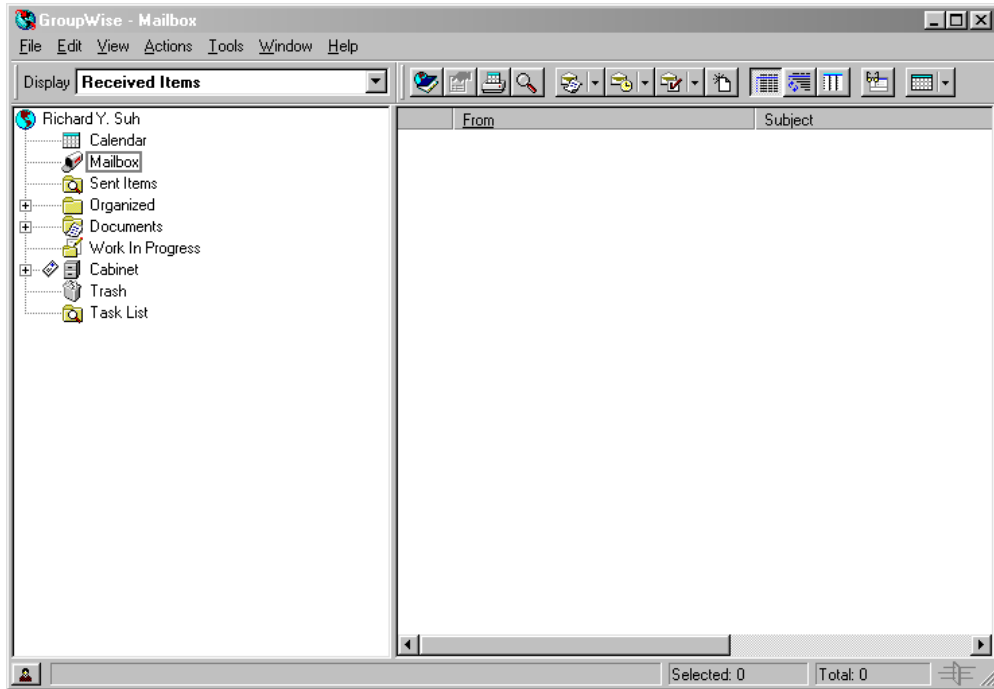


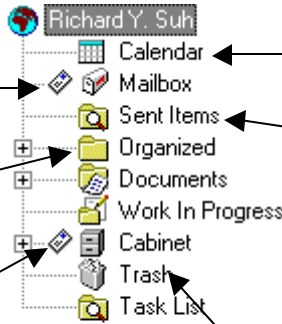
GroupWise



The mailbox allows you to access new Email.

Organize files that you are currently working on.

You can create personal folders in here and organize your files.

