# GroupWise: What's new in GroupWise 6.5

HOFSTRA UNIVERSITY


**GroupWise Overview**

*This document is an overview of new and enhanced features within the latest version of GroupWise 6.5*

GroupWise is an integrated e-mailing system used at Hofstra University by faculty members, administrators and staff. In addition to its e-mailing capabilities, GroupWise main multifunctional features include sending and receiving phone messages, reminder notes, tasks, or appointments to other users in the GroupWise system.

# Contents

Use the links below to navigate to desired page.

# Checklist

Use the Checklist folder to create a task list. 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.

After you have moved an item to the Checklist folder, you can open it, click the Checklist tab, and assign it a due date. You can also mark it Completed and set its position in the list from the Checklist tab.

If you want another folder to work the way the Checklist folder does, right-click the folder > click Properties > click the Display tab > select Checklist from the Setting Name drop-down list.
The Checklist folder is a system folder. It replaces the Task List folder.

***Creating new items in the Checklist folder***

1. Click the Checklist folder.
2. If no items exist in the Checklist folder, click the down-arrow on the
   
   
   icon > click Posted Message.

   Type a subject and message > click Post on the toolbar.

   Skip to Step 6.

   or

   If items already exist in the Checklist folder, follow Steps 3-5 below.
3. Click the position in the checklist where you want to add a new item. For example, if you want the item to be first in the checklist, click the first item.
4. Begin typing the subject text.
5. When you are finished typing the subject text, press Enter.

The item you have created displays as a posted mail item in the position you selected, and the item that was originally in that position is moved down one position in the checklist.

6. To add additional information to this item, open it and type additional text on the Mail tab.
7. To assign a due date to the item, open it > click the Checklist tab > click Due On > click a date.

### *Marking an item to display in the Checklist folder*

Use this action to display an item in the Checklist folder without moving the item to the Checklist folder.

1. Click an item or select multiple items.
2. Click Actions > Show in Checklist.

You can also open an item > click Actions > Show in Checklist.

The item or items will stay in the original folder, but will also display in the Checklist folder, where you can arrange them in the order you want, assign due dates, mark them Completed, and so forth.

You can also open these items in their original folder to mark them Completed.

### *Moving an item to the Checklist folder*

1. Right-click a selected item or items > click Move to Checklist Folder.

You can also open an item > click Actions > Move to Checklist Folder.

The item or items are moved from this folder to the Checklist folder, where you can arrange them in the order you want, assign due dates, mark them Completed, and so forth.

To return an item to its original folder, drag the item from the Checklist folder to the original folder.

# Setting up Junk Mail Handling

Junk Mail handling is a way to block any unwanted e-mail from entering your GroupWise mailbox. For example, you can block e-mail from Internet Addresses such as JohnDoe@wgt.com or JaneDoe@tma.edu if you desire not to receive them.

Junk Mail handling does not apply to internal e-mail, which means that it cannot block e-mail sent within GroupWise system that contains a name filled in the From field.

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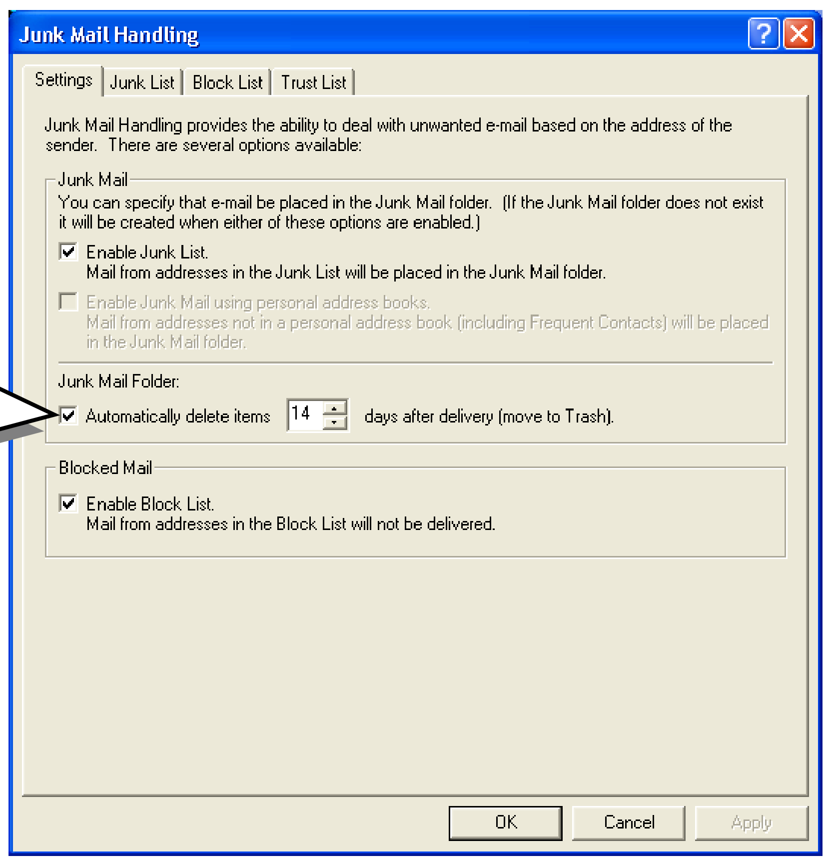
You have three options for handling Internet e-mail:

