Groupwise 8 New Features

Windows Client

Improved Interface

The GroupWise 8 Windows client has been improved with an updated look and feel, more customizable user interface, more attractive buttons and icons, and many other changes. The main improvements include:

- *Panels:* A panel is a customized view of information in GroupWise. A panel can be created to display a multitude of information, from unread items to a summary calendar. A predefined list of panels has been created, but you can also create your own custom panels. You can now create three or more panels, and you can also create multiple Web panels for displaying Internet pages in GroupWise.
- *Simple Folder List:* The Simple Folder List has been changed to include the ability to create a Favorites list, RSS Feeds list, Contacts list, Calendar list, NNTP list, and Documents list.
- *Discussion Thread Tab on an Item View:* When you view an item, you can click the Discussion Thread tab to display a list of items that were sent back and forth on the same thread.
- *Display Settings:* Several improvements have been made to the display settings in GroupWise. When you change the display settings from the main menu, the settings are preserved in your next session.

New Folder Types

New folder types give you access to additional kinds of information and the ability to better organize your GroupWise items.

- *Tasklist Folder:* The new Tasklist folder replaces and expands upon the old Checklist folder. You can move any items (mail messages, phone messages, reminder notes, tasks, or appointments) to this folder and arrange them in the order you want. Each item is marked with a check box so that you can check off items as you complete them.
- *RSS Feeds Folder:* The GroupWise 8 client for Windows allows you to subscribe to RSS feeds. When you subscribe to RSS feeds, the feeds are displayed in the RSS folder.

E-Mail Improvements

Several e-mail enhancements have been made to the GroupWise 8 Windows client. Some of the key improvements include:
• **Auto Save:** Every 30 seconds GroupWise automatically saves a copy of the item you are composing. This is helpful if GroupWise stops unexpectedly. When GroupWise is restarted, you are prompted with recovery options for the items.

• **Third-Party Composers/Viewers:** You can now use third-party tools to compose and view your messages. You can use Microsoft Word and OpenOffice.org to compose your messages, and several other viewers to view your messages in their native format.

• **Adding a Note or an Attachment to an Item You Receive:** You can now add a personal note and attachments to items you receive. These notes are not sent to others, but are for personal use only.

• **Adding a Contact to an Item You Receive:** When you receive an item from a contact, you can add additional contacts to that received item. This is helpful when you are viewing the history with a contact in the Address Book.

• **Message Preview:** In your Item List, you can select to display the first few lines of a message in the list. This is helpful when you do not have the QuickViewer open.

• **Reply to Sent Item:** A reply option is now available for all sent items.

## Calendar Improvements

Several calendar enhancements have been made to the GroupWise 8 Windows client. Some of the key improvements include:

• **Importing ICS Files:** When you import .ics files, you can now name the folder that the .ics file is imported into and add a description of the .ics file. If a folder already exists with the same name as the folder that was specified, the data in that folder is deleted before the .ics file data is imported.

• **Aggregated Shared Calendars:** You can now select to display shared calendars in your main calendar view.

• **Displaying Accepted Calendar Items in Your Mailbox:** You can now select to continue displaying accepted items in your Mailbox after you have accepted them.

• **Modify Recipients:** After an appointment has already been sent, it might be necessary to send that appointment to another person. When you add a person to the appointment, the appointment is sent to the new person without retracting and resending the appointment to everyone who has already received it.

• **Appointment Conflicts:** When you receive a new series of recurring appointments that conflict with existing appointments, you now have the option to select This Instance or All Instances instead of resolving the conflicts individually for each appointment.

## Tasklist

The GroupWise Checklist feature has been greatly expanded and enhanced, and renamed the Tasklist. Tasklist items can be found in the Tasklist folder, but can also be placed in other folders, including the Mailbox and Calendar.