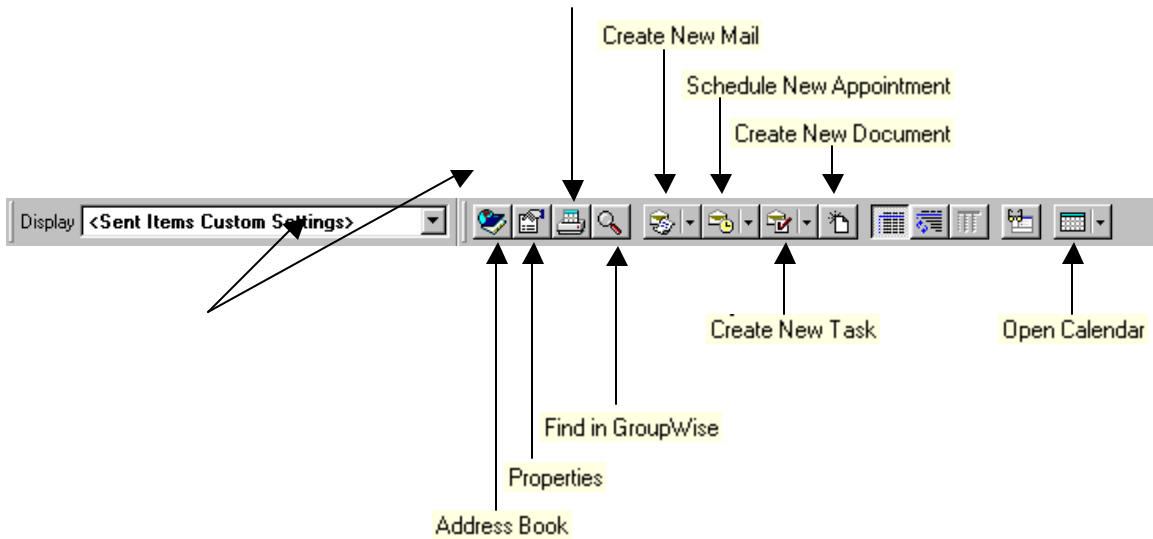


View your calendar here.

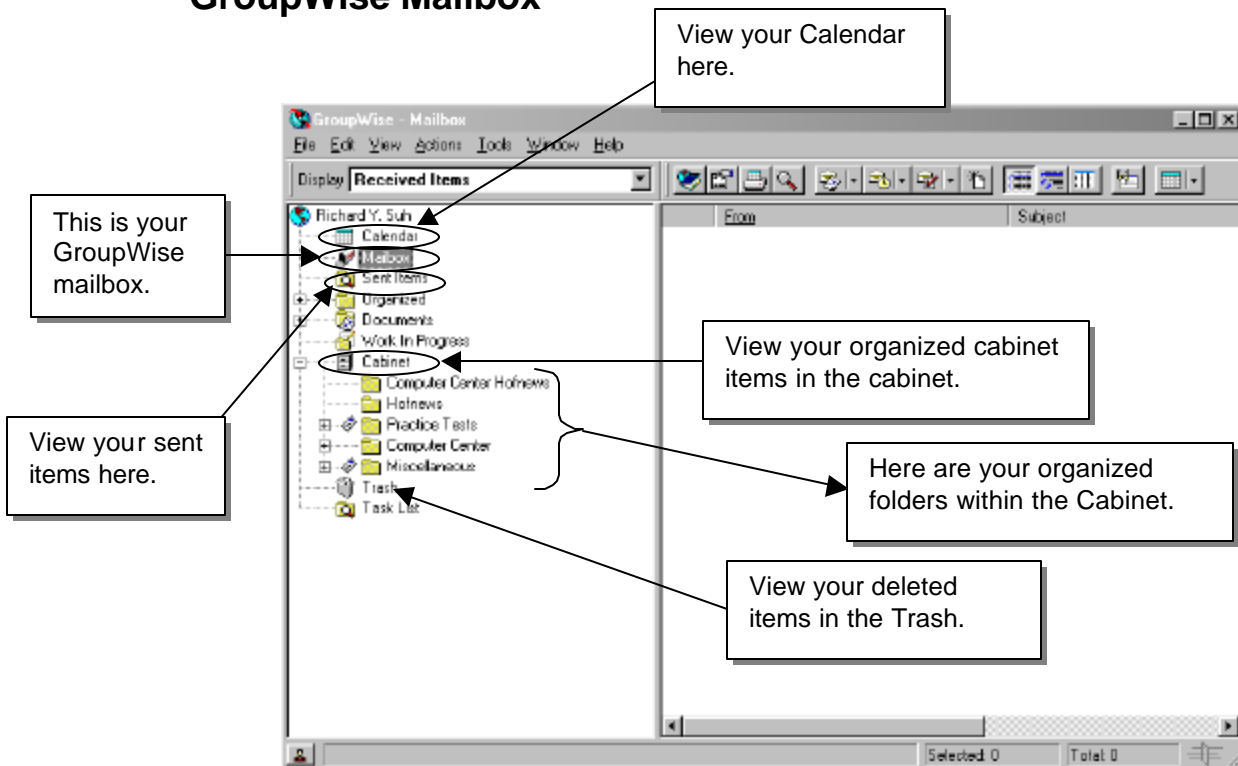
Check the items, such as Email, appointments and any other item you have sent.