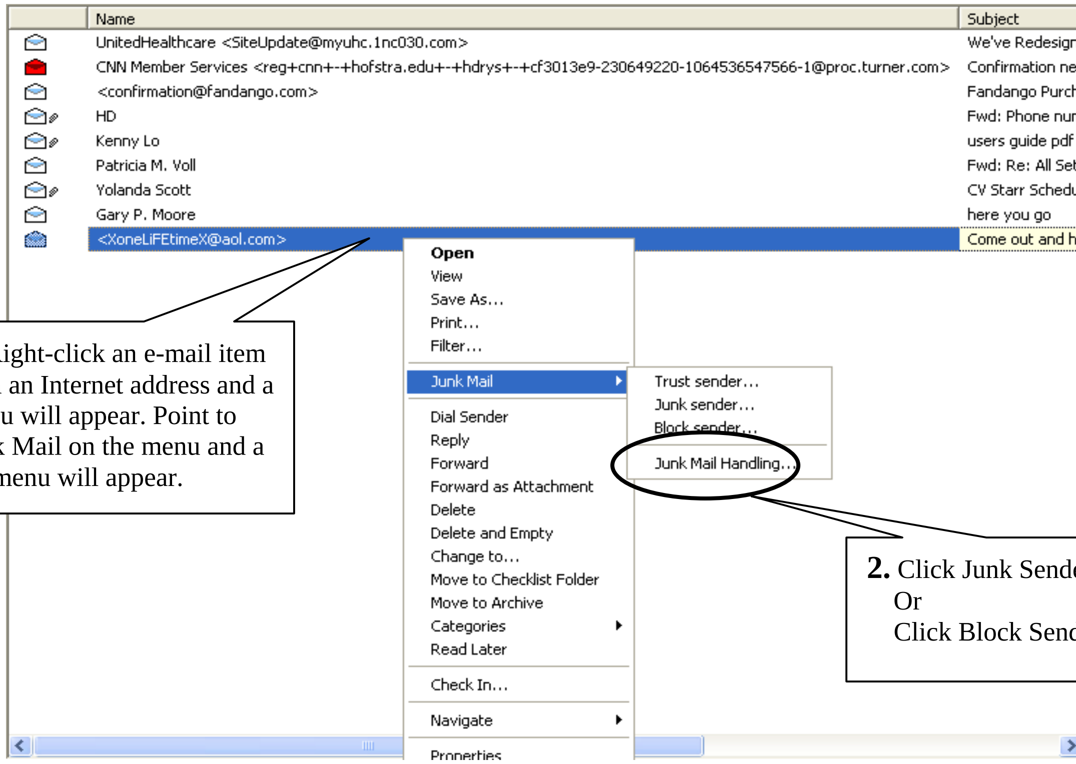
- Add individual e-mail addresses or entire Internet domain to a **Block list**; they will never be delivered to your mailbox. (An Internet domain is the part of the e-mail address that comes after the @, for example JohnDoe@aol.com where aol.com is the Internet domain).
- Add individual e-mail addresses or entire Internet domain to a **Junk list**; the e-mail being sent to your mailbox will be stored in the Junk Mail Folder in your Mailbox.
- You can junk e-mail sent from any addresses not listed in your personal address book (including your Frequent Contacts Address book or any other address book that you created) in the Junk mail folder.

To access your Junk Mail Handling settings, go to **Tools** > **Junk Mail Handling…**
You will see the following dialog box appear:




**Automatic Junk mail Deletion**
Have your e-mail automatically deleted after a certain period of time. You can specify the grace period for the items to be deleted. To enable this feature make sure the Automatically delete items check box is checked.

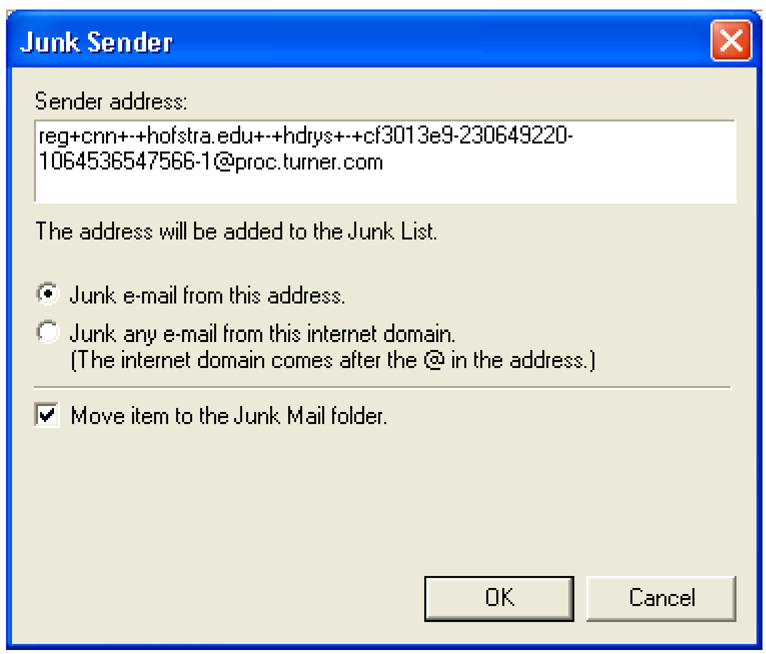
## *Handling Junk Mail*




**1.** Right-click an e-mail item with an Internet address and a menu will appear. Point to Junk Mail on the menu and a submenu will appear.

