

Novell GroupWise 7.0

Open GroupWise



Double click the GroupWise shortcut on the desktop

or

Click the Start button → All Programs → Novell GroupWise → GroupWise

or

Click the Quick Launch button on the taskbar

Main Window

Envelope icon: indicates an unopened item in the Mailbox

Sent items: stores copies of all items you have sent

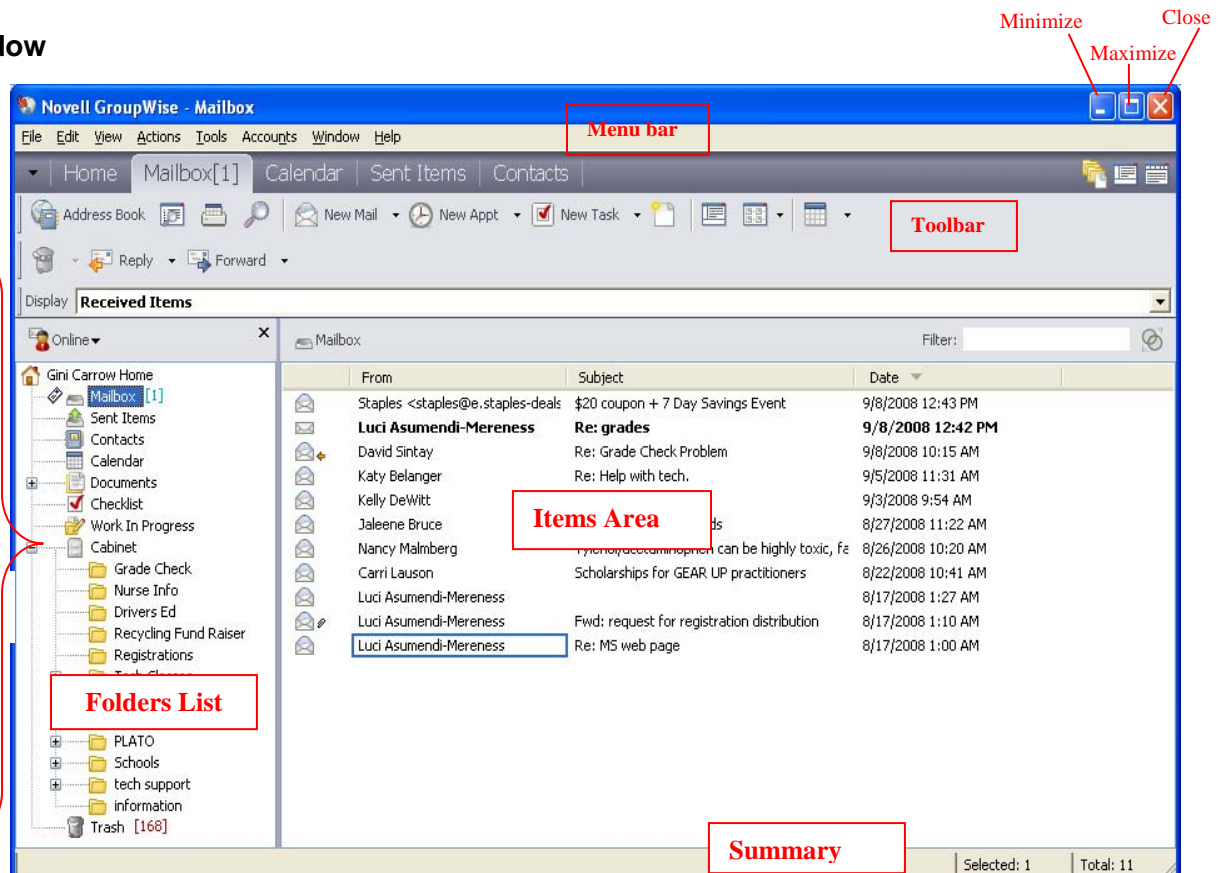
Calendar: stores info on your appointments, notes, and tasks

Documents: contains subfolders that display documents in the library

Work in Progress: keeps drafts of unsent messages

Cabinet: holds all of the messages that you file for storage; you can create custom folders for organizing messages

