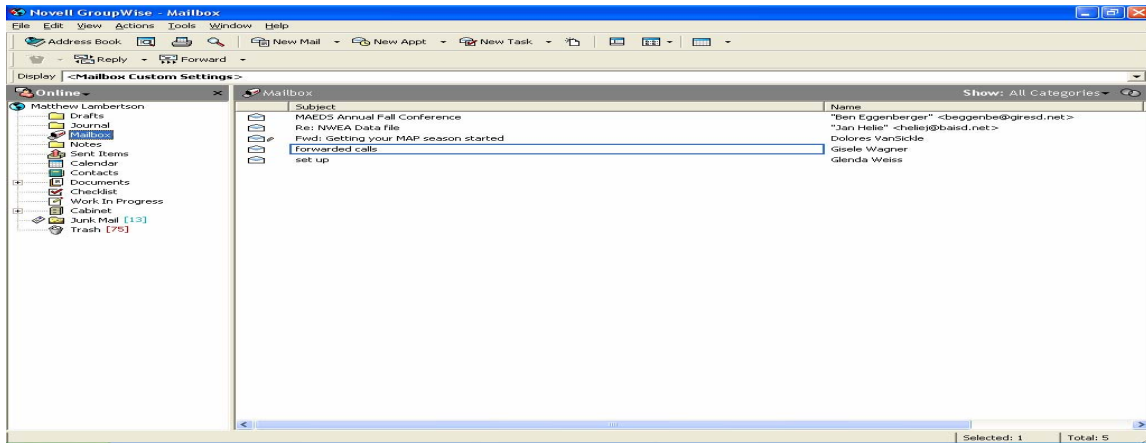


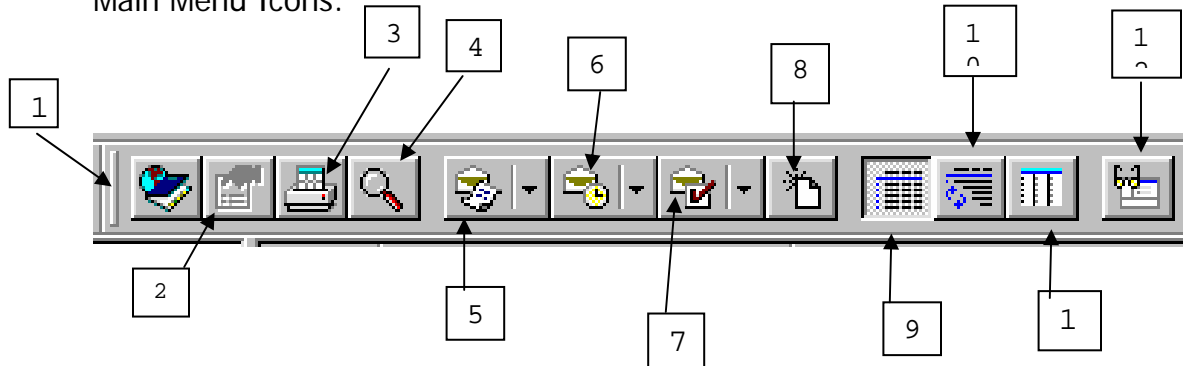
# GroupWise Handout

## Main Menu:

When you start GroupWise, the first screen you see is the "Main Menu". From here you can read your messages, schedule appointments, view your Calendar, and much more.