Your deleted items will be stored in the trash until you clear the trash

GroupWise Toolbar

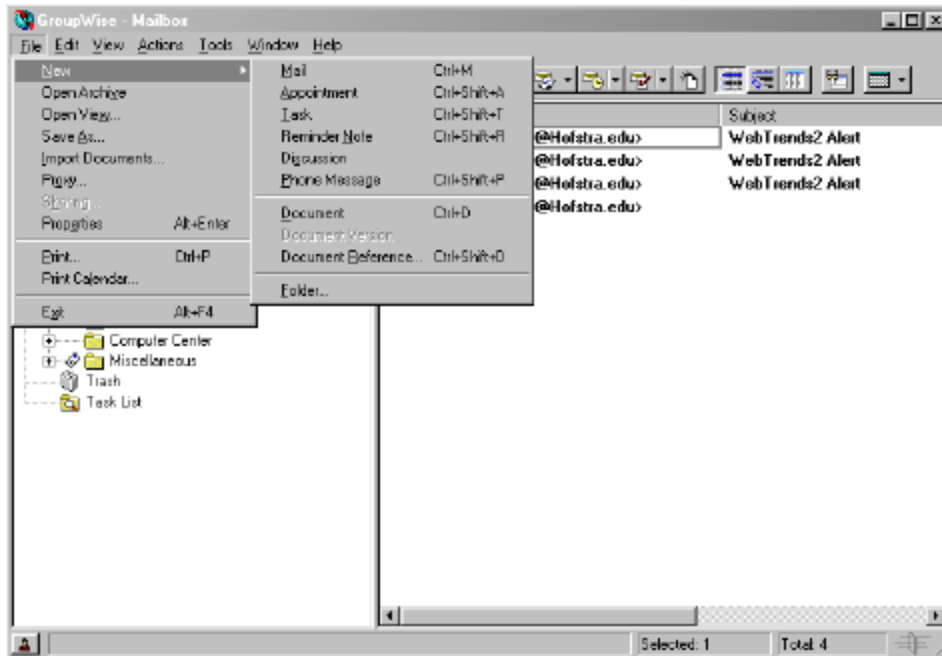


GroupWise Mailbox



Creating New Mail

To create new Email, click **File** from the menu, then go to **New** and select **Mail**.

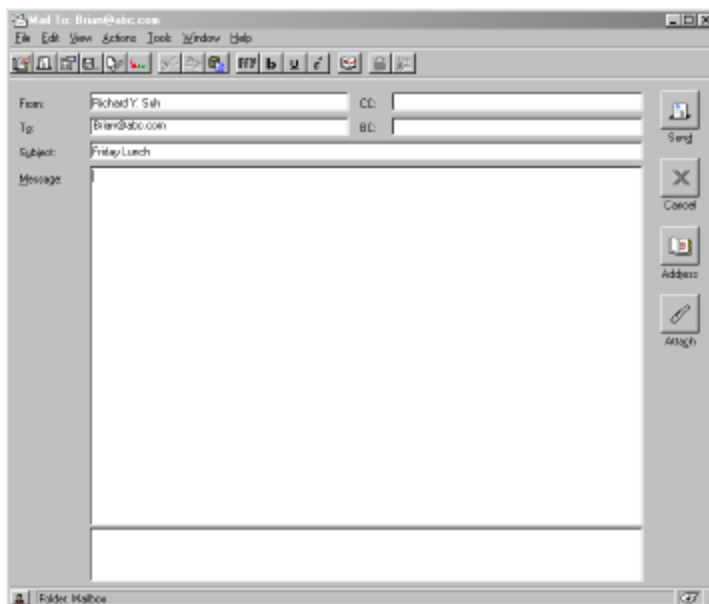


Your new Email consists of the following fields:

To: Recipient of the Email

Subject: The subject of your email

Message: Your Email message



Click send to send your message

Click Cancel to cancel your message

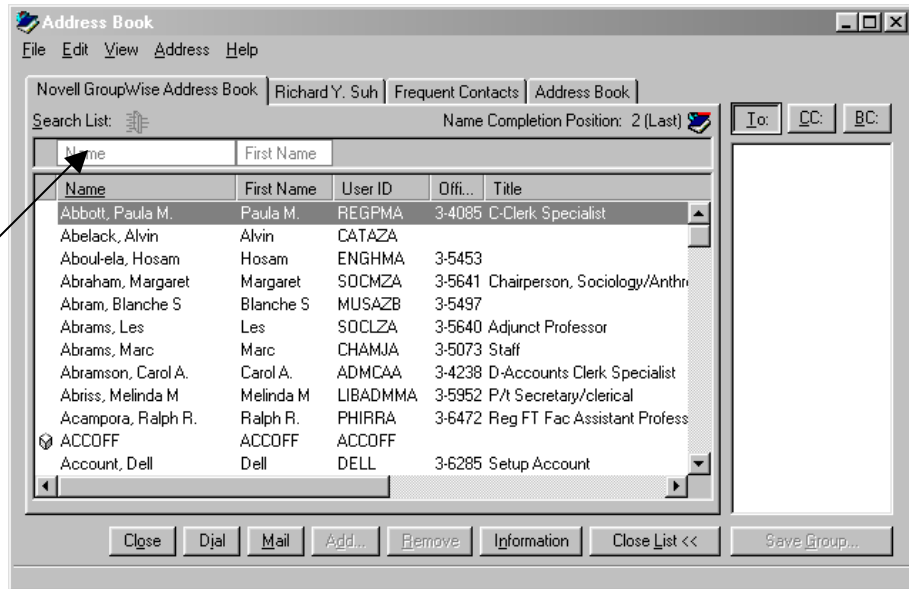
Click Address to access the address book

Click Attach to attach a document

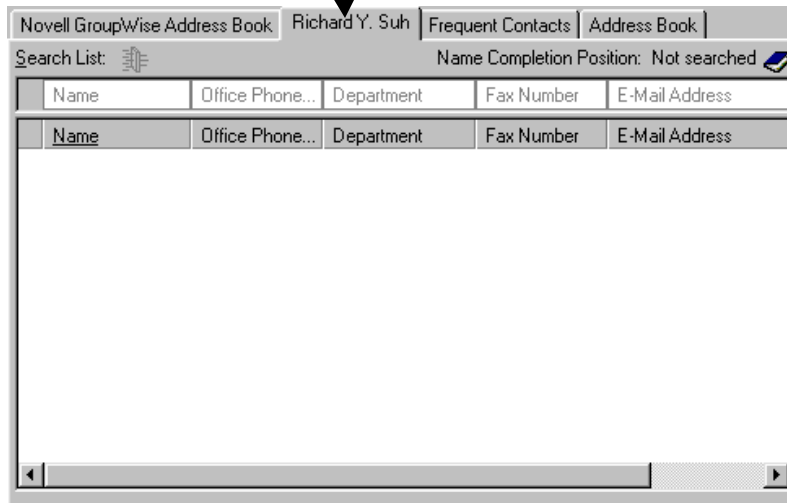
The GroupWise Address book

The GroupWise Address book is organized alphabetically. To find a persons name and send an Email to that person, do the following:

- 1- Click on any name in the address book.
- 2- Type the last name of the person who you're searching for.
- 3- Double click on the person's name that you desire to send an Email to.
- 4- Click the Mail button located on the bottom of the Address Book.



You can store Email addresses and make Groups here.