Trash: contains items you delete

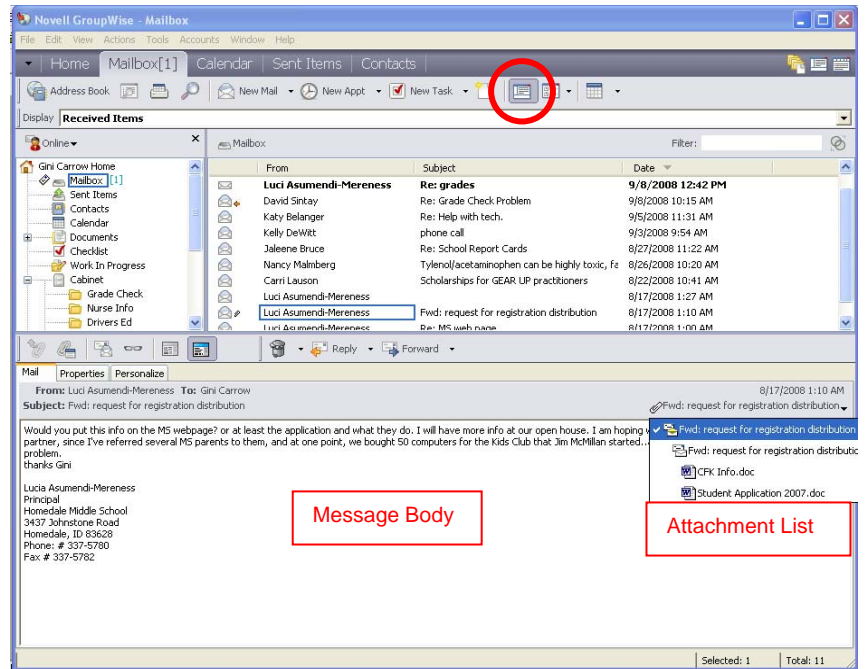


Folders List and Items Area

The two main parts of the main GroupWise window are the Folders List and the Items Area. The Folders List contains a hierarchical structure of folders that are used to organize and hold messages and documents. The Items Area displays the individual messages that are located in a selected folder. The Folders List and Items Area are linked to each other. To view the items in a folder, select the folder in the Folders List on the left; the items in that folder will appear in the Items Area on the right.

QuickViewer

You might choose to display a third pane at the bottom of the GroupWise window called the QuickViewer. The QuickViewer displays the contents of a selected message without actually opening the message. This is handy to quickly read a message and is especially valuable if you receive a message that may be infected with a virus. Because the QuickViewer does not open the message, the virus can be identified and deleted without infecting your computer. To activate (and deactivate) the QuickViewer: from the **View** menu, select **QuickViewer** or click the **QuickViewer** button on the toolbar or type **CTRL+Q**.



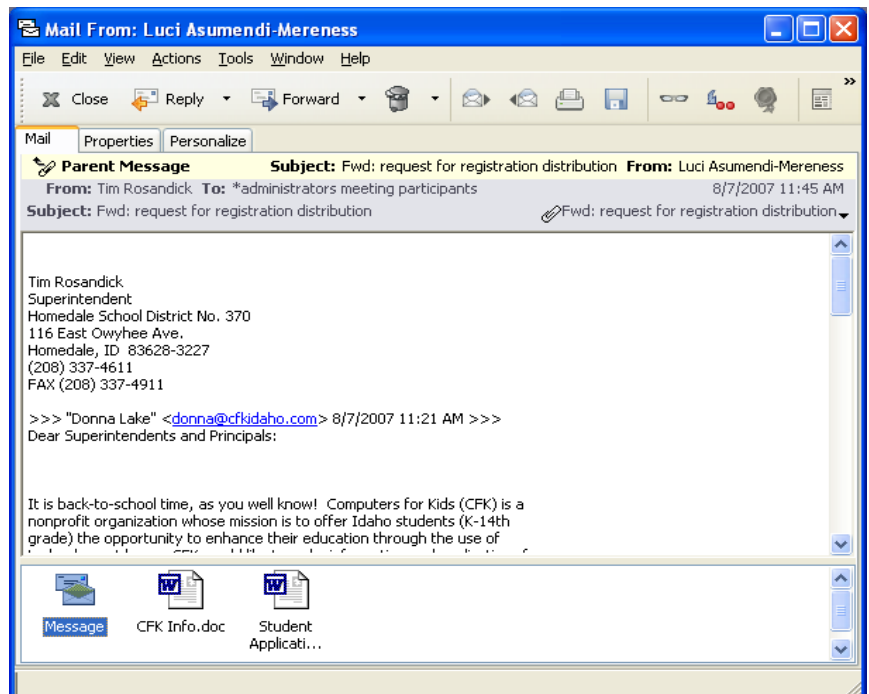
Help

The GroupWise **Help** files can assist you in getting the most from GroupWise features. Use the **Help** menu, or press the F1 key to open the Help files.

