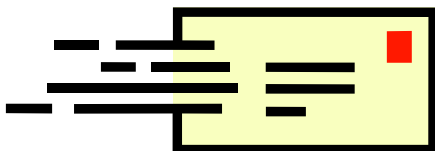


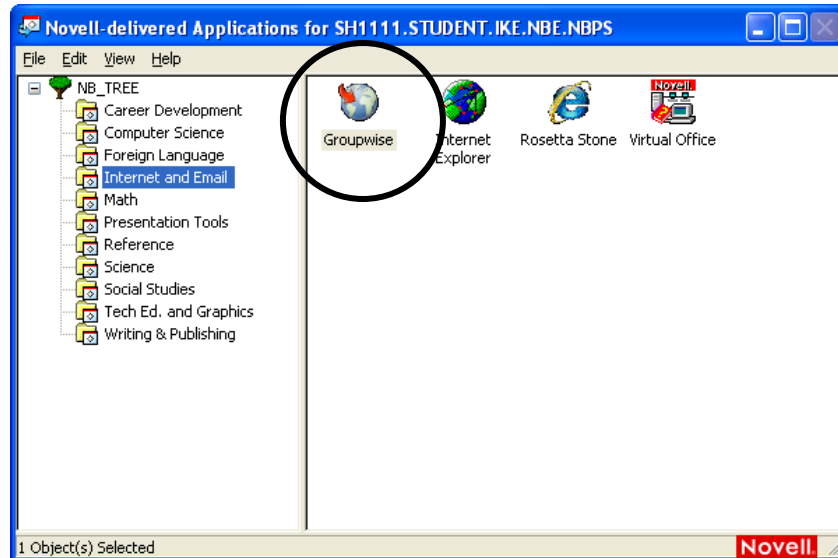
Setting Up & Using GroupWise

Version 7

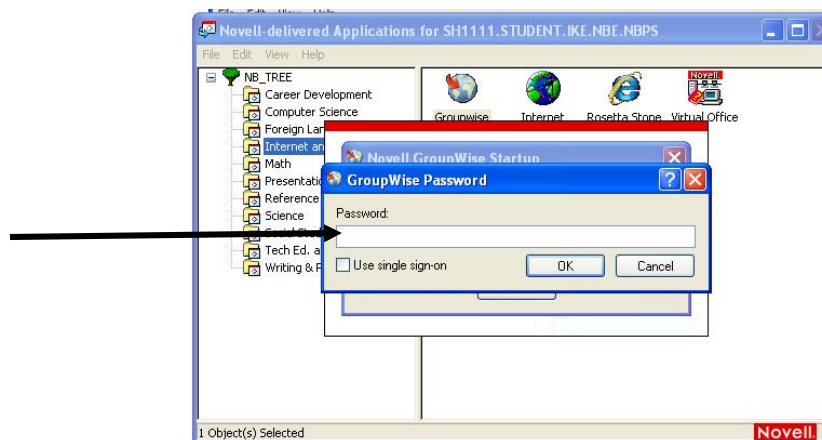


Logging into GroupWise @ School

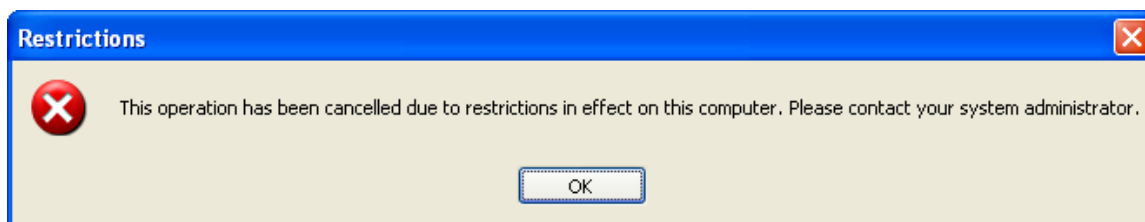
Select the **Internet and Email** folder from the Novell Network window. Double click **Groupwise**.



You will be prompted to enter your password (this is the same password you used to log onto the Network). Enter your **Password** and click **OK**.

