Getting Started

Novell GroupWise 7 is a smart, colorful, and intuitive navigation center for all your collaboration needs. When GroupWise opens, click the Home tab to see a collection of all your collaboration activity, including your Calendar, your Checklist, and your Unread items. You can further customize your Home view by adding panels, filtering information, and generally commanding GroupWise to display what you need to organize your life. From the Home view you can also send and receive mail, appointments, notes, and tasks.

Main Menu Drop-Down Arrow: Click this arrow to access all GroupWise features.

Navigation Bar: Click these tabs to quickly access your most used folders. By default, the Navigation bar includes tabs for your Home, Mailbox, Calendar, Sent Items, and Contacts folders. Right-click the bar to add other tabs. You can also drag and drop items to move them to the tabbed folder.

Folder Context Toolbar: In the Home view, use this toolbar to quickly perform functions such as deleting, replying to and forwarding mail. These toolbar options change for each selected folder.

Main Toolbar: Click these buttons to quickly create new items, see your address book, or change properties or viewing options.

Calendar, Checklist, and Unread Items Panels: Quickly view and work in any of these folders from the panels that appear on the screen. Just click in the appropriate area to add, schedule, read, or review an item.

Drop-Down Arrows: Click in the top right-hand corner of each panel to access a menu to customize the way a panel looks, remove it from the view, or add a new panel, such as the Summary Calendar panel shown here.

Main Toolbar

Becoming familiar with the following icons and shortcut key strokes will save you time as you navigate GroupWise. You can also customize your toolbars by right-clicking and selecting Customize Toolbar. Click the Customize tab and drag buttons onto your toolbars.

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>A. Address Book</td>
<td>None</td>
<td>D. Find</td>
<td>Ctrl + F</td>
<td>G. Create New Task</td>
<td>Ctrl + Shift + T</td>
<td>J. Change View</td>
<td>None</td>
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<tr>
<td>B. Properties</td>
<td>Alt + Enter</td>
<td>E. Create New Mail</td>
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<tr>
<td>C. Print Calendar</td>
<td>None</td>
<td>F. New Appointment</td>
<td>Ctrl + Shift + A</td>
<td>I. Quick Viewer</td>
<td>Ctrl + Q</td>
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Creating a New Mail Message

You can easily create a new mail message from any GroupWise folder.

1. Click the **New Mail** button on the Main toolbar.
2. Enter the recipient's name (if the person is in your address book) or e-mail address in the To: field. Use a comma or semicolon between each recipient's name.
   OR Click the **Address Item** button to open the Address selector and manually select the recipient.
3. Enter the subject of your message in the Subject: field.
4. Enter your message.
5. If prompted, add the signature that applies to the message.
6. Click the **Send** button to deliver your message.

Attaching a File

Attachments can accompany any item (a mail message, appointment, task, etc.). To attach a file or image to an item:

1. Click the **Attach a File** button and locate the desired file by browsing the files and folders in the Attach File dialog box.
2. To attach the desired file, either double-click the file name or
   Select the file name and click the **OK** button.

The dialog box will close, and you will see the file attached to your item in the Attachment window below your message.

Creating an HTML Signature

You can use GroupWise to create an HTML signature at the end of any message you send. You can create multiple signatures, complete with graphics, background images, and tables. To create a signature:

1. Select **Tools | Options** from the Main Menu or the Main Menu drop-down arrow.
2. Double-click the **Environment** icon and select the **Signature** tab.
3. Click the **New** button and enter the name of the signature (Business Signature, for example). Click **OK**.
4. Use the HTML editor to enter your signature information. To attach a graphic, select **Insert Picture** from the toolbar and select the graphic of your choice. (The graphic must be created and saved beforehand.)
5. Choose to either **Automatically add** the signature or to **Prompt before adding**. Check the **Set as default** box if this is your default signature.
6. Click **OK**.

Spell Checking a Message

GroupWise 7 leaves little room for spelling errors. With Quick Spell Check, you will immediately recognize any misspelled words; plus, you'll never have to remember to manually spell check. To use Quick Spell Check:

1. Right-click on any word in the message body or subject line that appears with a squiggly red line beneath it.
2. Select the proper spelling from the list that appears, or choose to **Skip Always**, **Add to Word List**, or **Disable Quick Speller**.