Receiving E-mail Messages

When you receive a message, it goes into the Mailbox. An envelope icon appears next to the Mailbox in the Folders List whenever you have unread messages. To display a list of the messages in your Mailbox, click the Mailbox icon in the Folders List. The list displays in the Items Area of the window with unread messages appearing in bold text. To open a message, double-click it or click once to select the message then press Enter. The message will open in a new window.

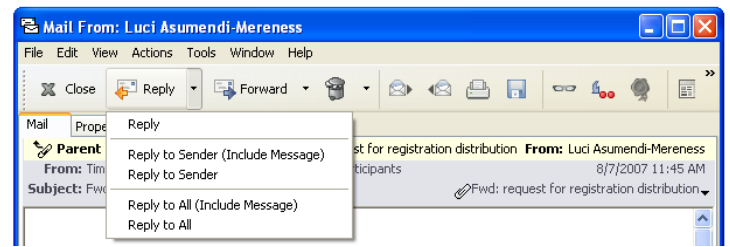
From this window, you can read the message, reply to the sender, forward the message to someone else, delete the message or view attachments.



Reply

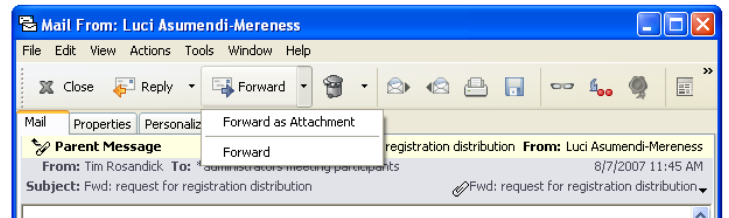
When replying to a message, click the Reply button to reply with the default settings. For more options, click the down arrow next to the Reply button. Select the option you prefer - reply only to the sender or to the sender and all recipients; include the message received along with your reply or not. Use common sense when making these choices. If you receive a message as part of a group,

ask yourself if the rest of the group needs to see your response. If you are answering a brief message, you might want to include the message so you are not misunderstood.



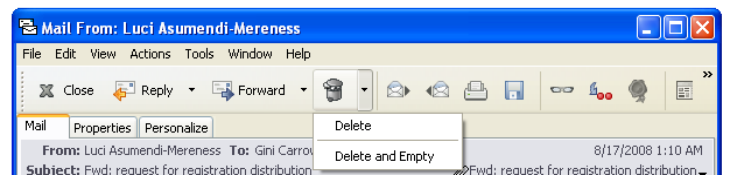
Forward

If you receive a message that someone else needs to see also, you should forward the message either as an attachment or as a regular email. Click the Forward button (or the drop down for options) and a message dialog box displays with the original message as an attachment or copied in the body of the email. Fill in the To: box with the address of the person you are forwarding to and send the message.



Delete

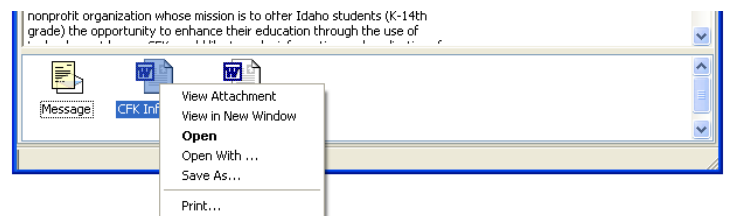
When you delete a message, it is sent to the **Trash** folder where it stays until you empty the trash manually or until the trash is emptied automatically. The system is set to empty messages from the trash after seven days. Or you can permanently delete the message with the drop down menu item Delete and Empty.



Viewing Attachments

Messages can be sent with items such as Word documents, pictures, or other files attached to them. When you receive a message with an attachment, a paper clip icon appears next to the message in the Items Area. Open the message and the attachment displays as an icon at the bottom of the message window.

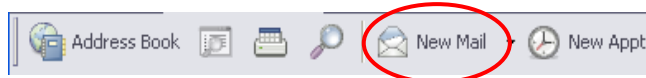
To open the attachment, double-click the attachment icon or right-click the icon and choose View Attachment or Open from the shortcut menu. Notice that attachments can also be saved or printed from the right-click shortcut menu.