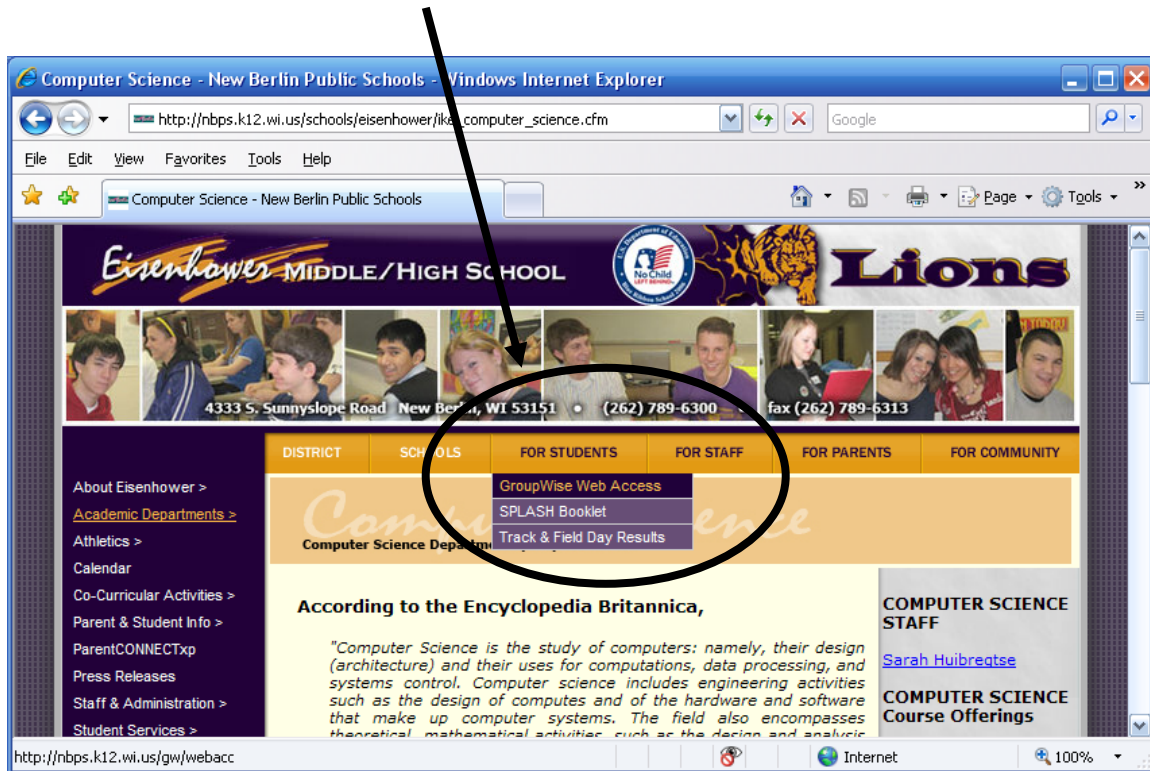


If you receive the following message continue to click **OK** until it goes away.



Logging into GroupWise @ Home

From the Eisenhower Middle/High School web page hover over **For Students**. This will provide you with a drop-down menu. Select **GroupWise Web Access**.



When opening GroupWise, a dialog box appears which gives you the opportunity to log into GroupWise.

