



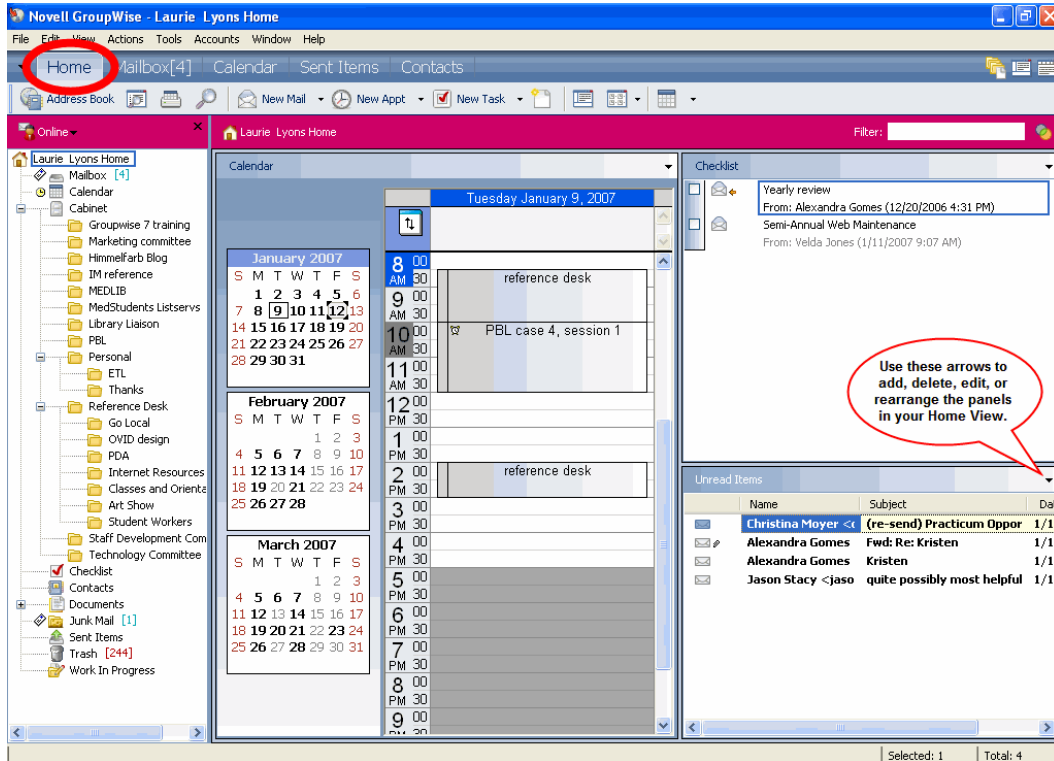
## The GroupWise 7 Top Ten

This handout was written for users already familiar with GroupWise.

10. The Home View .....	2
9. The Calendar and Notify.....	3
8. A few things new to GroupWise 7.....	5
Quick Spell Checker .....	5
HTML Signatures .....	5
Inline Quotations.....	5
One issue – enabling/disabling integration with Office programs.....	6
7. Personalizing items in your mailbox.....	6
6. Locating Items: Filter and Find.....	7
5. Rules .....	7
4. Junk mail.....	8
3. Auto-archive .....	9
2. Address Book.....	10
Name Completion Position .....	10
Frequent Contact Settings .....	11
First/last name order .....	11
1. Long file pane with QuickViewer.....	12

## 10. The Home View

One new feature in GroupWise 7 is the Home View. The Home View lets you access your most important information quickly and all in one place. From the Home View you can access your mail, calendar, tasks, and checklist. It is divided into panes and you can choose which panes you would like and how they are arranged on the page. Switch between the Home View and your Mail, Calendar, Sent Items, and Contacts using the tabs at the top of the page.



