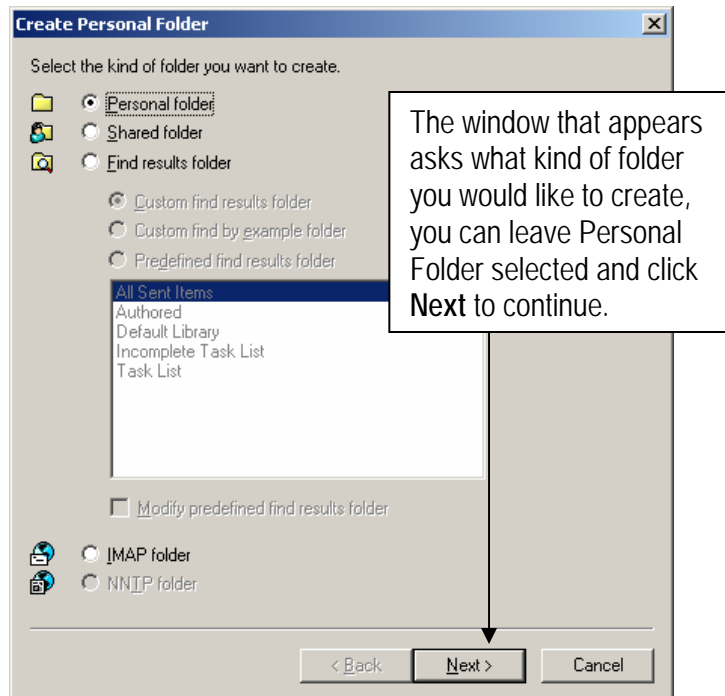
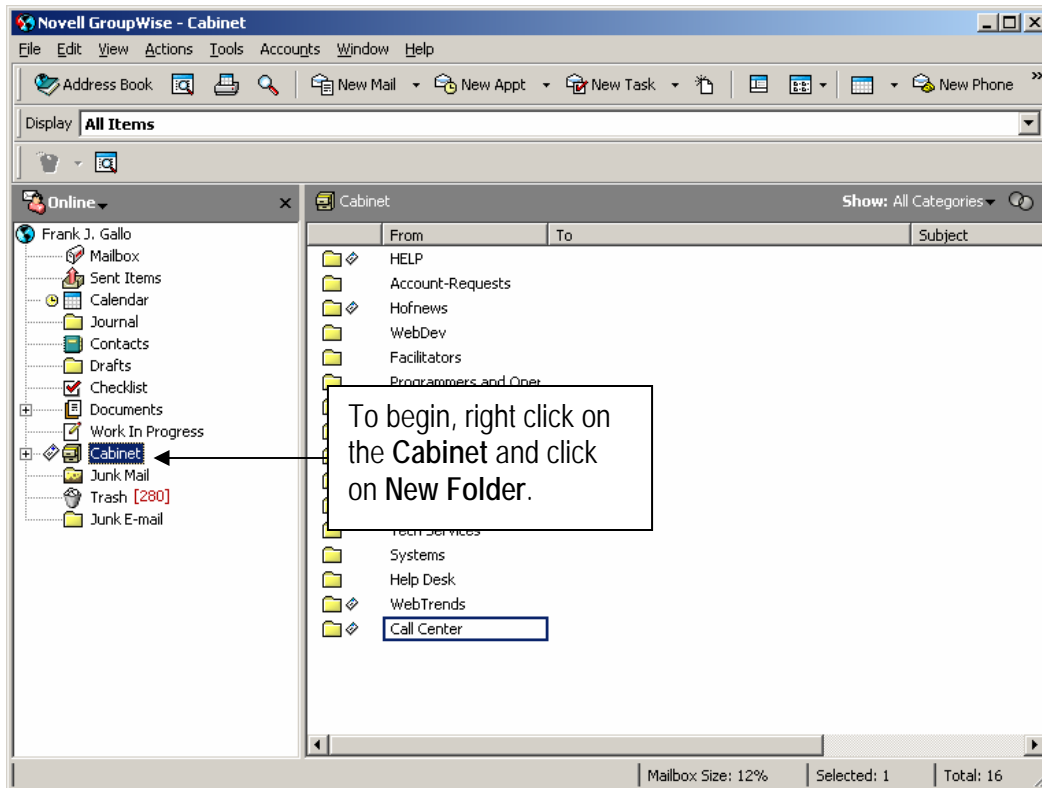


GroupWise Automatic Message Sorting



Create Personal Folder

Name the new folder and set its position in the cabinet.