Setting Message Options

Tracking, prioritizing, and securing your mail messages, appointments, and tasks allows you to be more effective and organized. To enable these options:

1. **Click the Send Options** tab from the mail message, appointment, or task window before sending the message.
2. **Check the appropriate options**.
3. **Click Send**.

- Classify your message as Normal, Proprietary, Confidential, Secret, Top Secret, or For your eyes only.
- Color code your messages by selecting the **Category** button and labeling your message Follow-up, Low priority, Personal, or Urgent.
- Assign High, Standard, or Low Priority to your message.
- Click the **Status Tracking** icon to track delivery status.
- Click the **Security** icon to conceal the subject, assign a password in order to complete routing, and digitally sign or encrypt your message.
- Check to request a reply and set a time when you require the reply.
- Check to delay delivery until a set date.

Managing Sent Items

By managing your sent items, you can stay on top of the mail messages, appointments, and tasks you've sent and track the responses to those items. To begin:

1. Select the **Sent Items** tab from the Navigation bar.
2. Select the message you would like to perform an action on and click the appropriate button on the Sent Items toolbar:

   - **Delete Sent Item**
   - **Retract and Delete**
   - **Retract Sent Item**
   - **Resend**

OR scan the body of the Sent Items window for more information:

- **Type of Message**
- **Recipient**
- **Message Subject**
- **Date Sent**
- **Folder where item is stored**

The number of recipients who have Received, Opened, Deleted, Accepted, Completed, and/or Replied to the sent item.
Customizing Your Home View

To make the GroupWise Home View work for you, you can change the position of your panels, add custom panels, and filter your information the way you want to. To further customize the Home view:

1. Click the drop-down arrow at the top of any panel.
2. Select One Column or Two Column, depending on your viewing preference.
3. Select Add Panel and choose another panel from the list.
4. Click Add.

Customizing the Navigation Bar

To customize the Navigation bar:

1. Right-click the bar and select Customize Nav Bar.
2. Check the box next to the folder you’d like to add, or change the color scheme, then click OK.

Junk Mail Handling

Unwanted mail messages can be easily and quickly filtered by enabling Junk Mail Handling. This feature allows you to specify addresses and domains that should be blocked (which means they won't be delivered at all or sent directly to your junk folder). You can also specify addresses you trust, thus preventing messages from being inadvertently blocked. To enable Junk Mail Handling:

1. Select Tools | Junk Mail Handling from the Main Menu or the Main Menu drop-down arrow.
2. Check the appropriate boxes under the Settings tab.
3. To add a specific address or domain to your Junk List, Block List, or Trust List, select the appropriate tab.
4. Click New and enter the e-mail address or domain name you wish to add to the list.
5. Click OK.

Blocking HTML Images

When you receive an HTML message that includes images, those images are automatically blocked to prevent viruses and other security risks. You can view an image you know is safe by clicking the “GroupWise has prevented images from displaying. Click here to display the image” warning.

To further manage this feature:

1. Select Tools | Options from the Main Menu or the Main Menu drop-down arrow.
2. Double-click the Environment icon and select the Default Actions tab.

Creating a New Folder

Creating a new folder for particular messages, appointments, or tasks will help you stay organized. To create a new folder:

1. From the Main Menu or the Main Menu drop-down arrow, select File | New | Folder.
2. Select the type of folder you wish to create: Personal, Shared (allows you to choose participants who can share, store, and manage items in the folder under your control); or Find Results (uses personal criteria to self populate. Each time the folder is opened, a search is performed and new items are added based on the results).
3. Click Next.
4. Enter a name and description for your folder and select its location by clicking the Up, Down, Right, and Left buttons until it moves to the desired place.
5. Click Next and fill in any additional information.
6. Click Finish.

Creating a Checklist View for Your Mailbox

When messages and other items that require action arrive in your mailbox, you can turn them into Checklist items to keep track of the actions you take. To do so:

1. Click the View By button on the Main toolbar and select Checklist. A note will appear in your Message window prompting you to drag Checklist items to that location.
2. Drag and drop any item to the specified area, and a check box will be placed next to the item. All Checklist items will appear at the top of the list.