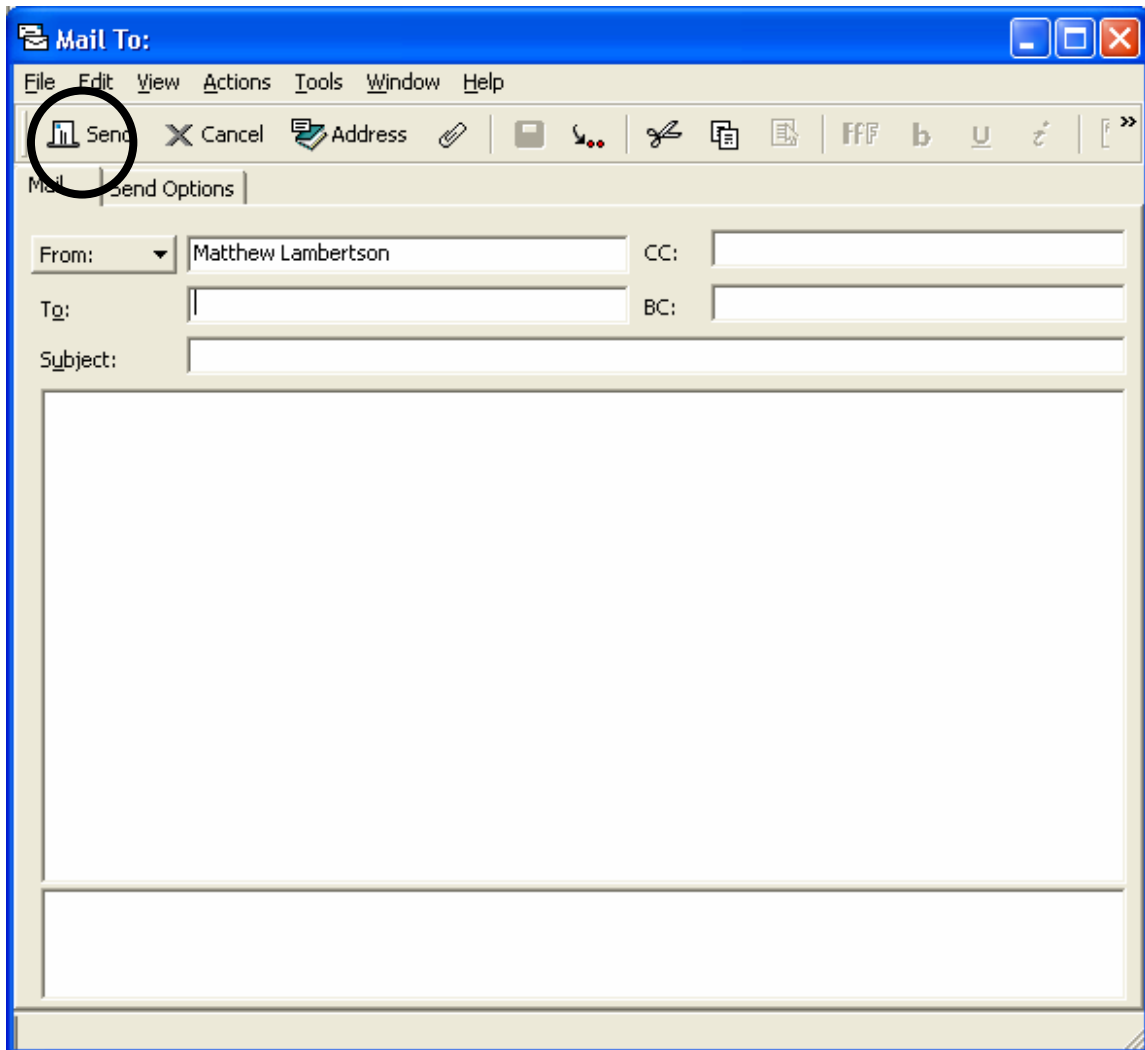


## Main Menu Icons:



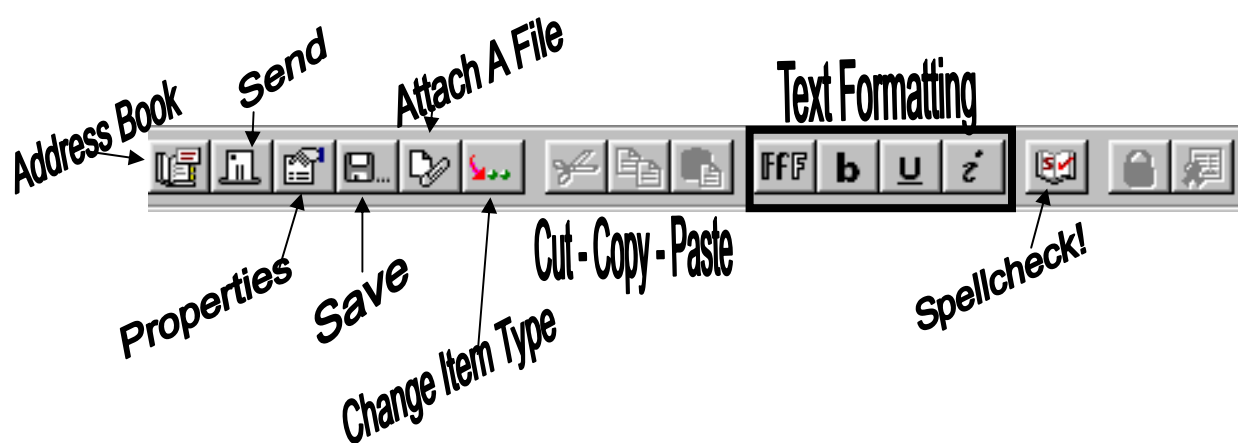
1. Address Book	7. Task
2. Properties	8. New Document
3. Print	9. View Details
4. Find in GroupWise	10. View Discussion Threads
5. Mail	11. View as Calendar
6. Appointment	12. QuickViewer

## Sending a Simple E-Mail

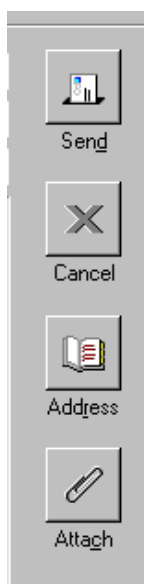


1. Click on the "Mail" icon from the "Main Menu" (See #5 on prior page)
2. Fill in the "To:" (You can either type in the address right there, or click on the "Address" icon on the right.)
3. Fill in the "Subject"
4. Type your message
5. Click Send

## E-Mail Icons



The most commonly used items are icons that are on the toolbar, on your screen:

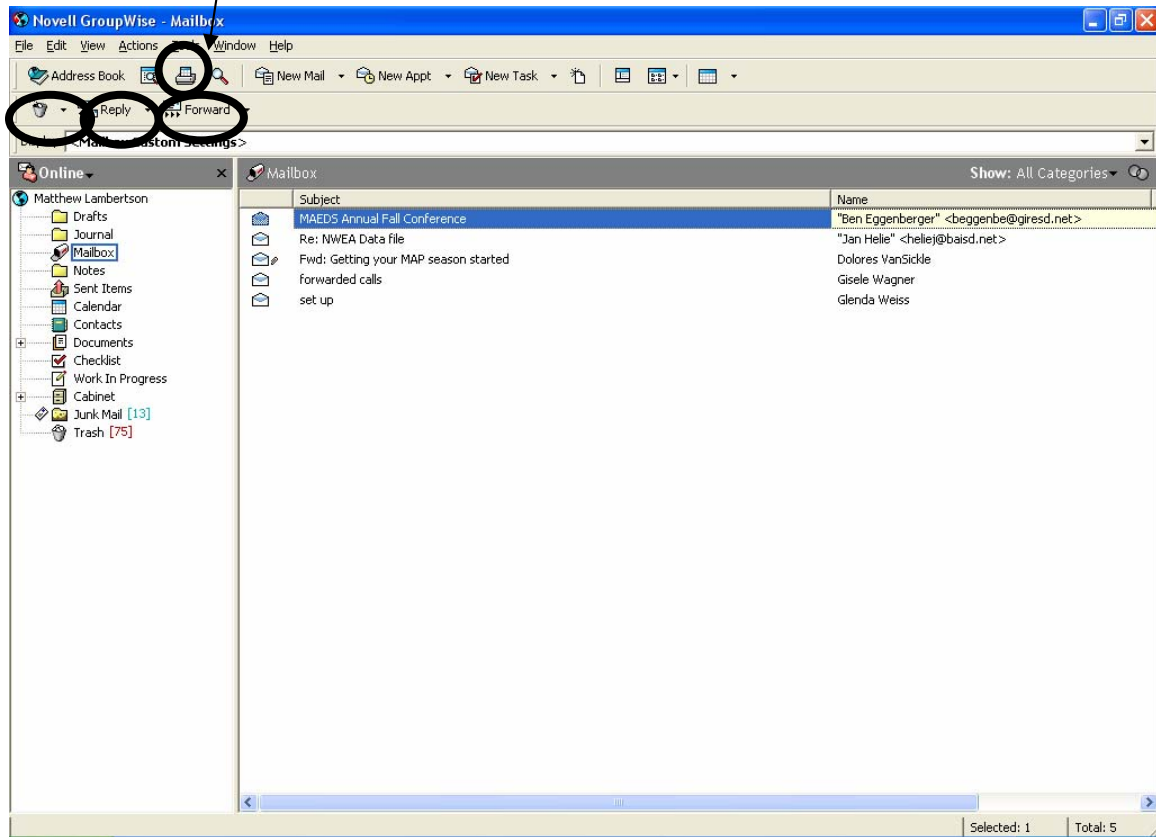


# RECEIVING AN EMAIL

From your inbox, double-click on the email.

Most useful icons:

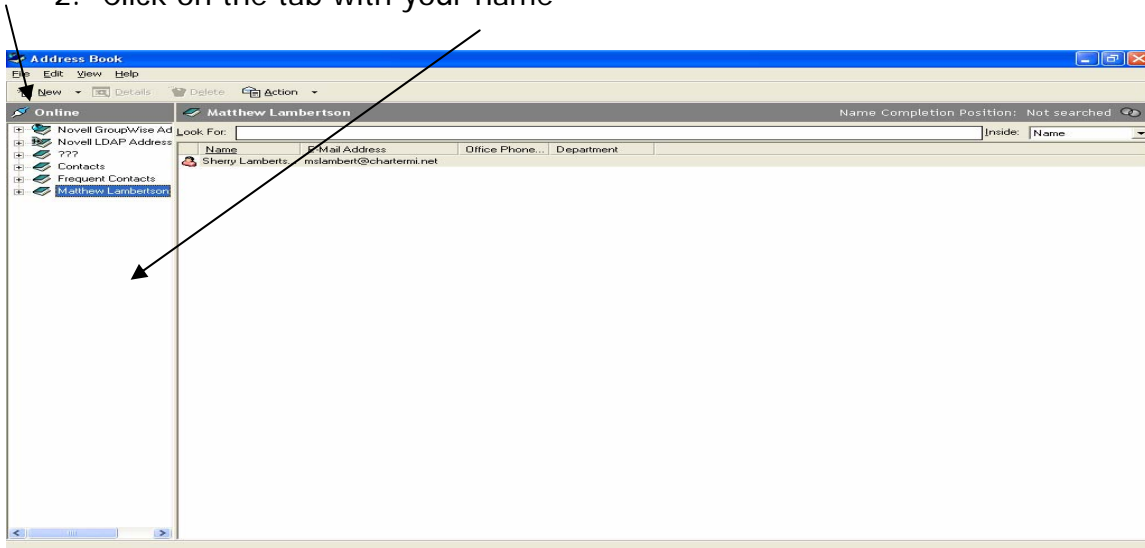
Print



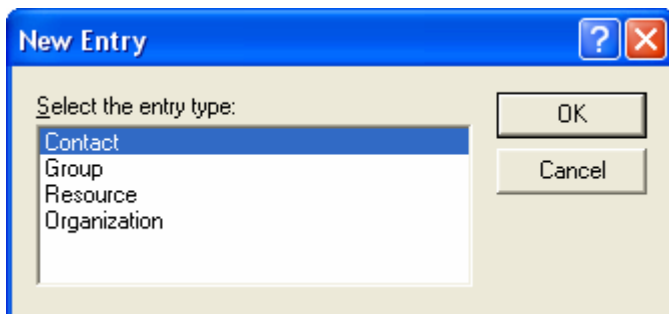
## Address Book

### *Adding addresses to your Address Book:*

1. Click on "Address Book" from the "Main Menu"
2. Click on the tab with your name



3. Click on "New..."



4. "Contact" is already highlighted, so click "OK"

5. Fill in the information – you don't have to fill in everything, just make sure you have their First Name, Last name, and E-Mail address.
6. After you type in the email address, make sure you click on Add
7. Click "OK"

**New Contact: (Matthew Lambertson)**

Summary | Contact | Office | Personal | Comments | Advanced | Certificate

**Name**

First: Meagan Prefix: [Dropdown]

Middle: Eleene Suffix: [Dropdown]

Last: Lambertson Display: Meagan Lambertson [Dropdown]

**Email Address**

[Empty Input Field] Add

mslambert@chartermi.net Remove Edit

**Instant Messaging**

[Empty Input Field] Add

Remove Edit

**Phone**

Office [Empty Input Field]

Home [Empty Input Field]

Mobile [Empty Input Field]

Fax [Empty Input Field]

Pager [Empty Input Field]

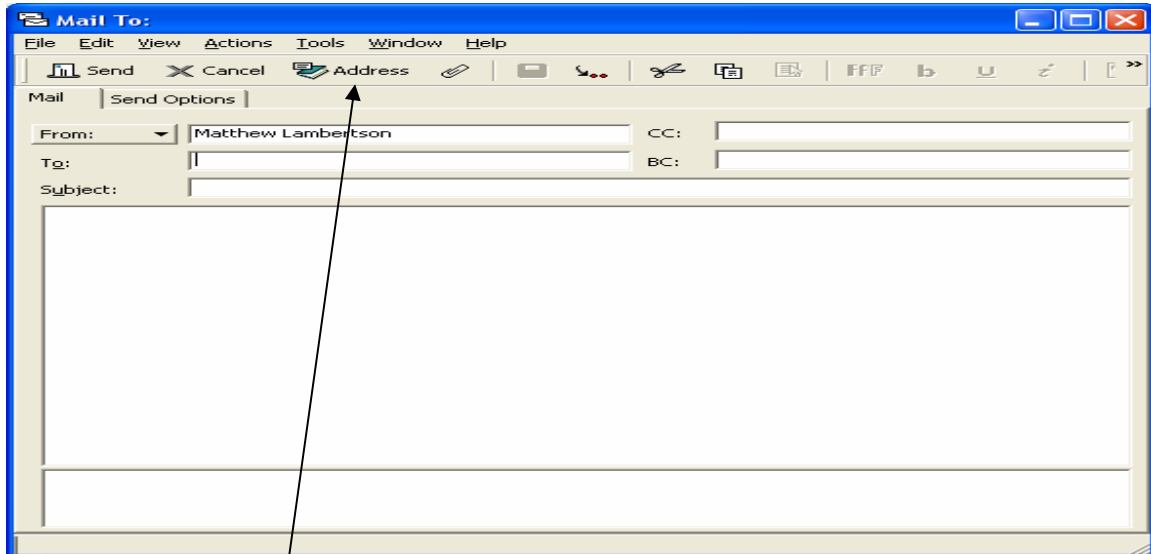
Categories: [Dropdown] [Icon]

OK Cancel

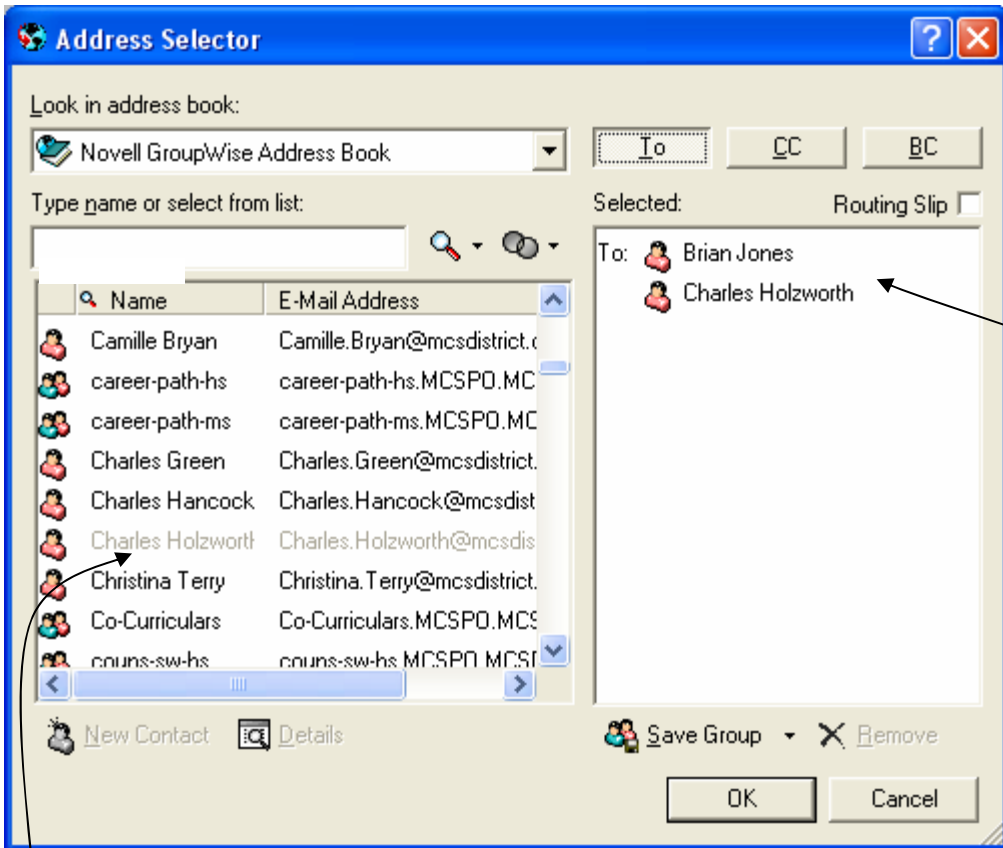
***Sending an email to people who are in your address book:***