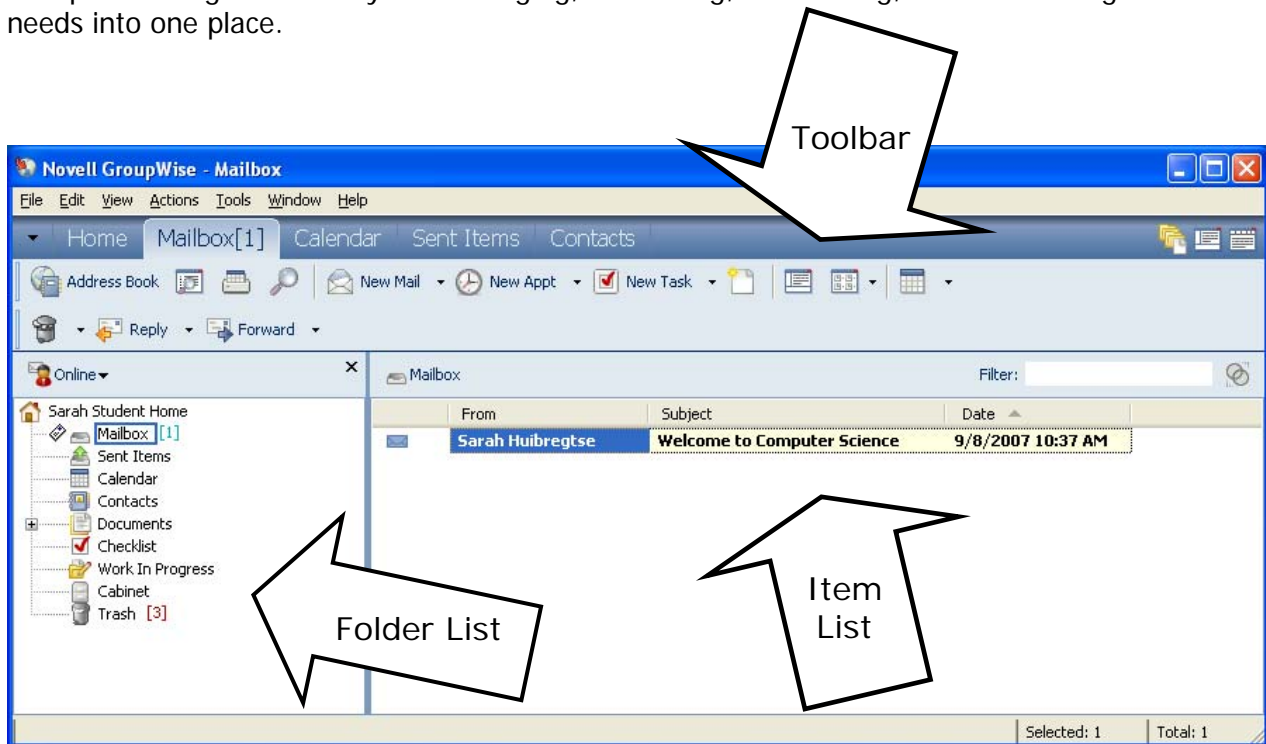
Enter your **Username** (first and last name initials and a random 4 digit number) and **Password** as shown. Both of these should be the same as what you use to get onto the school network.

Set your connection speed accordingly, and leave the remaining settings at their default. Click **Login**.



A Brief Tour of GroupWise

GroupWise integrates all of your messaging, scheduling, calendaring, and task management needs into one place.



Toolbar

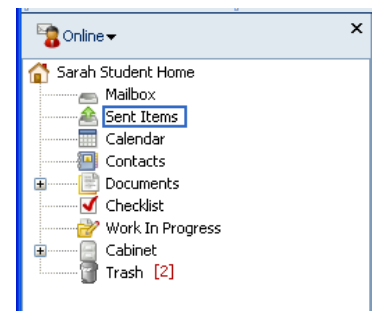
The toolbar lets you quickly accomplish common GroupWise tasks, such as opening the Address Book, sending mail messages, and displaying your Calendar. Point your mouse over any toolbar button and a tool tip displays the name of the feature. The display settings drop-down list lets you quickly change the display of your Item List.

Folder List

The Folder List at the left of the Main Window lets you organize the items you send, receive, post, and share. You can also create new folders to store your items in. Here is what you'll find in each of the default folders:

Item List

The Item List at the right of the Main Window displays your mail and phone messages, appointments, reminder notes, tasks, and document references. Use the display settings drop-down list on the toolbar to display incoming items, outgoing items, and posted items.



Sending Mail Messages

A mail message is like an internal memorandum; it has a primary recipient, subject line, date, and can be courtesy-copied and blind-copied to other users. You can also attach files, document references, sounds, movies, and OLE objects to your mail messages.

CC (Carbon Copy [otherwise known as Courtesy Copy])

Sends copies of an item to users who would benefit from the information, but who are not directly responsible for the information or directions in it. All recipients can see that a carbon copy was sent.

BC (Blind Copy)

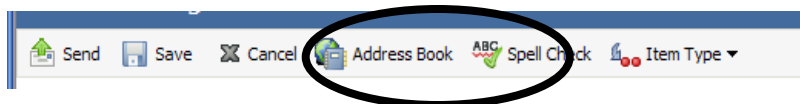
Sends a copy of your item to a recipient without the knowledge of any of the other recipients. Only the sender and the blind copy recipient know that a blind copy was sent.