Note: Checklist items in your Mailbox will also automatically appear in the Checklist folder.
Navigating the GroupWise Calendar

To do everything from scheduling appointments to marking all-day events to checking off tasks, click the Calendar tab on the Navigation bar to access all your GroupWise Calendars.

Click one of these buttons to change the view. You can see a day, a week, a month, or a year at a time. Click to view calendars shared by other users. Click one of these buttons to show or hide a panel for appointments, tasks or notes. Here, tasks are displayed in the bottom panel.

Click the Available Times tab to view the times when all selected persons and resources are free.

Click the Invite to Meeting button to add additional attendees or resources to your appointment.

Drag the Date/Time selection box to the desired meeting time and date.

If you have been granted "read" rights to a user's appointments, details will display here.

Click the Auto-Select button to have GroupWise automatically select the first date and time everyone is free.

The currently selected date and time for your appointment display here.

Note: Resources, such as meeting rooms and projectors, added to your contacts can be searched for availability using busy search, as well.

Performing a Busy Search

If you are inviting others to a meeting or appointment, you can perform a Busy Search and thus avoid scheduling the appointment when the other parties are unavailable. To do so:

1. Click the New Appt button.
2. Click the Busy Search button.
3. Follow the parameters shown below to search for an appropriate meeting time, then click OK, complete your appointment details, and click the Send button.

Click the Available Times tab to view the times when all selected persons and resources are free.

Click the Invite to Meeting button to add additional attendees or resources to your appointment.

Drag the Date/Time selection box to the desired meeting time and date.

If you have been granted "read" rights to a user's appointments, details will display here.

Click the Auto-Select button to have GroupWise automatically select the first date and time everyone is free.

The currently selected date and time for your appointment display here.

Note: Resources, such as meeting rooms and projectors, added to your contacts can be searched for availability using busy search, as well.

Recurring Appointments, Tasks, and Notes

You can tell GroupWise to set recurring appointments, tasks, and notes so that you don't have to schedule them manually each time. To do so:

1. Click either the New Appt or New Task button from the Main toolbar.
2. Click the Set Date button in the Start date: field, then click Select Recurring . . . at the bottom of the window.
3. Click the Example tab and create your recurring item.
4. Click OK to accept the schedule dates. (If needed, click the Reset button to clear selected dates and begin again.)
5. Click Send.

In this example, the recurring appointment is scheduled for every Wednesday between July 20, 2005, and July 19, 2006.

Click the Dates tab, then click on the specific calendar dates to schedule your recurring event. Or, use the Dates tab to check that the recurring item you scheduled falls on the correct days.

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Creating Multiple Calendars

You can use GroupWise 7 to create calendars for all areas of your life as well as for separate projects or teams. To do so:

1. Select File | New | Calendar.
2. Enter the name of the new calendar.
3. Click the Color button.
4. Select a color and click OK.

You can move between calendars by clicking the Calendar button on the Header bar in the Calendar view and selecting the calendar of your choice. To view all calendars at once, select Calendar. (Note: The Calendar button is inactive if you are viewing your Folder List.)

Using Shared Calendars

Once you create all your calendars, you can grant others permission to view your Calendars; and others can grant you permission to do the same. To access shared calendars, click the Calendar tab on the Navigation bar, then click the Multi-User button.

Click to select a specific date. Click the arrows to move ahead or back a day. Click to jump to the current date. Click to add or remove users. Click one of these buttons to view another user's appointments, tasks, or notes.

Double-click on any item to open details for the item. If you have the rights to do so, double-click any free space to schedule an appointment for another user.

Note: The first time you select the Multi-User view, you will be asked to choose the individuals whose calendars you would like to view. To allow others to view your calendar, you will need to set up Proxy rights. See the Proxy section on the back of this card for more details.

Accepting Appointments, Notes, and Tasks

In order to organize and file appointments, notes, and tasks in the appropriate place, you must first accept or decline them after they arrive in your Mailbox. To do so:

1. Double-click the appointment, note, or task.
2. Click either the Accept or Decline button.

If you click the arrow, a drop-down menu will appear with these options (shown as they apply to the Accept function):
- Busy: You will attend the event and will therefore be unavailable for other appointments.
- Free: You will add the event to your calendar (it may be an all-day event, for example), but have your calendar show that you can be scheduled during that time.
- Tentative: You will tentatively attend the event, but may miss it if something more pressing comes up.
- Out of Office: You will attend, and the event is off-site.

