

The Groupwise Main Window

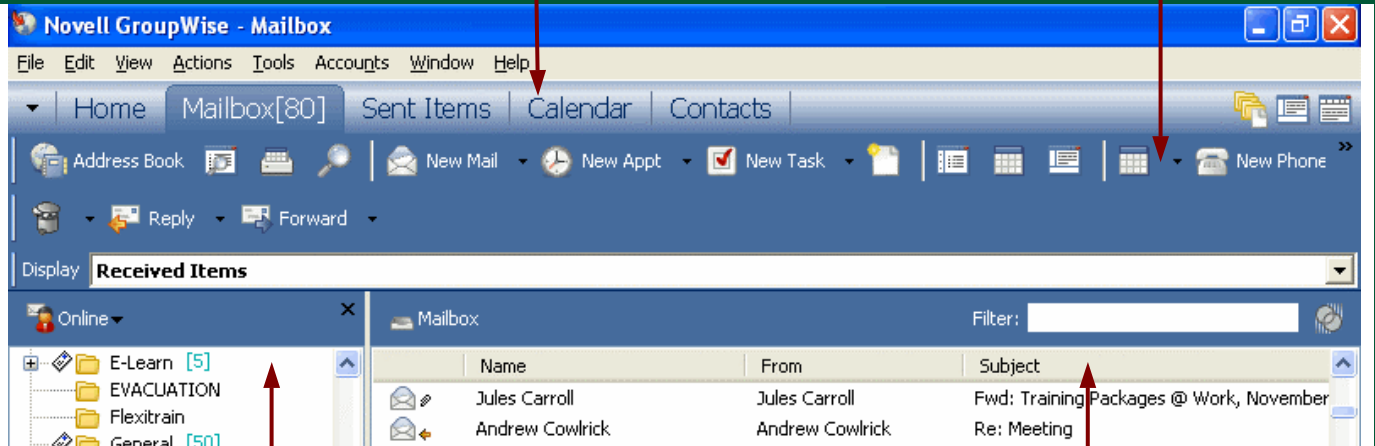
The main work area in Groupwise is called the Main Window. The basic components are explained below.

Navigation Bar

Allows quick access to your most commonly used folders. By default, the Home, Mailbox, Calendar, Sent Items, and Contacts are on the Navigation Bar. Right click on the Navigation Bar to add additional folders.

Toolbar

Lets you quickly accomplish common Groupwise tasks, such as opening the address book and calendar, and sending mail messages. To customise the Toolbar to your specific needs, right click the Toolbar to add more tool icons.



Folder List

Organize Groupwise items. Create new folders to store your items in. Next to any folder (except for shared folders), the number of **unread** items is shown in square brackets

Folder Contents

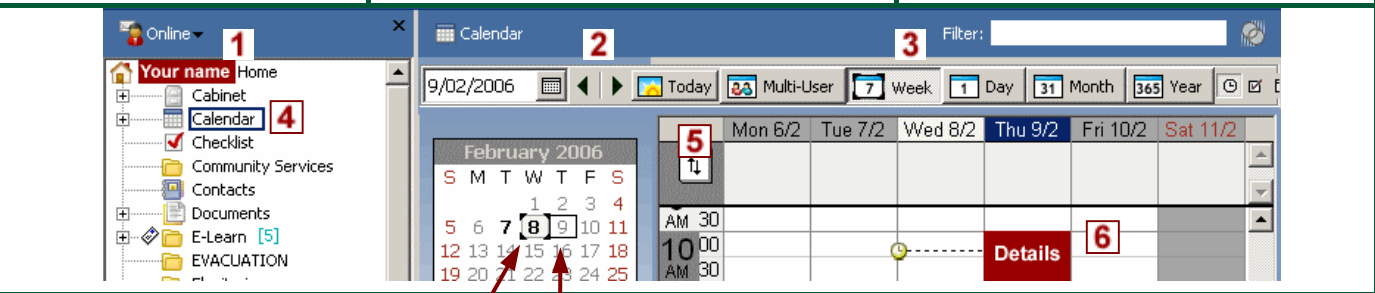
Displays the contents of the selected folder. Right click on any column header to sort the folder contents in ascending or descending order. Icons show status of mail message.

Default Toolbar

1. Address Book :access various Groupwise, address books	2. Properties : display properties of selected email
3. Print calendar : print calendar by day, week, month etc	4. Find : search Groupwise for text or author
5. Create new mail	6. Create new appointment
7. Create new task	8. Create new document
9. Select display settings : select Received mail, All items etc to view.	10. View calendar : view a selected calendar
11. Quick viewer : view folder and mail content simultaneously.	12. Open calendar : open calendar to view and edit by day, week etc.
13. Create new phone message : create and send phone message as an email	14. Delete : delete mail message
15. Reply : reply to mail messages.	16. Forward : forward mail messages.