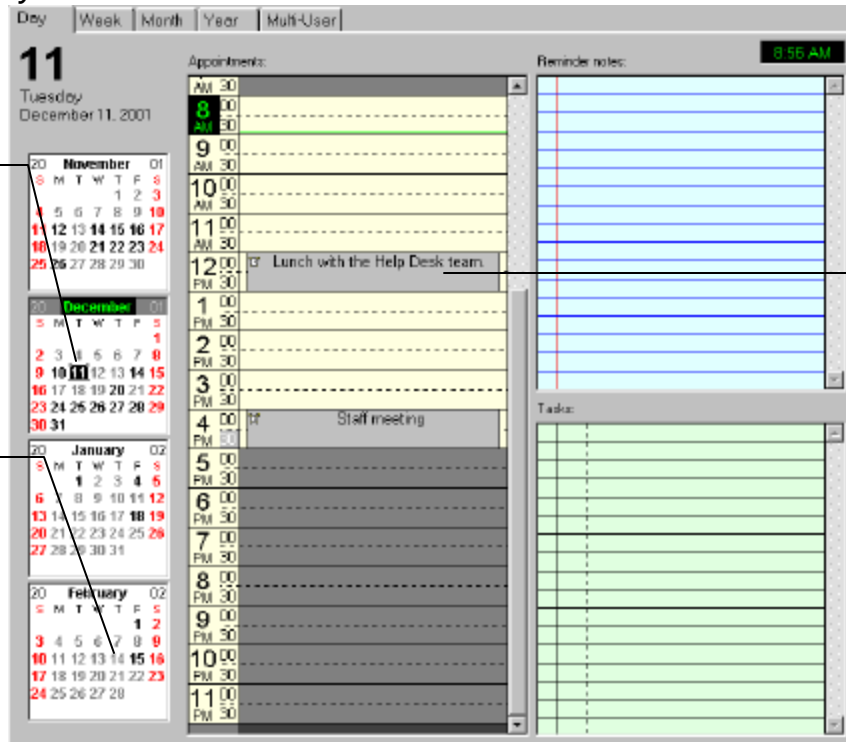


Novell GroupWise Address Book Richard Y. Suh Frequent Contacts Address Book

The Frequent Contacts stores a list of every Email address that you have sent Email to.

GroupWise Calendar

View by Day

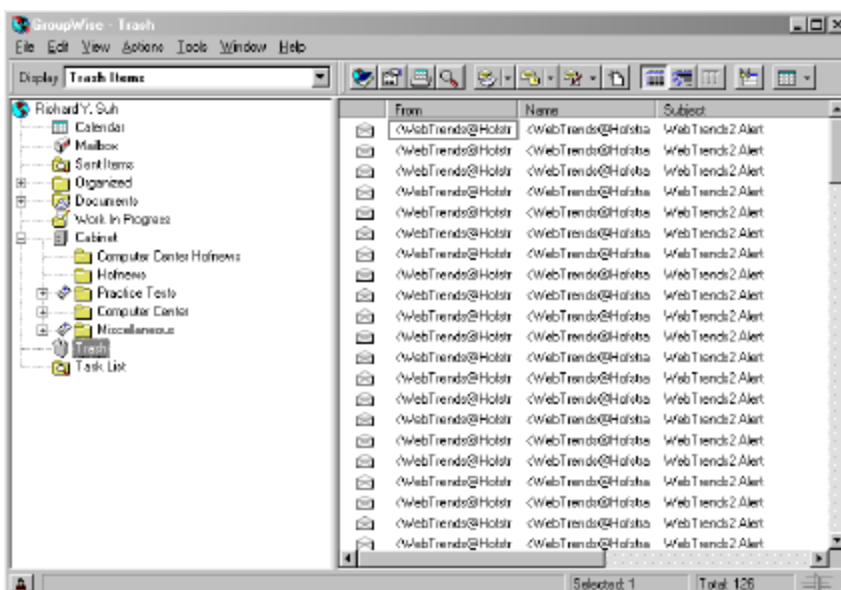


Click on a date in the monthly calendar to display the events for that day.

Click and drag or double-click to reschedule any personal items.

Double-click on any item to open the view for that event.