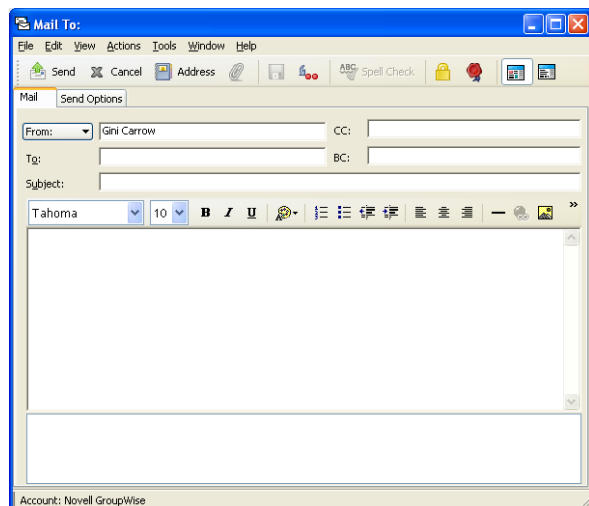
NOTE: If the attachment icon is the “flying window” icon, the attachment is of a file type that your computer does not recognize. You will probably not be able to open it. If the attachment is important, contact the sender and have them send the file again in a format that your computer will recognize.

Sending a Message

To create a mail message, click the **New Mail** button on the toolbar, or from the **File** menu choose **New → Mail**.



The GroupWise message dialog box is used to compose your message.



In the **To:** box, type the recipient's e-mail address such as bob@acme.com or to send a message to someone within our Local Area Network (LAN), type the person's name. GroupWise has a neat feature called *automatic name completion*. As you begin typing someone's name in the To: box, GroupWise looks in the address book and tries to finish the name for you from matching entries in the address book. Everyone in our LAN is in the address book. If the name you want is found, just press Enter to auto-complete the name.

To send the message to more than one person, press Enter after the first entry and continue adding recipients in the To: box. Or, if appropriate, use the CC: or BC: boxes. In general, **CC:** (carbon

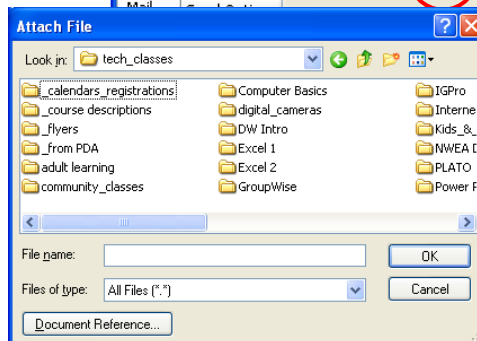
copy) someone who just needs to be informed of a message but does not necessarily need to reply to it. **BC:** (blind copy) is used to send a copy of the message to someone without the main recipient knowing that the copy was sent.

Type a brief subject line in the **Subject:** box. Make it concise and informative. Then type the message in the **Message:** box. When the message is complete, click the **Send** button.

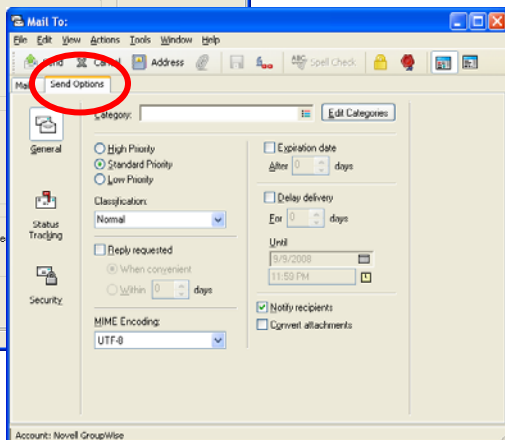
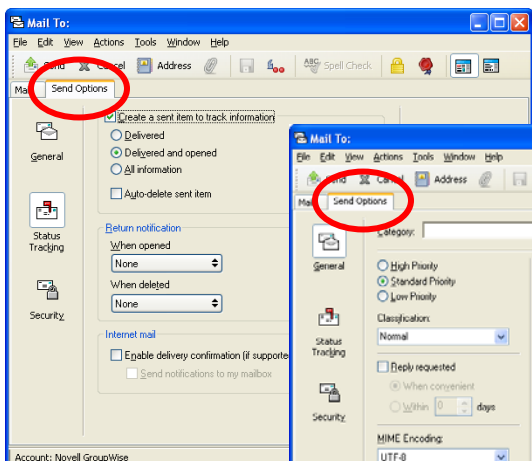
Attaching A File To A Message

You can share documents, spreadsheets, graphics, and other files by sending them as attachments to a GroupWise message. To attach a file, click the **Paper Clip** (Attach) button on the toolbar before clicking the Send button.