Name: HofNews

Description:

Position:

- Mailbox
- Sent Items
- Calendar
- Journal
- Contacts
- Drafts
- Checklist
- Documents
- Work In Progress
- Cabinet
- HofNews**

Up
Down
Right
Left

< Back **Next >** Cancel

Here we can provide a name for the folder. For this example, we will use HofNews. If you like, you can also type a short description of what the folder will hold.

Using the Up, Down, Right, and Left buttons, you can position where you would like the folder to appear in the cabinet.

Click **Next** to continue.

Create Personal Folder

Define the settings for the folder. These can be viewed and modified in the folder's properties dialog.

Setting name: <Hof News Custom Settings>

Description: Display all items in the selected folder.

View by: Details

Sort by: Date

Item source:

- Received
- Posted
- Sent
- Draft

Item type:

- Mail
- Reminder notes
- Appointments
- Phone messages
- Tasks
- Documents

Hide non-checklist items

Show QuickViewer

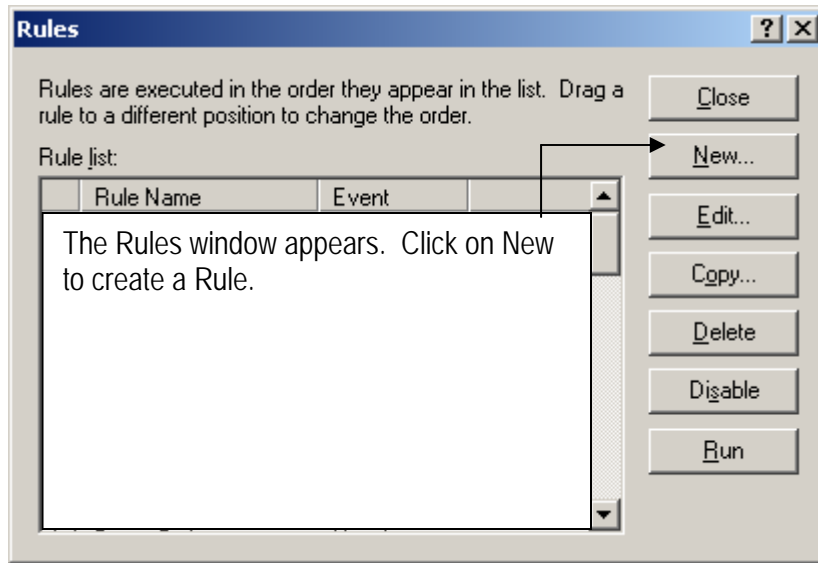
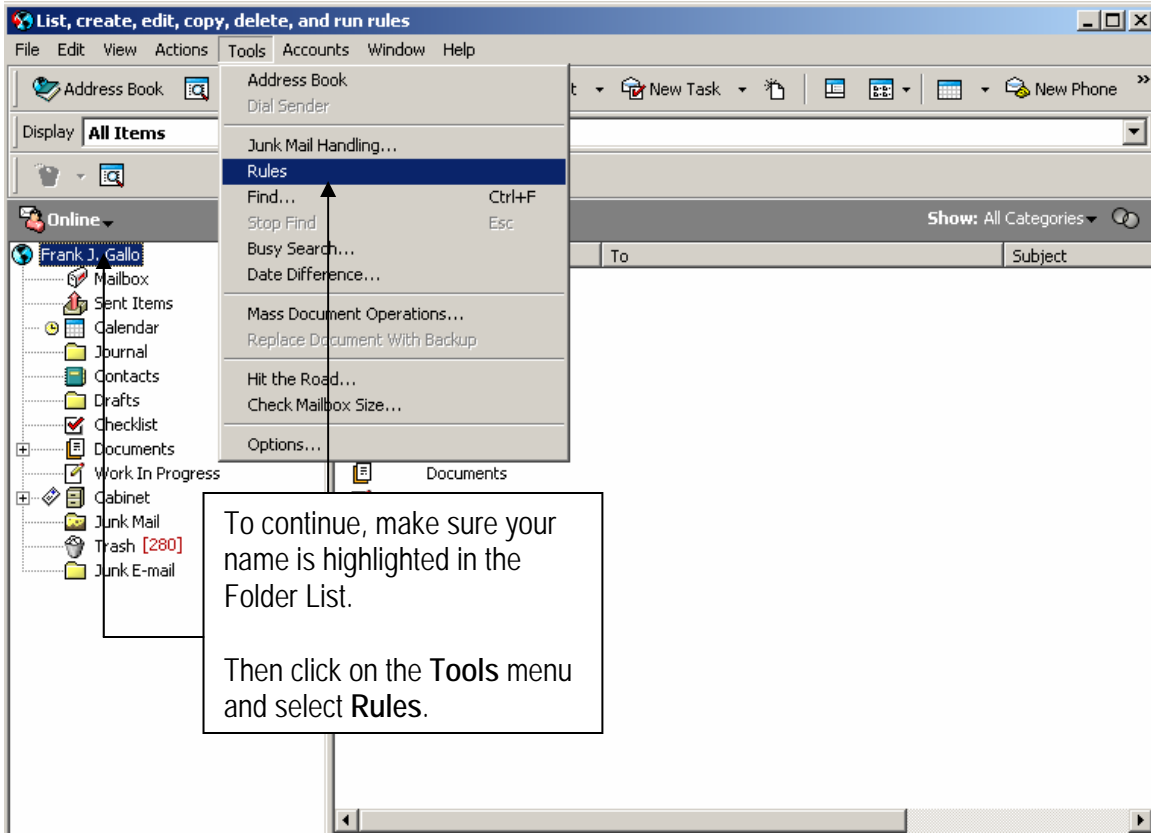
Save As... Delete