To send an email:

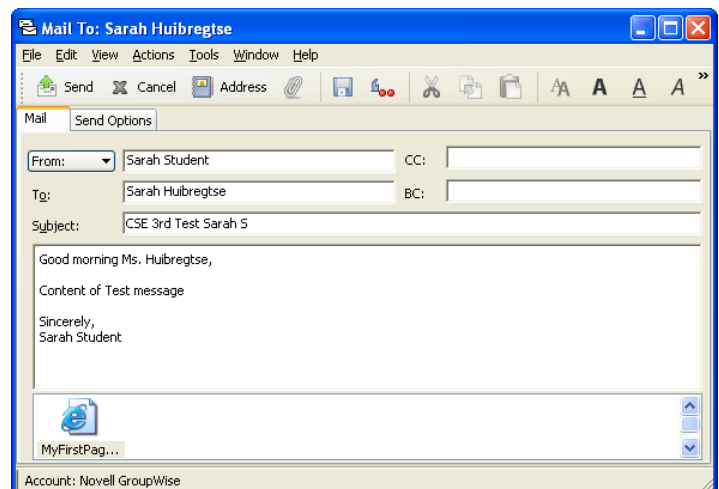
In the GroupWise main menu, click on the **New Mail** button in the tool-bar OR go to **File > New**.

1. In the **To:** box, type a username and press **Enter**. Repeat for additional users. To select usernames from a list, click **Address**. Double-click each user. Click **OK**.
2. Type a **Subject** that uses the following requirements:
3. Type a **Message**.
4. Type a **Closing** and your **Signature**.
5. **Spell-Check & PROOFREAD** your message!

Use Spell Checker to check the text for misspelled words, duplicate words, and certain capitalization errors. You can spell-check selected words or the entire message.



6. Attach files (see *Attaching Files* section of this packet for directions).
7. Click **Send**.



Additional Notes Regarding Sending Emails:

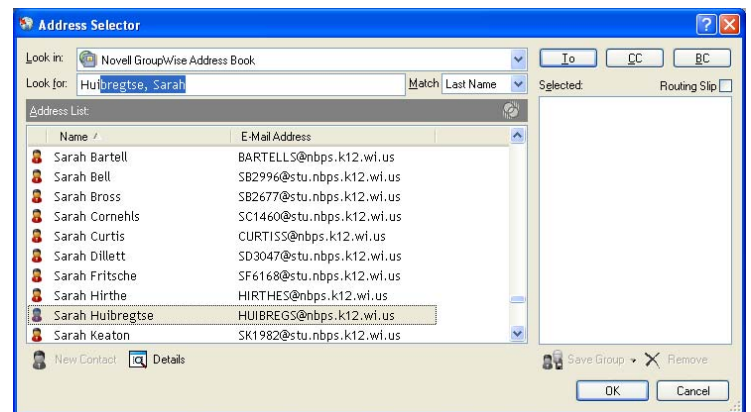
1. Only courtesy copy in (or blind copy) others to an email if they need to be aware of the contents of the email. If they need to take action as a result of the email make it explicit.
2. Do not routinely 'Reply to all' this takes up much storage space and simply adds to email traffic.
3. If you forward emails, state clearly what action you expect the recipient to take. Some emails may already have been forwarded. It is important to ensure you only forward the minimum amount necessary and not other unrelated emails.
4. Only mark emails as priority if they require an immediate response or the information to be shared immediately.

Address Book

Use the Address Book like a phone book and information center for your addressing needs. The Address Book can store names and addresses, e-mail addresses, phone numbers, and more. You can create multiple address books for your personal use. Open address books are represented by tabs in the main Address Book window. You can display one address book at a time.

To create a personal address group:

1. Click the **New Mail** icon in the toolbar.
2. Click the **Address** icon in the toolbar of the Address Selector window.
3. Type the name of one contact for the new group. Click on **To**, **CC**, or **BC**. This will add the contact to the Selected Window.
4. Once you have selected all group members click the **Save Group** button.
5. Select either **Frequent Contacts** or **Your Name**.