GroupWise Trash



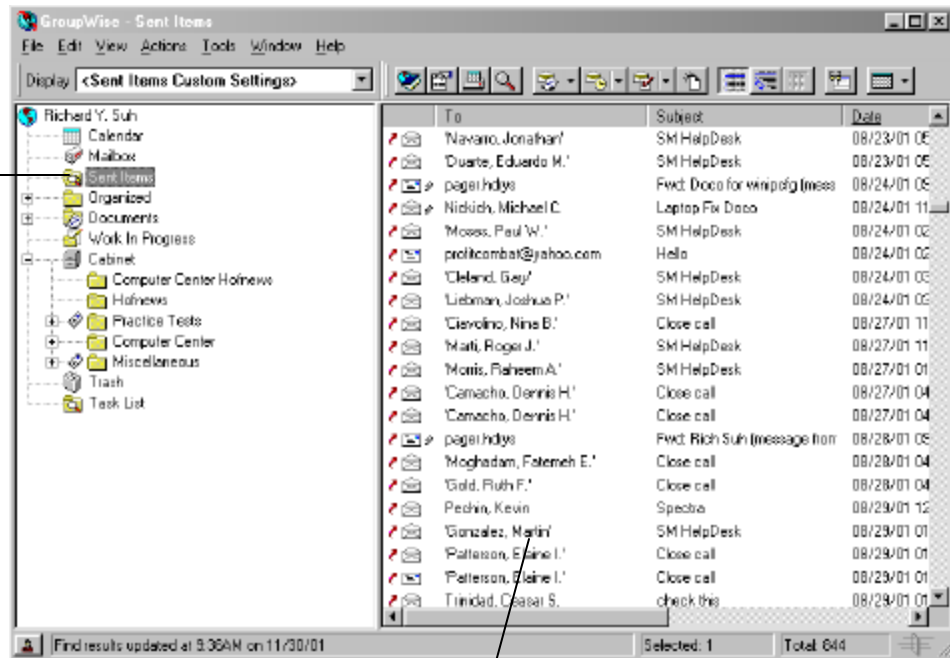
GroupWise Trash is where GroupWise items, such as Email and appointments, are stored when they are deleted. Once deleted, they will remain in the Trash for either 1 year or until the Trash is emptied by yourself. You can recover deleted Email messages with the following steps:

- 1-Right click on an Email you would like undeleted; a menu will appear
- 2- On the menu, choose **undelete**

The file will appear in the location where it was previous to the deletion.

Sent Items

Click the Sent Items folder to view these files that you have sent out of your mailbox. These can include Email and appointments.



You can open, read, retract, resend and move your sent items to any folder. You can also retrieve information about actions recipients have performed on an item you have sent.

Delete

GroupWise will allow you to delete anything unwanted from any folder. You can delete attachments, calendar appointments, and mail. Deleting any of these items will send them to the Trash. You can also recover any of these deleted items from the Trash.

Deleting an Item

- 1- Select the item you want to delete. To select multiple items, hold down the Ctrl key and click each item.
- 2- Click **Edit**, then **Delete**

Password Change

Change your GroupWise password by performing the following steps:

- 1- Click **Tools**, then **Options**.
- 2- Double-click Security and click on the **Password** tab.

The image shows a screenshot of the "Security Options" dialog box. The dialog has a title bar with a question mark and a close button. Below the title bar are four tabs: "Password", "Notify", "Proxy Access", and "Send Options". The "Password" tab is selected. Inside the dialog, there are three text input fields: "Old password:", "New password:", and "Confirm new password:". Below these fields is a "Clear Password" button. At the bottom of the dialog are "OK" and "Cancel" buttons. There are also two checkboxes: "Remember password" (unchecked) and "No password required with NDS" (checked). Three callout boxes with arrows point to specific parts of the dialog: the first points to the "Old password" field, the second points to the "New password" and "Confirm new password" fields, and the third points to the "OK" button.

1- Enter in your old password.

2- Type in your in the **New Password** field, press tab on your keyboard, then re-enter in the **Confirm new password** field.

3- Click **OK**