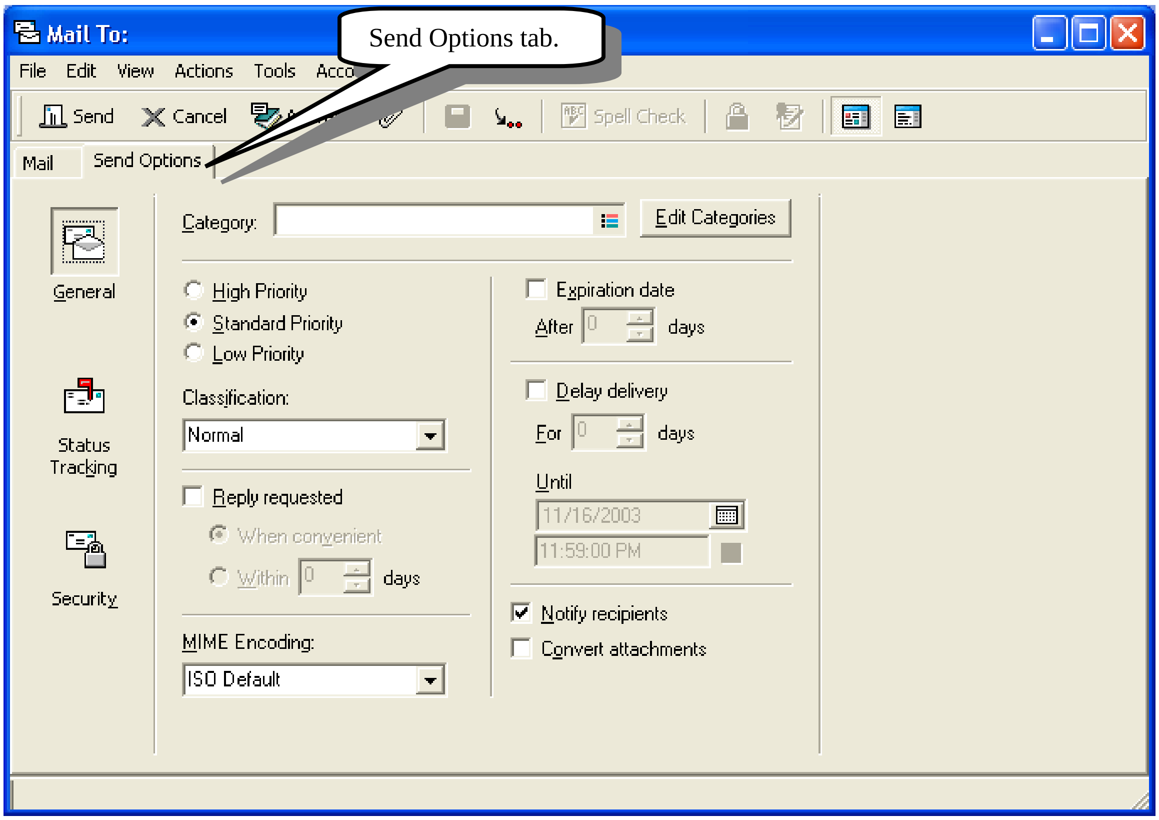
**2.** Click Junk Sender
Or
Click Block Sender

**3.** You can choose to exclusively junk e-mail from a sender by selecting the **Junk e-mail from this address** option as illustrated on the right side or you may choose to junk any e-mail sent from the Internet domain by selecting the second option. Finally, you can Move the item to the Junk Mail folder, which stays resident in your Junk Mail folder until you manually delete the items stored.