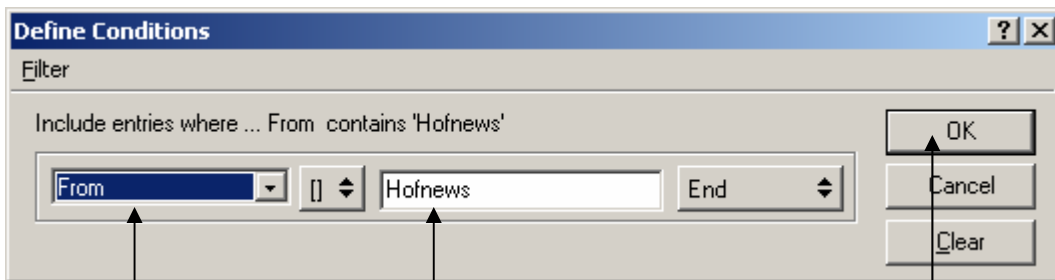
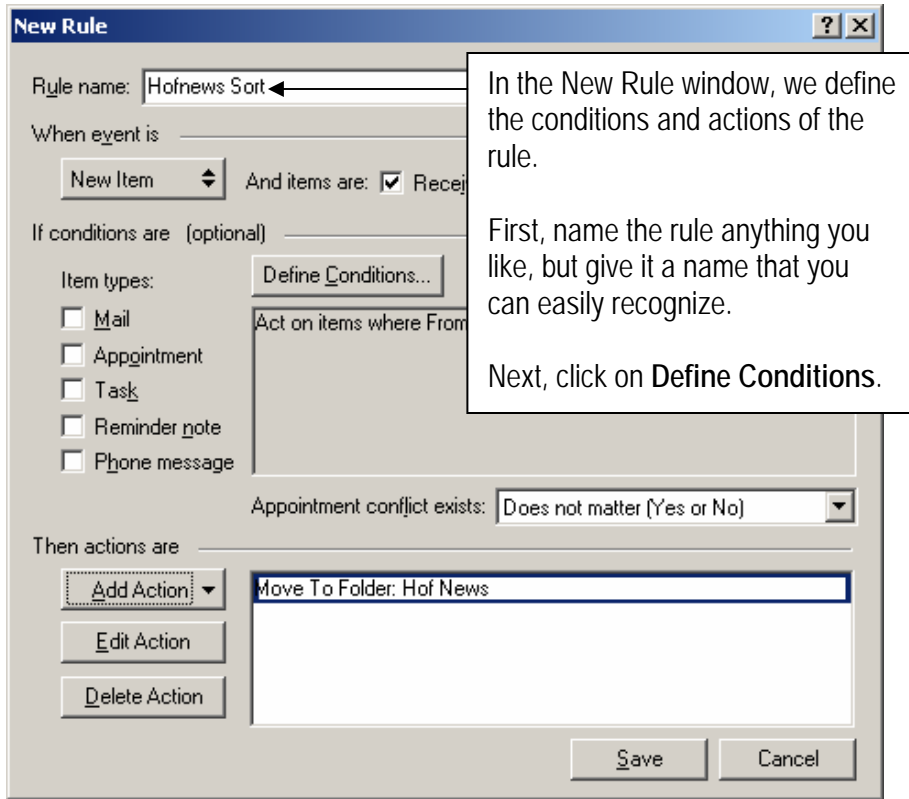
Edit Columns...