1. Click on "New Email"

You will see the following:

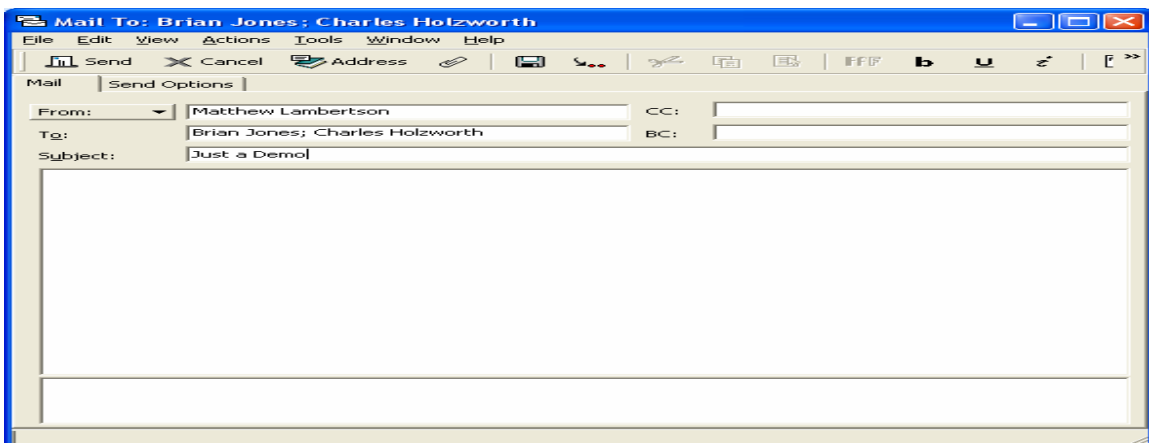


2. Click on "Address" to select names from your address book



3. Double-click on the names of the people who you want to send this email to. Notice how they become grayed out, and appear on the right side?
4. Click OK

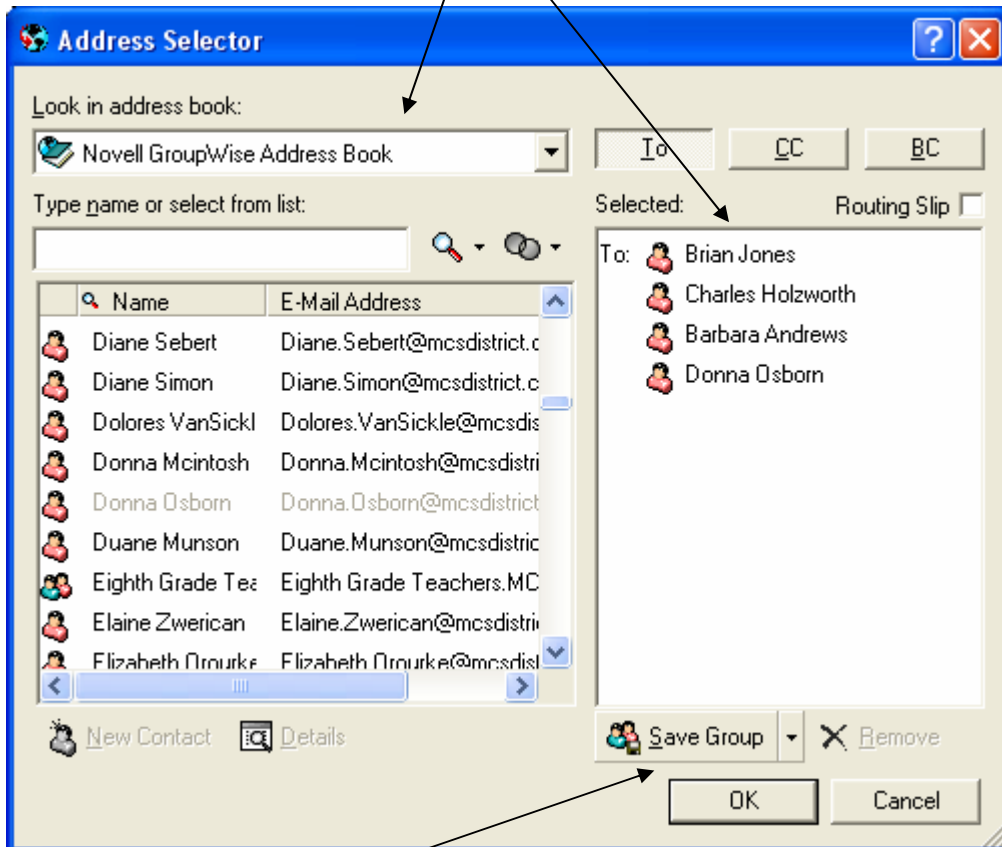
When you are back to your email, you will see the "To" section filled in as follows:



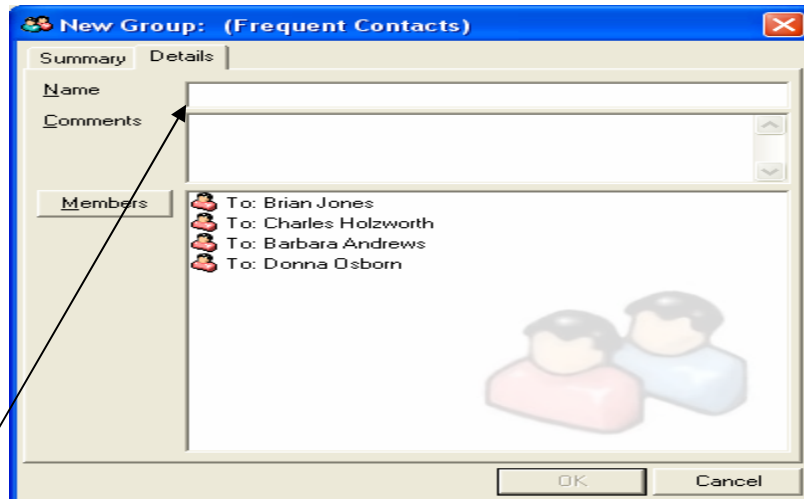
5. Complete your email as usual

***Distribution Lists – Most you will need are already in the Novell GroupWise address book. But you can make your own.***

1. Get into the Address Book (One way is to click on the “Address Book” icon on the “Main Menu”).
2. Notice which tab you are at
3. Double-click on the names that you want in your distribution list. Notice how they go over to the right section.