# Tabbed Item Views

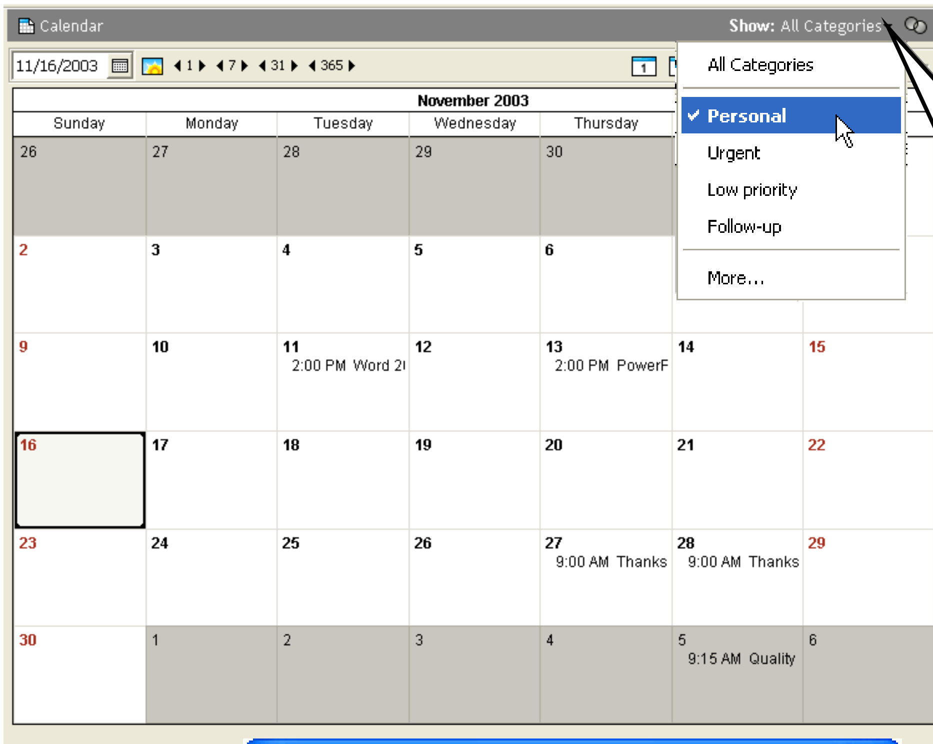
Tabbed Items allow for great convenience by allowing you faster access to options you may want to enable. For example, when composing e-mail you'll notice the Send Options tab that lets you change settings on the Priority of the e-mail, Status Tracking, Security, Delay Delivery and Notification.



# Categories

Categories provide you with a way to organize your items. You can assign a category to any item, including contacts. You create and add categories and can give each category an identifying color. The colors display in the Item List and in the Calendar.

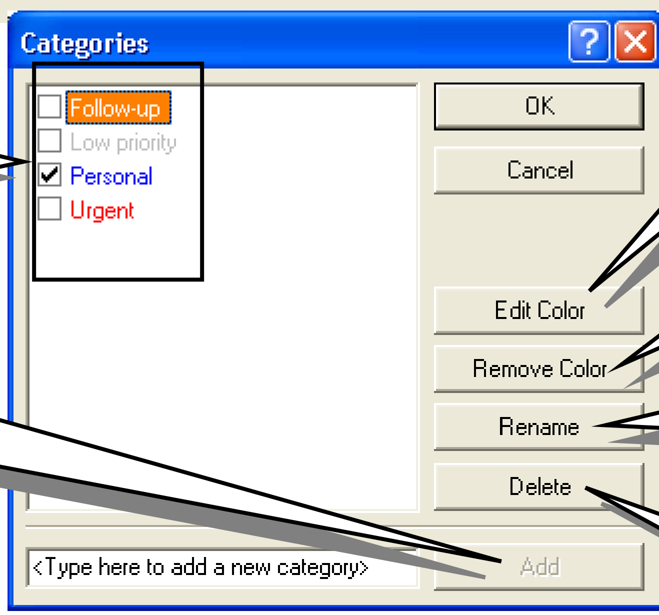
Below is an example of using GroupWise Categories for organizing your calendar and contacts list. Categories can be created, renamed and assigned a color to identify each category.




You can access your category list by clicking the drop down menu indicated by the black arrow facing down. From the menu, select the category you prefer to view by left clicking once. To customize your category list, click

Customize a color for a category by selecting the category and clicking Edit Color. Change the color within the palette.

These are your main default category names. They can be customized accordingly to your needs.




Remove a color for a category by selecting the category and clicking the Remove button.

Additional categories can be added. Do this by 1. adding a category name in the field to the left of the Add button. 2. Click the Add button to finish

Rename a category by clicking the rename button. You will instantly be able to change the category name

You can delete a category by clicking a category and pressing the Delete button.