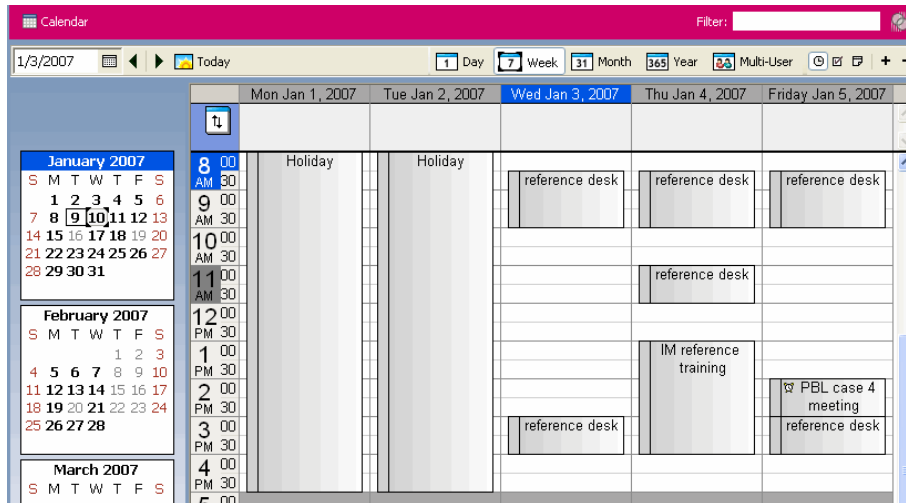
The Home View in two columns with the Folder List shown on the left.

To set whether you would like your GroupWise account to open directly to the Home View or to your Mailbox go to: *Tools>Options>Environment>Default Actions>Start in* and check Mailbox or Home folder.

To select and arrange the items in your Home View, click on the arrow to the right of the title of any of the panels in your Home View. Use this menu to add, delete, or edit panels, or switch between one or two columns. Rearrange the panels by clicking and dragging on the title bars for any of the panes.

## 9. The Calendar and Notify

Are you ever late for meetings, arriving late and confused? Ever lose track of time working at your desk and miss an appointment? Then try using GroupWise's Calendar and Notify.

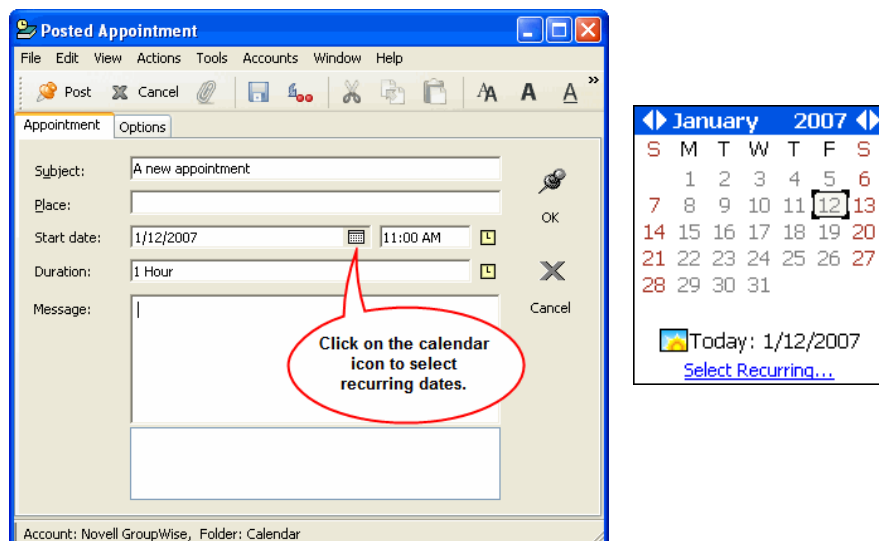


The calendar shown in the weekly view.