In the New Group window:

6. Enter a name for the group and any necessary comments.
7. Click on **Add...** to add more members.

In the Select Group Members window:

8. Choose the address book to **Look in**.
9. Select the contact, group, or resource.
10. Click on **To**, **CC**, or **BC**.
11. Once you are done, click on **OK**.

Back to the New Group Window:

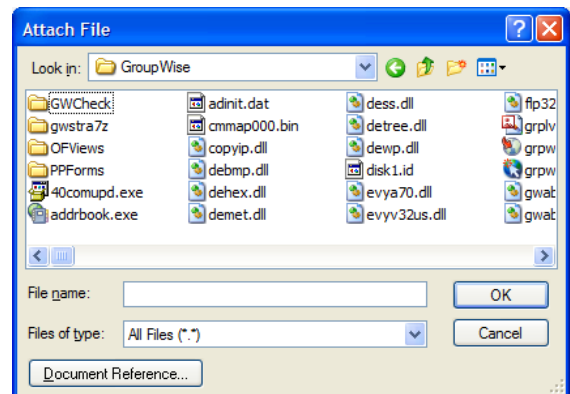
12. Click **OK** (NOTE: it takes a few seconds to save).

Attaching Files

You can attach files and document references to mail messages, appointments, reminder notes, tasks, and phone messages. You can use Attach to send one or more files or document references to other users. For example, you may want to send an expense report to another user. You can attach a file that exists on your hard disk, diskette, or network drive. The recipients can open the attached file, save it, view it, or print it. If you change the attached file after you have sent it, the recipients will not see the changes.

To Attach a File:

1. Create a new mail message.
2. Fill in the **To**, **Subject**, and type your **Message**.
3. Click **Attach**. (Notice when the first time the "Attach File" windows opens, it may be to the C:\Novell\GroupWise folder. This is NOT a good place to find or save files.)
4. Browse to your file location and click the file you want to send. Click **OK**. (To attach several files, hold the **Ctrl** key and click on other files before clicking **OK**.)
5. Click **Send**.



Opening Attached Files

When you open an attached file, GroupWise uses the local computer's Windows file settings to determine the correct application to open the file. If the program associated with the file is not installed, GroupWise will not be able to open the file.

To Open an Attached File:

1. Open the item containing the attachment.
2. Right-click the attachment; click **Open**.
3. If you want to open the attachment in a different application, type the path and executable filename. This step may not be necessary if the correct application is already listed.
4. Click **OK**.

Managing Received Items

GroupWise stores all the items, mail messages, appointments, and so on, you receive in your Mailbox. They will stay in the Mailbox folder until you move them to a different folder, or delete them.

Managing Sent Items

GroupWise stores all the items, mail messages, appointments, and so on, you send in your Sent Items folder. They will stay in the Sent Items folder until you move them to a different folder, or delete them.

Creating Folders

Use folders to store and organize incoming and outgoing items such as appointments, reminder notes, tasks, document references, and mail or phone messages in your Mailbox. Folders let you group all items related to a particular task together.

To create a folder:

1. Right click on one of the existing folders
2. Select new folder
3. Follow the steps

To move an item to another folder, drag it from the original folder and drop it on the new folder/location.

Creating and Using Rules

Rules are guidelines you establish for handling messages, which you can apply to messages in any folder. You name the rule and then define the conditions of the rule and the action you want to occur when a message meets those conditions.

For example, you create a rule called, CSE 3rd Hr, that will automatically file messages from the listservs in a folder named "CSE 3rd". You could also create a rule called, Urgent, that will automatically file high priority messages in a folder named, ASAP. Rules enable you to better manage your mailbox and organize your messages, without extra work on your part. Note: the folder must be created before you create the rule.

Direction to setup a GroupWise rule:

1. Select **Tools** on the menu bar and then select **Rules**.
2. Click the **New** button to create a rule.
3. Fill in the following items:
 - a. **Rule Name** – give the rule a name that will help you to identify its purpose.
 - b. **When event is** – Check the **Received** box.
 - c. Click the **Define Condition** button.
 - i. Select the field you wanted to be used to filter the message.
 - ii. Make your selection between **Contains** ([]), **Does Not Contain** ([x]), **Begins With** ([->), **Matches** (=), or **Not Equal To** (!).
 - iii. Enter the text *exactly* how it will be in the message sent to you, and click **OK**.