***Note: Upon making changes to any Category settings, please remember to click the OK button.***

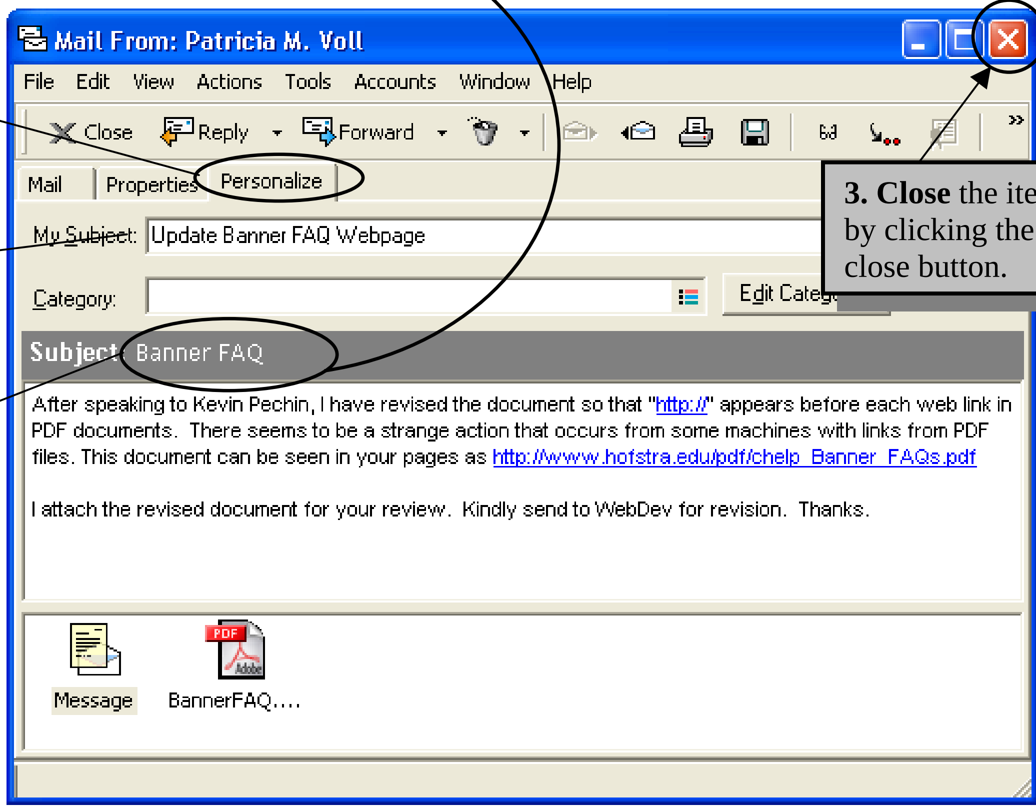
# My Subject

My Subjects allows you to personalize the subject line for e-mail messages or items that you receive. This subject displays in the item list and in the Calendar. When you open the item, you can see the **original subject**.

**1.** Click the **Personalize** tab.

**2.** Type a subject in the **My Subject** field.

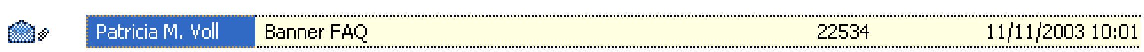
Note: **Original Subject** header will remain.



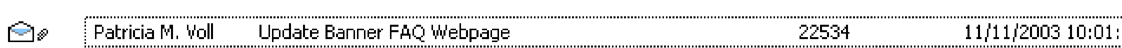

**3. Close** the item by clicking the close button.

## THE RESULT:

***Before adding a subject in My Subjects***




***After adding a subject in My Subjects***



# Toolbar Enhancements

Toolbars are now context sensitive, meaning they will display buttons that are necessary (no standard toolbar). Icons have also changed (pictures as well as text next to icon). You can now display text next to the icon.

***To customize a toolbar***

1. If the toolbar is not displayed, click View > Toolbar.
2. Right-click the toolbar > click Customize Toolbar.
3. Click the Show tab.
4. Click how you want the toolbar to display.
5. To remove or show the display settings drop-down list, deselect or select the Show Display Settings Drop-Down List check box.
6. To show the buttons that are most useful for the selected item, select Show Item Context Toolbar.
7. To show the buttons that are most useful for the selected folder, select Show Folder Context Toolbar.
8. Click the Customize tab.
9. To add a button, click a category from the Categories list box > click a button in the Controls box > click Add Button.

Categories are menu titles in the Main Window. The buttons in the Controls box correspond to features found under the menu title. For example, the buttons for the File category are actions under the File menu (opening views, printing, saving, and so on).

10. To remove a button, drag it off the toolbar.
11. To change the order of a button on a toolbar, drag it to where you want it to display.
12. To add space between buttons, drag one button away from the other button.

    or

To remove space between buttons, drag one button toward another button.

13. Click OK.

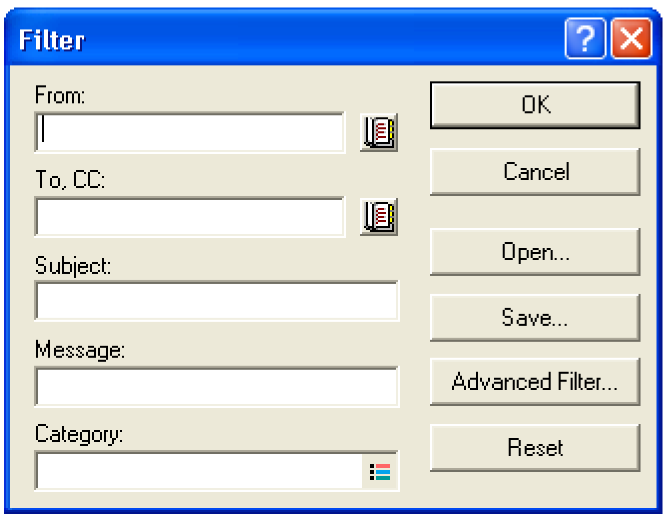
# Filter Enhancements

### *Basic Filtering*

A mailbox filled with many items can lead to a difficult time searching for a particular item. Filters give you the flexibility of displaying specific criteria according to your needs. For example, with a filter you can display only items with a certain word in a subject. A filter can also be used to hide items temporarily.

Creating a filter does not move or delete any items, instead it simply displays the items based upon your specified criteria. Upon removing the filter the items will reappear. ***Note:*** *Filters that you create affect all folders.*

There are six basic Filters you can use to filer information; they include **From, To, CC, Subject, Message, and Category**. You can also go beyond the basic filter by clicking the Advanced Filter button.




