

GroupWise to Outlook Crosswalk

<i>In GroupWise</i>	<i>What it does</i>	<i>In Outlook</i>
Appointment	Invite others to a meeting	Meeting Request While in Calendar, click on New/Meeting Request
Busy Search	Search calendars for open meeting time	Plan a meeting While in Calendar, go to Actions/Plan a Meeting
Change to	For example, change an email into an appointment or an email into a contact	Auto-convert Drag and drop an e-mail to any folder and it will be converted into the appropriate item
Checklist	Highlight messages for later processing	Flag (Follow up)
Frequent Contacts	E-mail addresses for Internet correspondents	AutoComplete (system-maintained frequent contacts list)
Mailbox	Folder for incoming mail	Inbox
Name Completion Search Order	Order in which GW looks through address books for addresses	In the Address Book on the Tools menu, choose Options/Addressing
Notify	Notify when there is incoming mail, or 15 minutes before a meeting	Desktop alert settings In the Tools menu, choose Options/E-mail Options /Advanced E-mail Options /Desktop Alert Settings
Out of office rules	Send one message to each correspondent when out of office	Out of Office Assistant In the Tools menu, click on Out of Office Assistant
Personal Address Book	E-mail addresses for personal correspondents	Contacts
Posted Appointment	Appointment posted only to your calendar	Appointment While in Calendar, click on New/Appointment
Properties	Message information that told if the e-mail had been delivered, read, deleted, etc.	Check Delivery Receipt and Read Receipt in Outlook Help to determine if these will work as substitutes for Properties
Proxy Access	Give permission to view mail and/or calendar	Share In Calendar, click Share My Calendar In Contacts, click Share My Contacts
Quick Viewer	Preview messages without opening them	Reading Pane In Mail, click View and choose Reading Pane
Resend	Resend a message from the Sent Items folder	Resend In an open mail message, choose Actions/Resend
Retract	Retract a message from the Sent Items folder	Recall In an open message, choose Actions /Recall For more information on the topic, check http://office.microsoft.com/en-us/outlook/HA010917601033.aspx
Rules	Program the software to do simple tasks, automatically	Rules and Alerts While in Mail, choose Tools/Rules and Alerts
Send Options	Delivery options for messages	Options In a new, open mail message, click Options
Novell GroupWise Address Book	E-mail addresses for all Hofstra employees	The Global Address Book contains Outlook users. The Hofstra University Book lists all employee email addresses; if it is not be part of your installation contact the Help Desk for assistance, 516.463.7777
Trash	Deleted messages	Deleted Items
email.hofstra.edu	URL for the web version	exchange.hofstra.edu or outlook.hofstra.edu