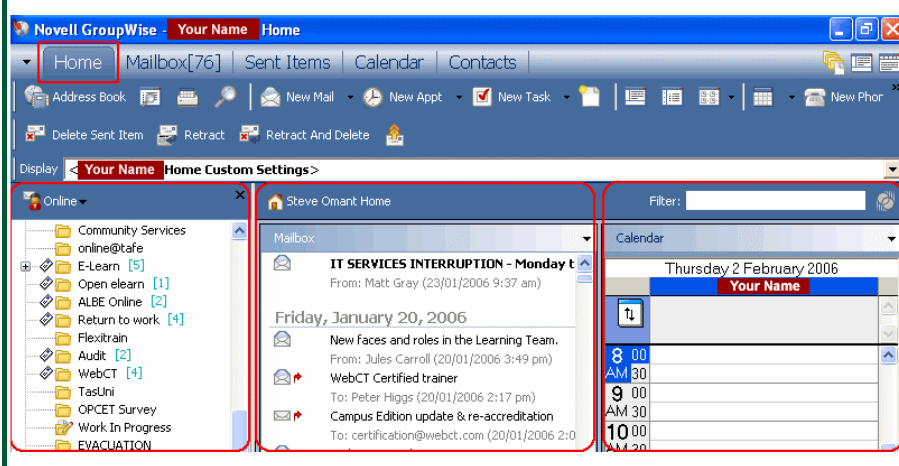
Groupwise Calendar

1. Proxy access to other users	2. Change view of day, month and year	3. Select Calendar view
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4. Select Calendar	Today's date	Entry Date	6. Click to add your own appointment. Drag the border to alter the appointment duration. You may also drag the appointment to another time slot or date
5. Right click to send a new appointment to another person(s)			

The Groupwise Home View



The Home View uses panels to provide a quick view of your most important information. The Home View may display your calendar, checklist items, unread messages, and the Quick Viewer on the right side of the window. Create additional panels that display the information you need by clicking on any drop down arrow. The Home View is fully customizable. This typical view shows the folder list, mailbox and calendar.

Groupwise Rules: Creating an Out of Office or Auto Reply

Click **Tools > Rules**, then click **New**.

Type a name in the **Rule name** field, such as Recreation Leave Rule.

Click the **When event is** pop-up list, then click **New Item**. Select **New Item**.

Next to **And items are**, select **Received**. Make sure no other item source is selected. Do not make any selections under **Item types**

Under **Then actions are**, click **Add Action**, then click **Reply**

The Reply dialog box is displayed, showing **Reply to Sender** selected (you cannot select **Reply to All**). If you want your reply to include the sender's original message, select **Include Message Received From Sender**. Click **OK**.

Type your "out of office" message, Click **OK**. Click **Save**.

Verify that the rule is ticked, indicating that it is enabled, then click **Close**.



Groupwise Proxy

Use Proxy to manage another user's Mailbox and Calendar. Proxy lets you perform various actions, such as reading, accepting, and declining items on behalf of another user, within the restrictions the other user sets.

Two steps must be completed before you can act as someone's proxy.

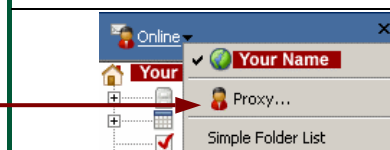
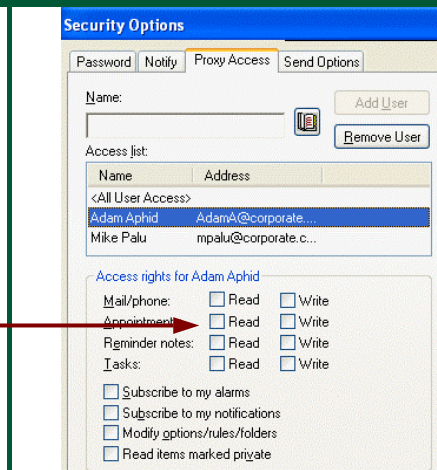
1. What the other person must do.

The person you will act as proxy for must grant you rights to access **their** Groupwise. **They** must select Tools/Options /Security from the Main menu. **They** can use the Groupwise address book to locate your name and Add User. **They** must check the boxes in the Access List to allow you to read only or write (send or reply) to **their** mail messages, appointments etc.

2. What you must do.

You must add the other persons name to **your** Proxy List so **you** can access their Mailbox or Calendar. Click on the black arrow on the Proxy (Online) icon on **your** Groupwise toolbar, or select File/Proxy from the Main menu.

Use **your** Groupwise Address book to locate the other person and click OK. Their name will be added to the proxy list and appear next time **you** click on the Proxy icon



Groupwise Help

From the Window toolbar, Click on **Help** to access Groupwise Help topics or press **F1**.

Groupwise Online User Guides: go to <http://www.novell.com/documentation/gw7>. **Select** GroupWise Clients