### *Creating a new filter*

1. Click a folder (such as Mailbox, Trash, or a folder you have created).

Filters affect all folders. By clicking a folder, you can see the filter results immediately.

or

Click the Appointments, Reminder Notes, or Tasks List in a calendar view.

The filter applies to all lists in the calendar view. For example, if you click the Reminder Notes List, the filter also affects the Appointments and Tasks Lists.

2. In the upper-right corner of the Main Window or calendar view, double-click .
3. In most folders, the following fields display. Fill in one or more of the following fields:

**From**

To display items from a specific person, type a name in the From field. Click to select a name from a list.

**To, CC**

To display items to a specific person, type a name in the To, CC field. Click to select a name from a list.

**Subject**

To display items containing specific text in the subject, type text in the Subject field. Text you type is not case-sensitive.

**Message**

To display items containing specific text in the message, type text in the Message field. Text you type is not case-sensitive.

**Category**

To display items that have been assigned a category, click > select a category name.

If you are creating a filter in the Contacts folder, the Filter dialog box fields include Display Name, E-Mail Address, Last Name, Organization, Department, and Category. Type or select information in one or more fields to filter for contacts.

4. Click OK.

The filter icon changes to indicating that a filter is on.

5. To save the filter for future use, click > Filter > Save > type a name > click OK.

# Contacts Folder

### About Contact Management

GroupWise® Contact Management gives you access to your contacts, groups, resources, and organizations from the Contacts folder in the Folder List. Use this folder to view, update, delete, and add information to the contacts in your address book.

The Contacts folder shows, by default, all the entries in your Frequent Contacts address book. If you want the Contacts folder to display entries from a different address book, right-click the Contacts folder > click Properties > click the address book name from the Address Book drop-down list > click OK.

Any modification you make in the Contacts folder will also be made in the corresponding address book (Frequent Contacts or other address book).

Your proxies will never see your Contacts folder.

### Contacts

Each contact in the Contacts folder is marked with the Contact icon. When you double-click a contact, the contact item view displays. The following table explains the purpose of each tab on the contact item view. For specific help about each field on a tab, click a field > press Shift+F1.

| Tab | Purpose |
|---|---|
| Summary | This tab displays a summary of the information contained in the other tabs.<br><br>Click the drop-down list to display the summary information in two different formats. If your system administrator has customized this tab, you might have additional formats to choose from. |
| Contact | Use this tab to enter the contact's name, multiple e-mail addresses, multiple phone numbers, and multiple instant messaging IDs.<br><br>Click the Display drop-down list to select how you want the name to display in Name Completion. You can select Last, First, First Last, or you can enter any display name you choose. When you want to address an item to this contact, type the display name in an address field (To, CC, BC) of the item.<br><br>If you double-click an e-mail address on the Contact tab, a new mail view is opened, addressed to this |

| | |
|---|---|
| | contact.<br><br>If you double-click an instant messaging ID from a supported product, the instant messaging product is opened (if installed) and a conversation is initiated with this contact.<br><br>You can specify multiple phone numbers. Select the radio button of the default phone number. |
| Office | Use this tab to enter the contact's title, department, organization, company address, mail stop, and company Web site.<br><br>Type an organization name. If it is already in your address book, Name Completion will fill in the name. If the organization name is not already in your address book, the name you enter will be added to your address book. Use the arrow button to add more information to the organization.<br><br>Click the Web site button to launch a browser and go to the Web site. |
| Personal | Use this tab to enter the contact's home address, personal Web site, and birthday.<br><br>Click the Web site button to launch a browser and go to the Web site.<br><br>Click the calendar button to select the birthday of this contact. When the check box next to the date is selected, the birthday information is displayed on the Summary tab and in the Birthday column if you have added one to an address book. Selecting the check box does not add the birthday to your Calendar. |
| Comments | Use this tab to type information about your interaction with this contact. You can insert a time stamp for each entry. |
| Advanced | Use this tab to view, add, and edit user-defined fields. All system and user-defined fields display. |
| Certificate | Use this tab to view or remove security certificates you have received from this contact, change the trust of the certificates, edit certificate properties, and import and export certificates. |
| History | This tab displays all the items you have sent to or received from this contact. You can specify the types of items you want to see. You can also specify the date range of items you want to see. This tab includes a QuickViewer pane so you can quickly scan messages. |

### Groups

Each group in the Contacts folder is marked with the Group icon. When you double-click a group, the group item view displays. The following table explains the purpose of each tab on the group item view. For specific help about each field on a tab, click a field > press Shift+F1.

| Tab | Purpose |
|---|---|
| Summary | This tab displays a summary of the information contained in the other tabs.<br><br>Click the drop-down list to display the summary information in two different formats. If your system administrator has customized this tab, you might have additional formats to choose from. |
| Details | Use this tab to enter a name for the group, a description of the group, and see who is included in the group. You can also select a member of the group and press Delete to remove the name. If you right-click a name, you can see details, remove the name, or change the designation of To, CC and BC.<br><br>Use the Members button to add entries to the group. |

### Resources

Each resource in the Contacts folder is marked with the Resource icon. When you double-click a resource, the resource item view displays. The following table explains the purpose of each tab on the resource item view. For specific help about each field on a tab, click a field > press Shift+F1.