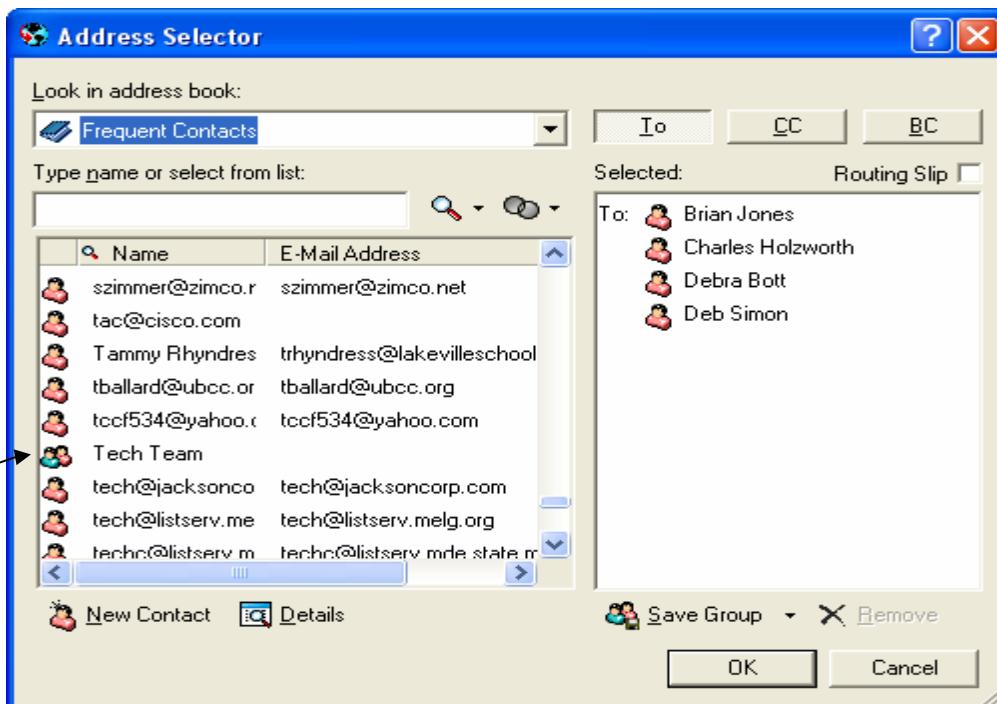


4. Click on “Save Group...”



5. Enter the name for your distribution list
6. Click OK

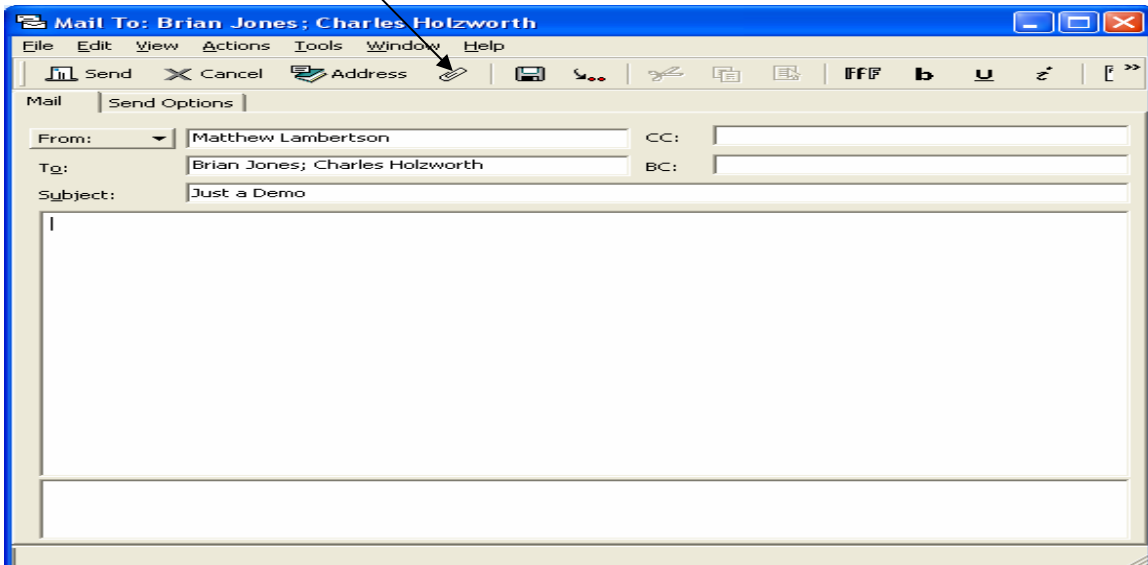
Notice how your distribution lists show up in your address book.