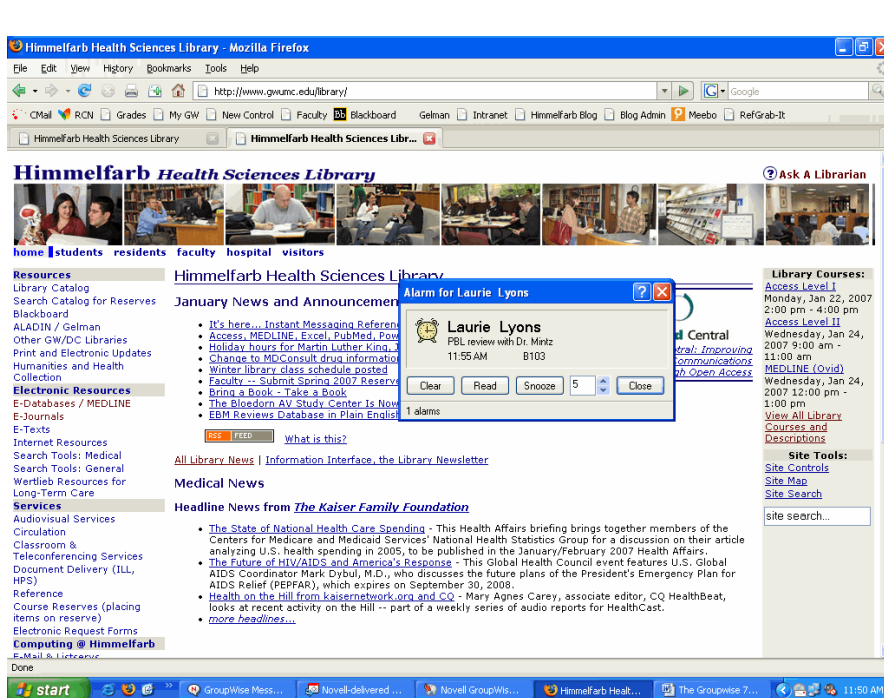
The calendar program is flexible and customizable. Use the daily, weekly, or monthly view; set your own work hours to be highlighted; view or don't view weekends; use different colors for different types of appointments; and share specific calendars or calendar items with others. You can schedule notes and checklist tasks to appear on specific days, as reminders for yourself. There is also a customizable print function found under *File>Print Calendar*, which allows you to select what format and content you would like to print out.

Adding an appointment is easy. Double-click on the time and day of the appointment, add the subject and any other information you want, and click "OK."

Set recurring appointments by clicking on the calendar icon next to the Start date and clicking on "Select Recurring." From here enter a recurring appointment as an example (Ex. Every Monday or the first Friday of every month), or specific dates.



How does this calendar help you be on time for meetings? That's where Notify comes in. Notify is the part of GroupWise that alerts you when you have incoming emails and/or scheduled appointments. To manually turn Notify on, go to *Start>All Programs>Novell GroupWise>Notify*. The GroupWise icon (a globe) will appear near the time in the lower right-hand corner of your screen. The globe is only there when Notify is on.



The notification alarm for an appointment pops up over other applications.

To always have Notify turned on when you have GroupWise open, in GroupWise go to *Tools>Options>Environment*. In the General tab, check the box next to “Launch Notify at startup.”

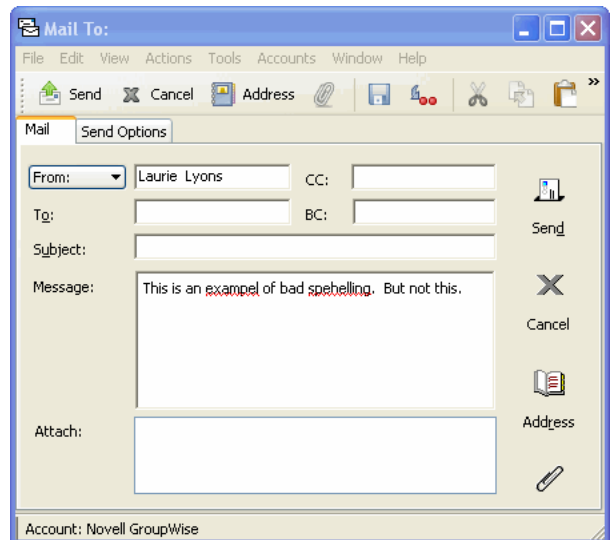
To set your preferences for Notify, right-click on the Notify icon in the bottom right corner of your screen and select “Options.” Use this window to choose how long the Notify dialog box appears when you have a notification, how often Notify checks your mailbox (if you want to be notified of incoming emails), whether you want an audio alarm and/or the dialog box to notify you, and if you want notifications for only specific folders.

## 8. A few things new to GroupWise 7

### Quick Spell Checker

One feature new to GroupWise 7 is the Quick Spell Checker. This checks the spelling in your subject line and message as you type. Correct the spelling by selecting the word from the list of matched words, ignore the word, or add the word to the dictionary.