| Tab | Purpose |
|---|---|
| Summary | This tab displays a summary of the information contained in the other tabs.<br><br>Click the drop-down list to display the summary information in two different formats. If your system administrator has customized this tab, you might have additional formats to choose from. |
| Details | Use this tab to enter a name for the resource, a phone number, resource type, e-mail address, owner, and comments about this resource.<br><br>In the Owner field, you can enter a contact that is already in your address book, or you can use the arrow button to create a new contact entry. |

| | |
|---|---|
| Advanced | Use this tab to view, add, and edit user-defined fields. All system and user-defined fields display. |

**Organizations**

Each organization in the Contacts folder is marked with the Organization icon. When you double-click an organization, the organization item view displays. The following table explains the purpose of each tab on the organization item view. For specific help about each field on a tab, click a field > press Shift+F1.

| Tab | Purpose |
|---|---|
| Summary | This tab displays a summary of the information contained in the other tabs.<br><br>Click the drop-down list to display the summary information in two different formats. If your system administrator has customized this tab, you might have additional formats to choose from. |
| Details | Use this tab to enter a name for the organization, a phone and fax number, the primary contact in this organization, the address, Web site, and comments about this organization.<br><br>In the Primary Contact field, you can enter a contact that is already in your address book, or you can use the arrow button to create a new contact entry. |
| People | This shows the members of this organization. These are the contacts who have this organization specified on their Office tab. |
| Advanced | Use this tab to view, add, and edit user-defined fields. All system and user-defined fields display |

# Calendar Enhancements

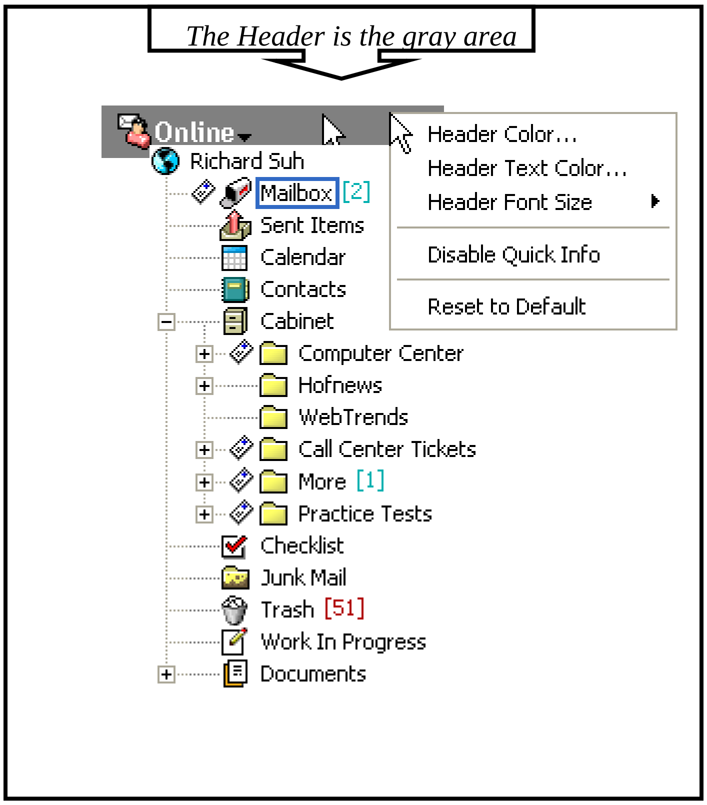
The Calendar has a new header with new navigation and date-choosing controls. These controls are consistent in every Calendar view. The colors in the Calendar have been softened to allow category colors of Calendar items to be more noticeable.

To navigate in the Calendar
Use the Calendar toolbar to see what you want in the Calendar.

1. To select a date to view, click > a date.
2. To return to today's date, click .
3. To move forward or backward one day, click the arrow buttons on .
4. To move forward or backward one week, click the arrow buttons on .
5. To move forward or backward one month, click the arrow buttons on .
6. To move forward or backward one year, click the arrow buttons on .
7. To see a day view, click .
8. To see a week view, click .
9. To see a month view, click .
10. To see a year view, click .
11. To see a Multi-User view, click .
12. To see a non-default view that you have created, click .
13. To show or hide appointments (on views where this applies), click .
14. To show or hide tasks (on views where this applies), click .
15. To show or hide reminder notes (on views where this applies), click .
16. To show another day in the week view, click .
17. To remove a day from the week view, click .

# New Headers

Headers have been added above the item list, Folder List, Calendar, and QuickViewer. They have also been added to items. These headers provide information about the folder or view you are in. In items, they include drop-down lists that display who the item was sent to, recurring dates of auto-date appointments, attachment lists, and more.




### *GroupWise Header Settings*

The following steps affect all of your GroupWise® headers. Headers display above your Folder List, Mailbox, QuickViewer, and sent and received messages. These changes affect headers on your current workstation.

1. Right-click the header > click Header Color.
2. Click a color > OK.
3. Right-click the header > click Header Text Color.
4. Click a color > OK.
5. Right-click the header > click Header Font Size > click a font size.
6. If you don't want Quick Info to display, right-click the header > select Disable Quick Info.