## Address Book
Several Address Book enhancements have been made to the GroupWise 8 Windows client. Some of the key improvements include:

- **Importing and Exporting Contacts**: You can now import contacts from the Contacts folder instead of opening the Address Book. In addition, you can now import contacts from a CSV file as well as export contacts in a CSV file.
- **Contact Birthday/Anniversary**: When you add a contact’s birthday and anniversary in the contact’s information, you can select to have the contact’s birthday and anniversary show as a reminder note in the calendar.
- **Contacts Folder**: The Contacts folder now displays a list of all personal address books under the Contacts folder for quicker access to your personal address books.
- **Address Card View**: A new address card view has been created, which allows you to add a picture to a contact. The address card view is a condensed view of the contact information, along with a picture.

**Other Enhancements**

Several other enhancements have been made to the GroupWise 8 Windows client. Some of the key improvements include:

- **Rules**: When you have marked an item as completed, you can create a rule to trigger an event to happen.
- **A Vacation Rule Wizard has been created to help you quickly create a rule for times when you are away from the office.**
- **Rules**: You can set up a rule to forward messages as attachments.
- **Quick Find**: In this version of GroupWise, Filter has been replaced with Find on the toolbar. Now you can search across all folders, your default library, all libraries, and by item type. In addition, you can select from recent finds as you type.
- **Categories**: You can now quickly search on similar categories directly from the Item List by simply clicking the Category icon, then clicking Find.
Groupwise 8 New Features

WebAccess Client

Improved Interface

The GroupWise 8 WebAccess client has been improved with an updated look and feel, more customizable user interface, more attractive buttons and icons, and many other changes. The main improvements include:

- **Scrollable Item Lists**: Your message list now contains all items in your Mailbox, rather than displaying only 20 items at a time.

New Folder Types

New folder types give you access to more kinds of information and the ability to better organize your GroupWise items.

- **RSS Feeds Folder**: In this release, the GroupWise 8 Windows client allows you to subscribe to RSS feeds. If you use the Windows client to subscribe to feeds, you can read the feeds in the GroupWise WebAccess client, after the Windows client has downloaded the feeds. When you subscribe to RSS feeds, the feeds are displayed in the RSS folder.
- **Tasklist Folder**: The new Tasklist folder replaces and expands upon the old Checklist folder. You can move any items (mail messages, phone messages, reminder notes, tasks, or appointments) to this folder and arrange them in the order you want. Each item is marked with a check box so that you can check off items as you complete them.

E-Mail Improvements

- **Auto Save**: GroupWise WebAccess automatically saves a copy of the item you are composing every 10-60 seconds. This is helpful if GroupWise stops unexpectedly. When you restart WebAccess, you are prompted with recovery options for the items.
- **HTML Options**: You can choose to view and compose messages in either Plain Text or HTML format. In the HTML format, you can quickly change fonts, sizes, and colors and add bulleted and numbered lists.
- **Spell Check**: GroupWise WebAccess uses a new spell checker that highlights all the misspelled words in your subject or message fields. You can choose to automatically check each message you create before you send it.
- **Name Completion**: When addressing a new mail message, the system automatically searches for a name when you begin to type. As you type, the remainder of the name fills in for you. This feature uses your contacts and address book to help you quickly find a name.
Calendar Improvements

Several calendar enhancements have been made to the GroupWise 8 WebAccess client. Some of the key improvements include:

- *Graphical Calendar Interface*: Calendars display in a way that allows you to choose a Day, Week, or Year view. You can also quickly add appointments, notes, and tasks in your Calendar and see a summary view of an item by mousing over that item.
- *Multiple Personal Calendars*: You can now create one or more personal calendars, in addition to the main GroupWise Calendar.
- *Aggregated Shared Calendars*: Now you can select to display shared calendars in your main calendar view and select a different color for each calendar.

Search Improvements

- *Date Range*: You can search according to the date a message was created or delivered.
- *Category*: You can search according to the category of a message.

Tasklist

The GroupWise Checklist feature has been renamed the Tasklist. Tasklist items can be found in the Tasklist folder, but can also be placed in other folders, including the Mailbox and Calendar.

Contacts Folder

The Contacts folder displays a list of all personal address books for quicker access to your personal address books. It also includes a new QuickViewer option where you can quickly view and edit details for a selected contact.