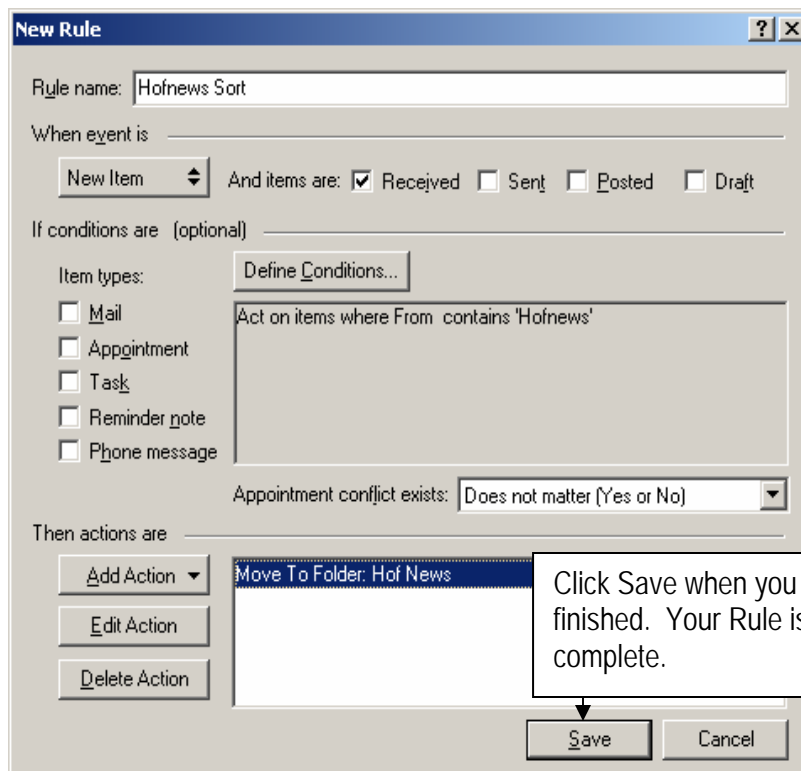
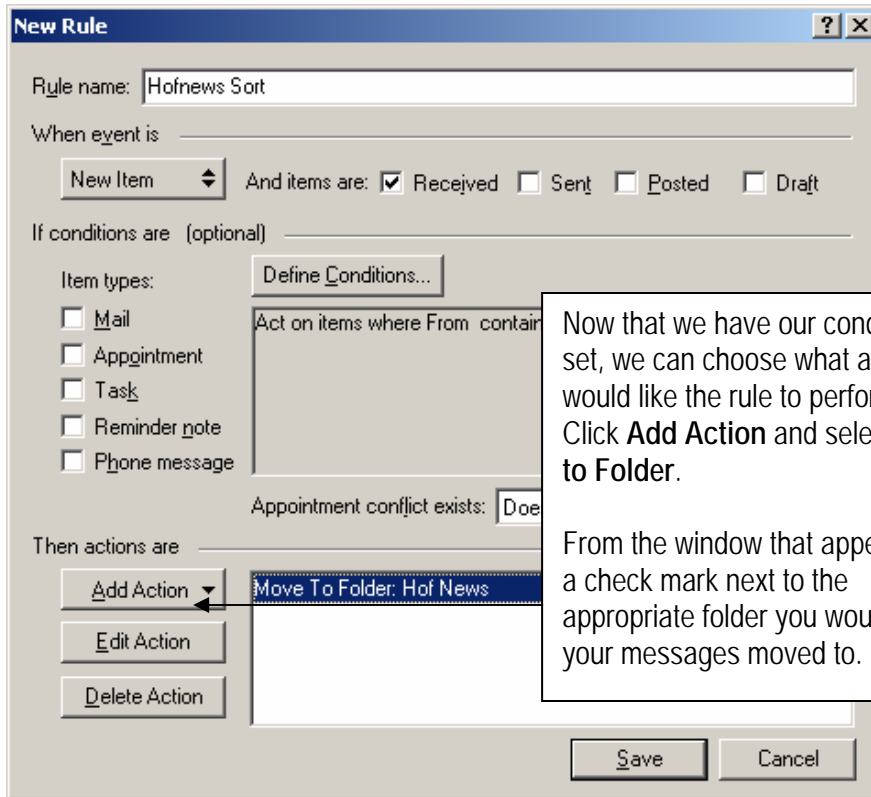
< Back **Finish** Cancel

This window controls the settings for the folder. We can leave the default configuration.

Click **Finish**.







If you have any questions, please feel free to contact the Help Desk at x3-7777 or off campus at 516-463-7777.

The Help Desk can also be reached via email at HELP@Hofstra.edu.