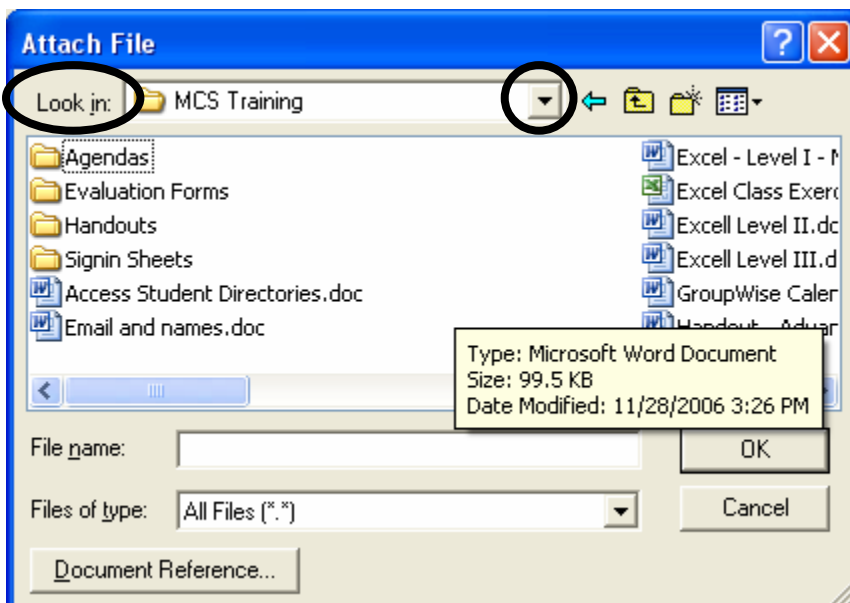
## Attachments

### *Adding an attachment to an email*

1. Create an email as usual
2. Click on "Attach"

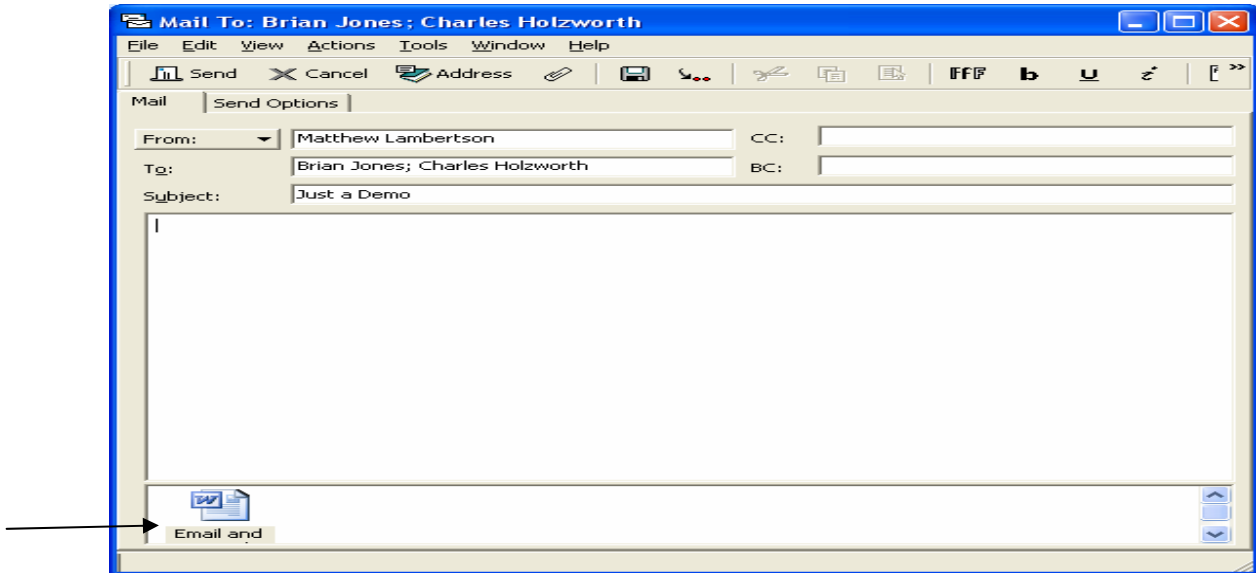


3. Find your file – you need to know where you saved it!! 😊 You may need to click on the drop-down arrow to change drives.



4. When you are at the right folder, double-click on the file.

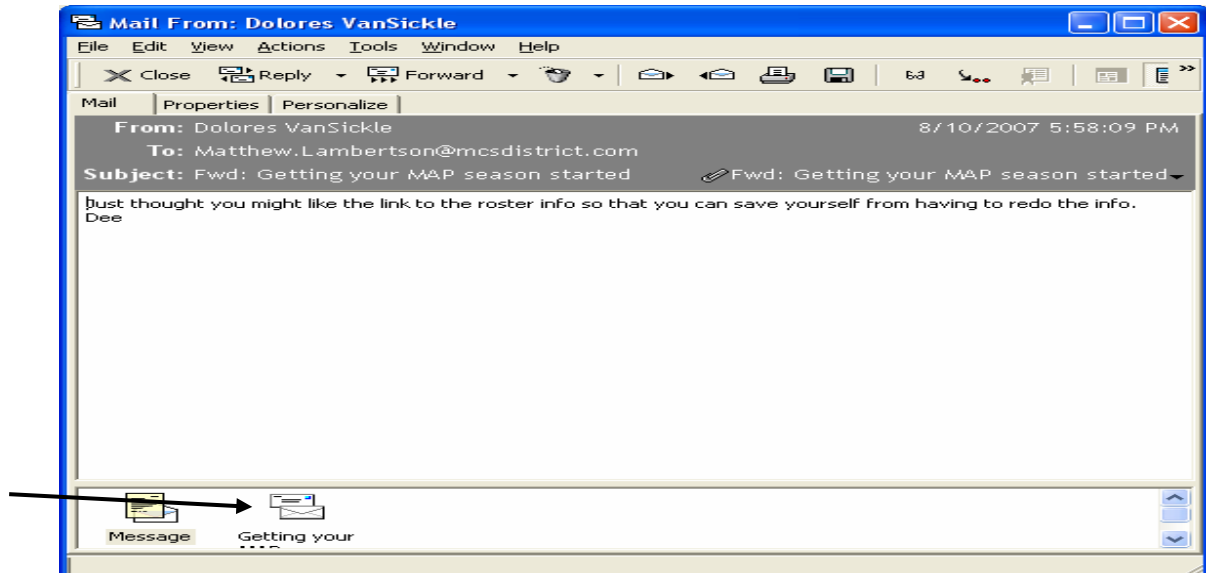
Notice how the file shows up as an attachment:



5. Click on "Send"

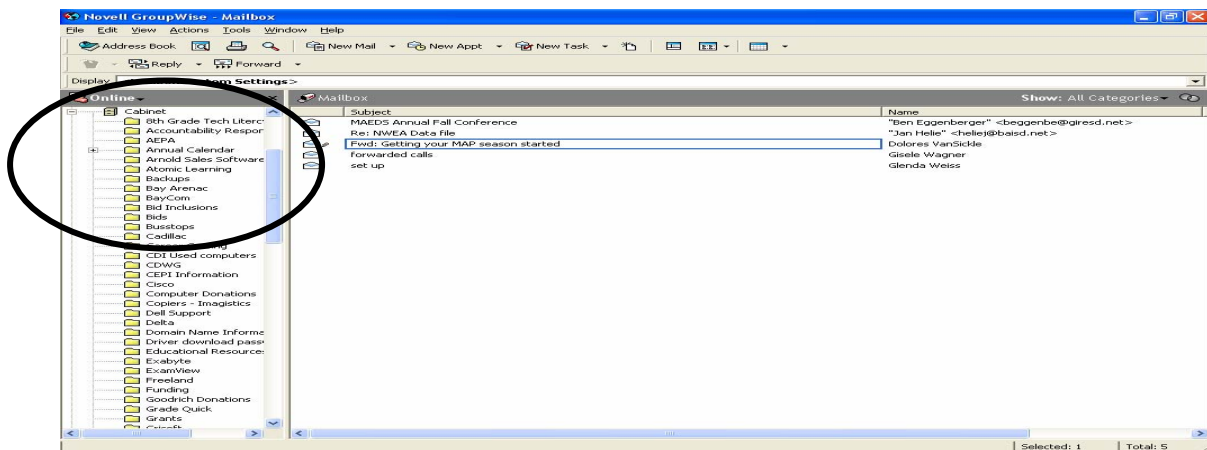
### ***Receiving An Attachment***

When you open your email, the attachments show up at the bottom. (This email has 1 attachment.) Right-click on the icon and select open.



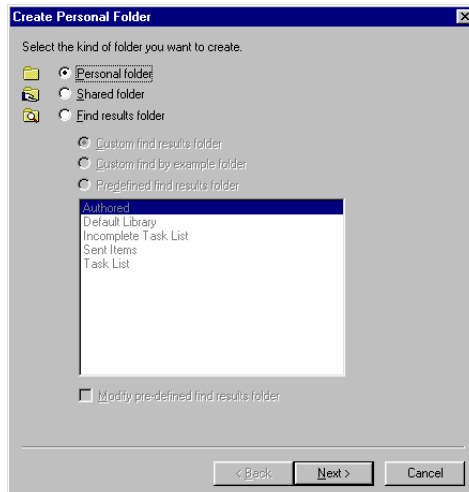
# Organizing Your Email Messages

Through the use of folders...