The following step affects headers in the QuickViewer and sent and received messages.

7. Right-click the header > select or deselect Show Multiple Recipients, Separate To/CC/BC, and Align Colons.

To restore headers to their original appearance, right-click a header > click Reset to Default.

***Using the Address Selector***

*To use the Address Selector to address an item*

1. In an item you are composing, click Address on the toolbar.

2. Select an address book from the Look In drop-down list.

3. Double-click the names you want as primary (To) recipients of your message.

4. To address carbon copy recipients, click CC > double-click the names you want.

5. To address blind copy recipients, click BC > double-click the names you want.

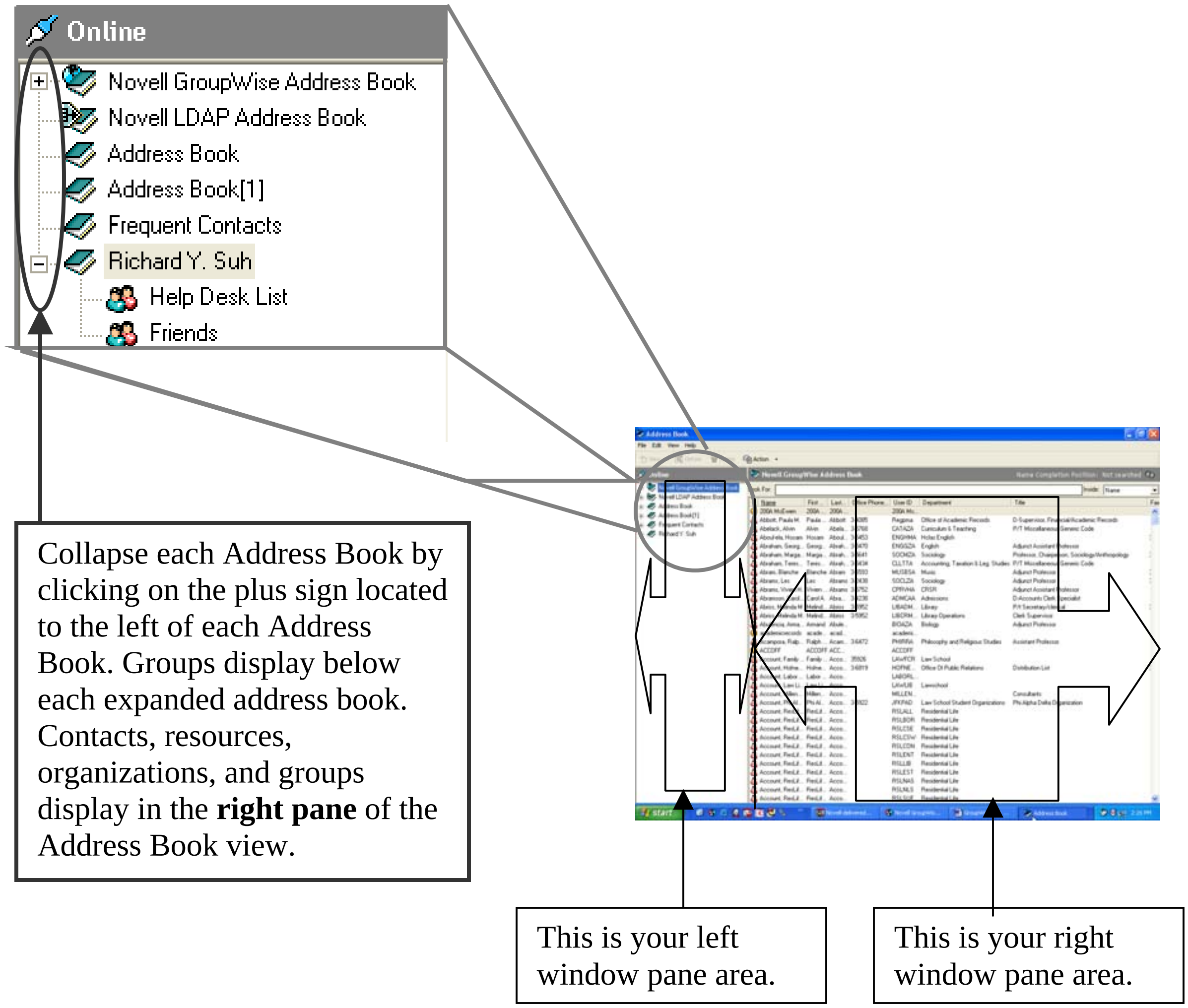
6. Click the  drop-down list to show only contacts, groups, or resources in your list.

7. Click the Match drop-down list to select how you want to locate a recipient (by first name, last name, or full name) > type the recipient's name.

8. Click OK.

# Address Book Enhancements

The Address Book has been reorganized to display address books in an Address Book List in the left pane of the Address Book view. You can expand and collapse each address book by clicking + and -.




### *Creating a Personal Group in your Address Book*

To create a personal group, right-click the address book in the left pane > click New Group. Type the name of the group. To add names to the group, open the address book so that the group displays > click any address book > drag a name from the right pane to the group in the left pane.