view the GroupWise calendar click on the Icon in the folder list to the right
2.Select multi- user tab