Address Book

By clicking the Address Book button on the Main toolbar, you can quickly select users, resources, and groups to whom to address items. You can also use this feature to manage contact data.

Contains all of the GroupWise users and resources in your organization.

Uses Internet directory services to find addresses and contacts.

Personal Address Books contain the contacts you associate with on a personal basis. You can create and add as many personal books as you'd like.

Contains your most frequent contacts. GroupWise creates this book as you address messages and other items, but you can manage it as you would a Personal Address Book. Right-click the book and select Properties | Options to specify the addresses to save.

Sharing Your Personal Address Books

Much like you can share a calendar or folder, you can also share Personal Address Books with others. To do this:

1. Click the Address Book button on the Main toolbar.
2. Right-click the address book you wish to share and select Sharing from the drop-down list that appears.
3. Click the Shared with button and enter the name of the person with whom you'd like to share information, then click the Add User button.
4. OR click and double-click the names of the people you wish to add.
4. Select each user's name and choose whether to grant Read only or All access rights to that user.
5. Click OK.

Managing Your Personal Contacts

To manage your personal contacts, click the Contacts tab on the Navigation bar, then double-click the name of the contact you wish to manage. A dialog box will appear that allows you to track your communications with contacts, update information about them, add comments about them, store security certificates, and basically keep track of all the information about them.

Click the Comments tab to add a time and date stamp as well as specific comments regarding communications with the contact.

Click the History tab to see all the items that have come from or been sent to this contact. Then use this toolbar to manage each item.
Using Proxy

GroupWise 7 makes communicating more efficient with the Proxy feature, a tool that allows users to access another’s GroupWise accounts. By activating the Proxy feature, you can choose which users to grant reading/writing rights to for your appointments, notes, tasks, mail messages, and calendars.

To grant an individual rights to any of the above areas:

1. Select Tools | Options from the Main Menu or Main Menu drop-down arrow.
2. Double-click the Security icon.
3. Click the Proxy Access tab.
4. Enter the user’s name, then click the Add User button. OR click [ ] and select the user from the Address selector.
5. Highlight the individual’s name in the Access list.
6. Check the boxes in this area to activate rights as you wish.
7. If you would like the user to subscribe to your notifications or be privy to other rights, check the boxes in this area.
8. Click OK, then Close.

To access an account to which you have Proxy rights:

1. Select File | Proxy from the Main Menu or Main Menu drop-down arrow.
   OR
   Click the Folder drop-down [ ] list in the Header and select Proxy.
2. Enter the name of the person whose rights you wish to access.
3. Click OK.
4. To access the user’s account, click the Folder drop-down list in the Header and select the individual’s name.

Note: To return to your own account, click the Folder drop-down list in the Header and select your own name.

GroupWise Messenger

If your organization has installed GroupWise Messenger, you’ll automatically be able to send instant messages to everyone within your GroupWise system. Because GroupWise Messenger is an internal messaging client, your messages will be secure.

Searching Messages and Attachments

The Find feature in GroupWise 7 allows you to quickly locate text and items in any folder you have access to. You can even search the text of attachments that arrive in a file format GroupWise supports. To find an item or attachment, click the Find button on the main toolbar.

Enter text you know is in the message or attachment here.

If you know the author, enter the name here.

Check the Item type(s) and source(s) you wish to search.

Use these fields to enter a date range, if known.

Use Advanced Find to search using multiple words and to narrow the search further.

Creating an Out-of-Office Rule

You can create a rule that automatically replies to your incoming items while you are out of the office then stops replying when you return.

1. Select Tools | Rules from the Main Menu or Main Menu drop-down arrow.
2. Click New.
3. Type a name for your rule.
4. Check Received.
5. Click Define Conditions.
6. Select Delivered.
7. Select On or Before Date [ ].
8. Enter the date you will return.
9. Click OK.
10. Click the Add Action button.
11. Select Reply . . .
12. Mark Reply to Sender and click OK; to include the original message in the reply, check the corresponding box.
13. Type a message for your vacation reply.
14. Click OK.
15. Click Save and Close.

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