In the Attach File dialog box, navigate to the file you want to attach; select it and click OK. A file icon will display in the attachment area of the message dialog box to indicate that the file is attached to the message.



Send Options



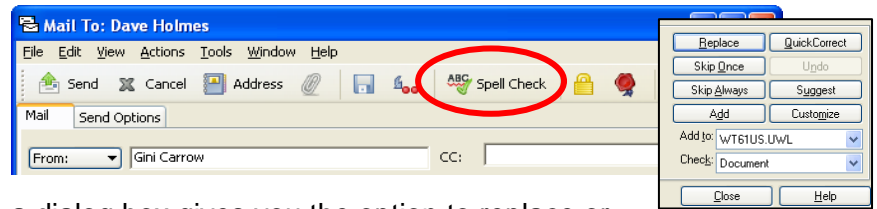
Before sending a message, you can set options for priority (High Priority displays a red envelope in a recipient's mailbox) and tracking. Click the Send Options tab on the message body and then choose the buttons on the left side for more options.

Spell Check A Message

Before sending a message, it's a good idea to Spell Check for accuracy. After typing your message, click the Spell Check button on the toolbar.

If any mistakes or unrecognized

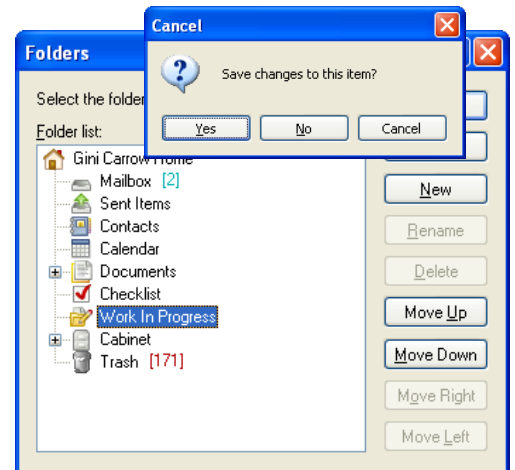
words are found by the spell checker, a dialog box gives you the option to replace or skip the word or add it to the dictionary.



Work in Progress Folder

If you begin a message and then want to wait until later to complete or send it, click the Cancel button. The Cancel dialog box asks if you want to save changes to the message. Click Cancel to return to the message; click No to discard the message; click Yes and the Folders dialog box asks you to select the folder that you want the item saved to. The **Work in Progress** folder is suggested. Click OK and the message is saved in the selected folder.

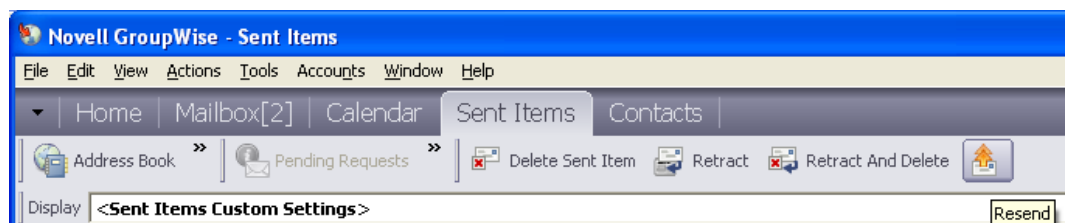
To complete the message later, from the Main GroupWise window click the Work in Progress folder in the Folders List. The items in the folder are displayed in the Items Area and you can double-click to open the message you want to complete.



Sent Items Folder

The Sent Items folder is your outbox. With the Sent Items folder selected in the Folders List, all the messages you have sent are listed in the Items Area. You can view the status of messages, resend messages, and retract messages before they are opened by the recipient.

The toolbar buttons let you manage your Sent Items:



Delete Sent Item – deletes the selected message from your Sent Items list

Retract - deletes the message from the recipient's mailbox *before it is opened*. This only works within the LAN (the school district) and only if the message has not been opened.

Retract and Delete – removes the message from your Sent Items list and retracts it from the recipient's mailbox if it has not been opened and is within the LAN.

** Remember that a message can only be deleted from the recipient's mailbox before it is opened. The envelope icon on the message lets you know if the message has been opened.

If you want to **Resend** a message, either as the original or with alterations, select the message and click the **Resend** button. The message dialog box opens and you can make the necessary changes before sending the message again. When you click Send, you will be prompted to retract the original message at the same time.