To add a folder:

1. Right click on "Cabinet"
2. Click on "New Folder"
3. "Personal Folder" should already be selected, click on "Next"



4. Type in the name of your new folder
5. Click on "Next"
6. You will see a screen with lots of options regarding the new folder you're creating, no need to change any settings, just click "Finish"

# TASKS

## *Adding a Task*

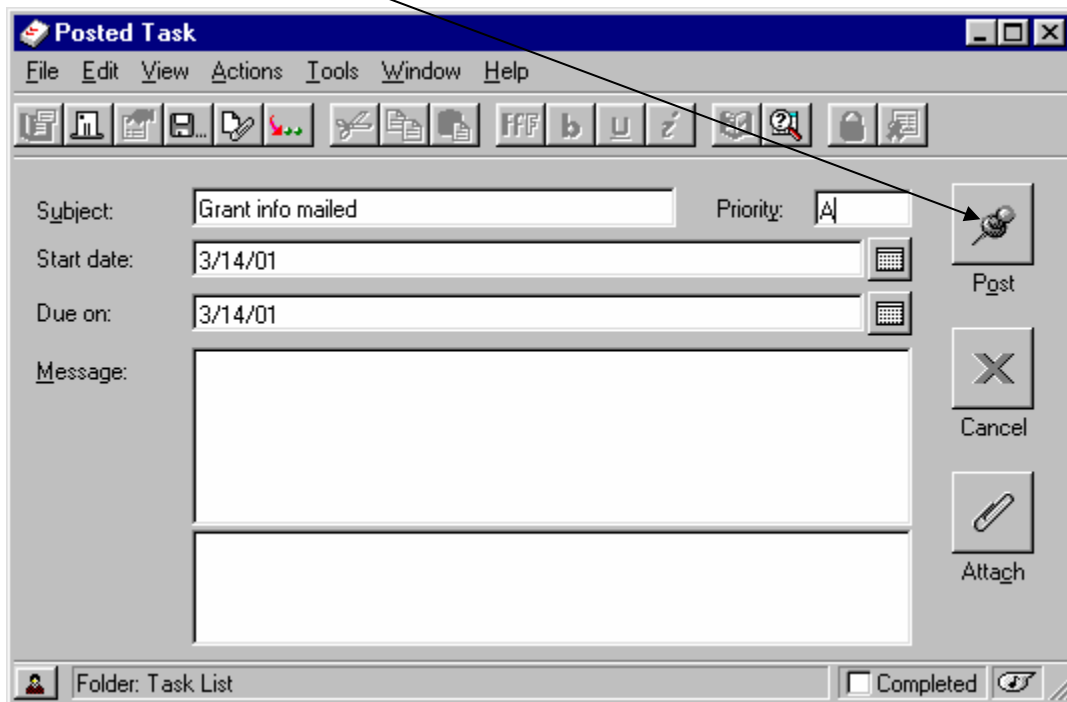
Toolbar from the "Main Menu":



You can either E-Mail a task to someone, or add a task to your own task list.

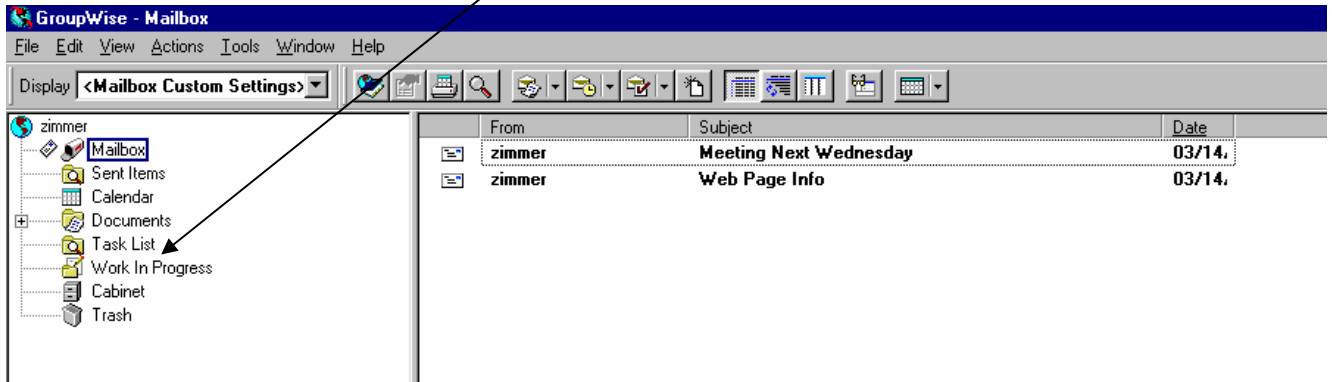
You may need to click on the drop-down arrow to get the result you want.

1. Click on the "Task" drop-down arrow
2. Click on Post Task
3. Minimally, fill in Subject, Start and Due Date.
4. Click on "Post"



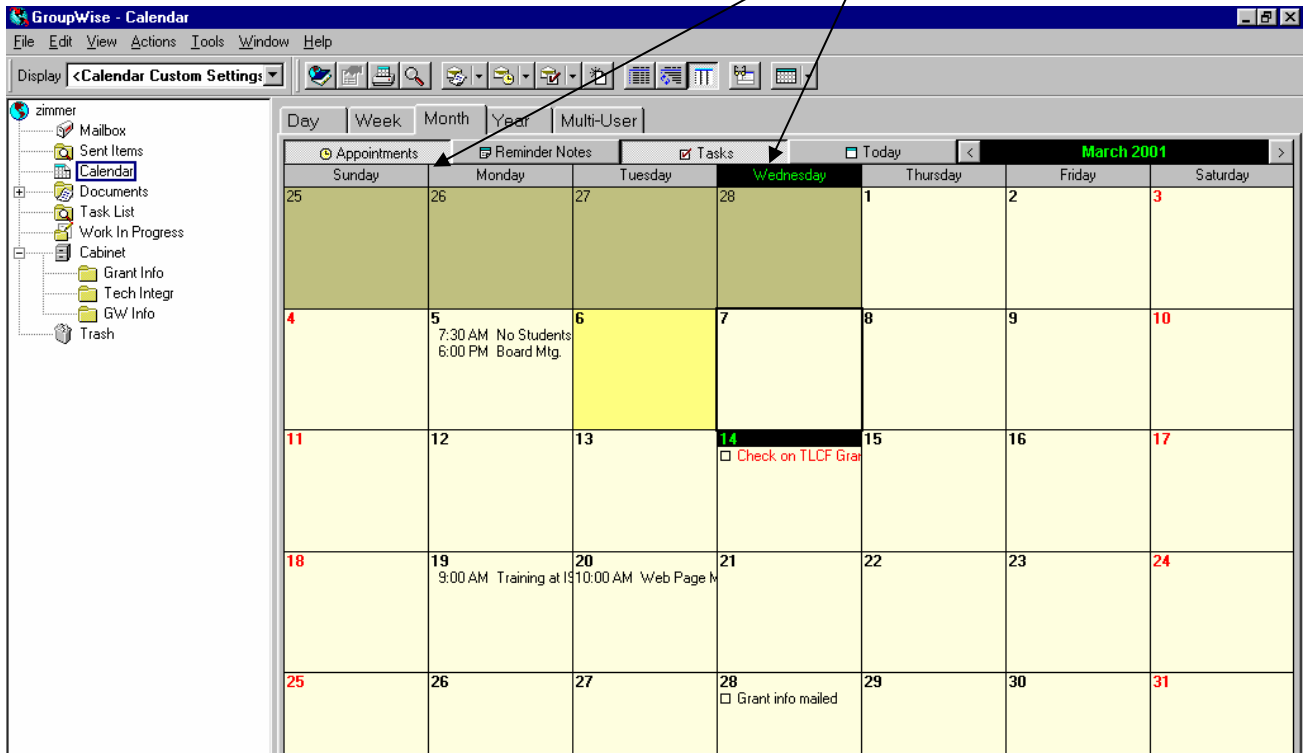
## Viewing Your Task List:

From the "Main Menu", click on "Task List"



# CALENDAR

1. From the "Main Menu" click on "Calendar".
2. In this example, "Appointments" and "Tasks" are highlighted – and therefore they are selected to be shown



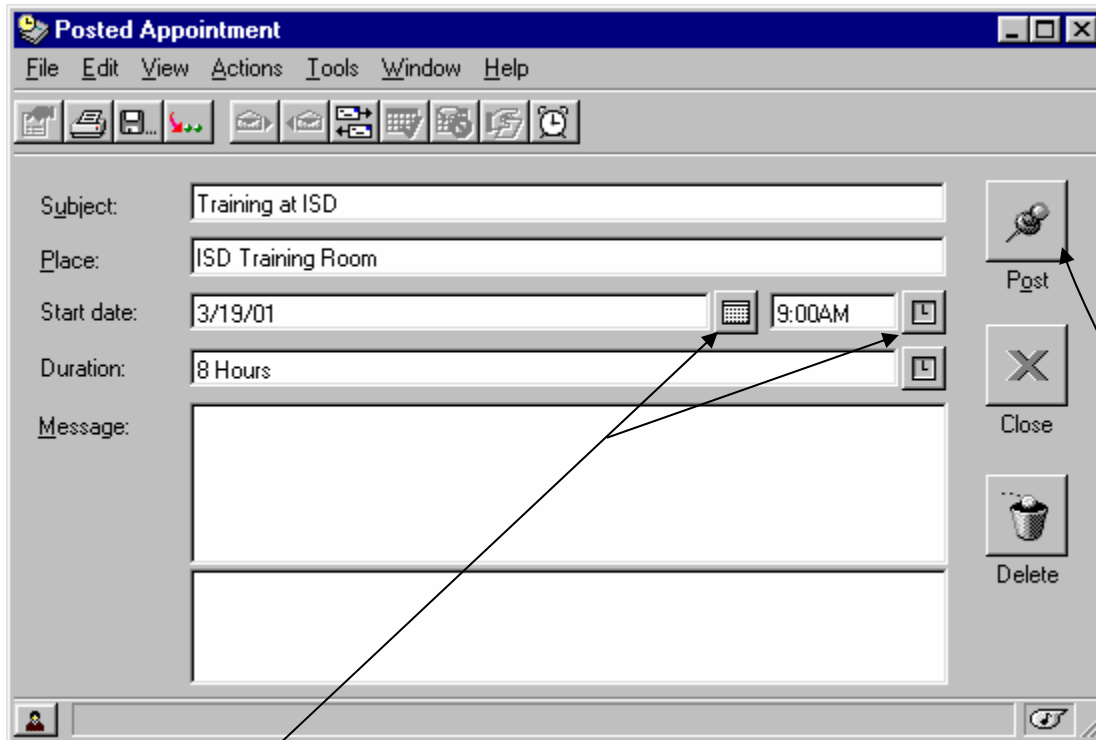
## ***Adding an Appointment:***

Just like tasks, you can either email an appointment – or add an appointment to your own calendar.

1. Click on the drop-down arrow by Appointments, so you can select "Posted Appointment"



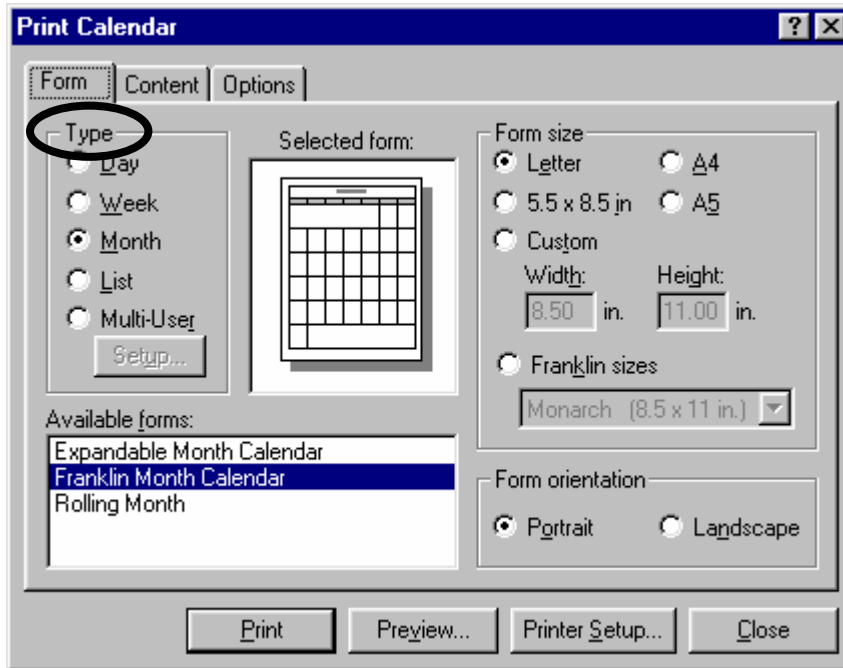
You will see the following window:



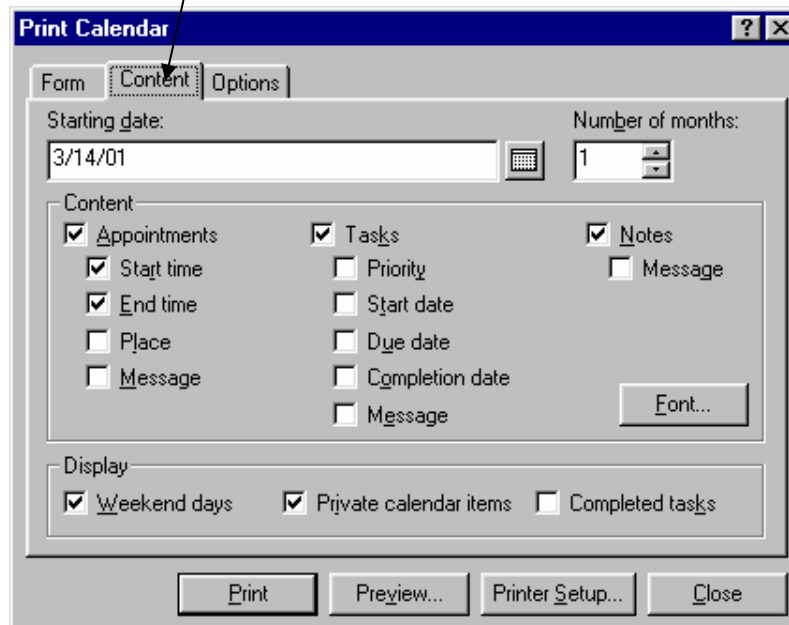
2. You will want to enter the date and length of appointment. Click on the icons to easily select the date, start time, and end time
3. Click on "Post"

## Printing your calendar

1. Click on Print
2. Select the "Type" (Day, week, or month)



3. Click on the "Content" Tab



4. Click on the "Tasks" and "Notes" check marks if you *don't* want to print those items.
5. Select the number of months you want to print.
6. Click on "Print".