Enable or disable this feature for any message by right-clicking in the body of the message and selecting Enable or Disable Spell Checker. To turn this feature on or off globally for all of your messages, go to *Tools>Options>Environment* and check or uncheck “Check spelling as you type” or “Check spelling before you send.” The traditional spell checker is still available to use in any message.



The Quick Spell Checker underlines misspelled words as you type.

### HTML Signatures

GroupWise 7 lets you to create email signatures using HTML. This means that you can add pictures and other graphics to your signature. However, beware that most other GWUMC users have their GroupWise accounts set to read incoming messages in plain text rather than HTML views. This means that they won't automatically see your HTML signature. Inside or outside of GWUMC, only users with email set to read HTML will see your HTML signature.

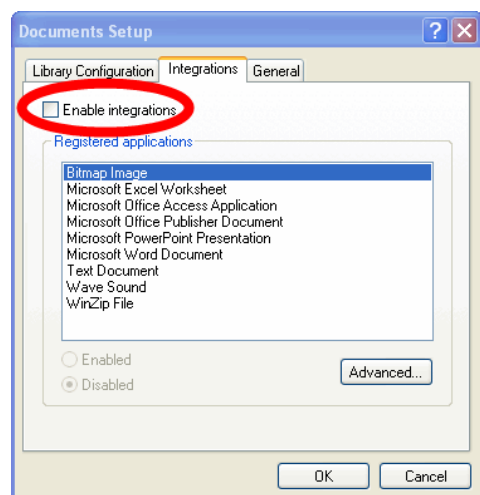
To create an HTML signature, go to *Tools>Options>Environment*. Click on the Signatures tab and “New” to create a new signature. The double arrows (>>) above the signature box let you select the new formatting options, including Insert Picture.

### Inline Quotations

GroupWise 7 offers the use of the right angle bracket (>) before each line of the original text of a message you are replying to. This is an internet standard that was not available in previous versions of GroupWise. To view or change your settings for replying to messages, go to *Tools>Options>Environment* and click on the Reply Format tab.

## One issue – enabling/disabling integration with Office programs

After you start using GroupWise 7, you may notice a dialog box that pops up in Word, Excel, or other MS Office programs when you save or open a document in those programs. This is due to a default setting in GroupWise that has to do with its Document Libraries. Because we don't generally use the Document Libraries here at GWUMC, you will probably want to disable this integration, so you don't get the dialog box in your Office programs. To disable this integration, go to *Tools>Options>Documents* and select the Integrations tab. Uncheck the box next to "Enable Integrations."



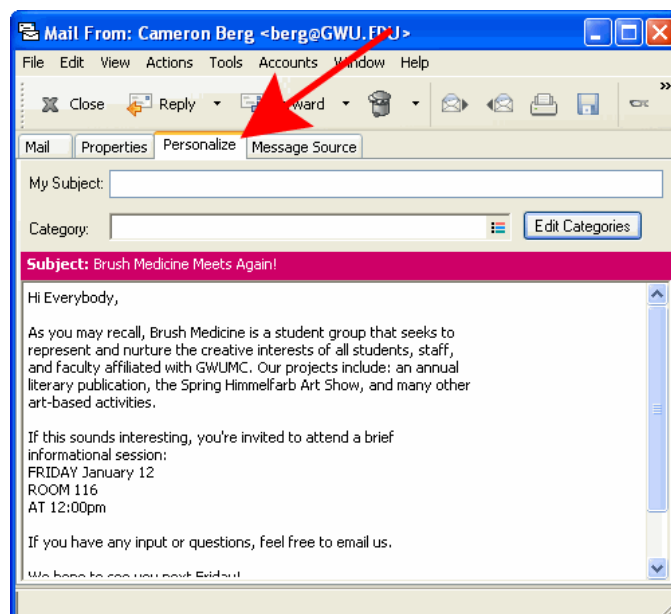
Uncheck the "Enable Integrations" box if you get a GroupWise Documents dialog box when opening or saving documents in MS Office programs.

## 7. Personalizing items in your mailbox

The Personalize tab on messages allows you to enter your own subject and/or category for an email. The personalized subjects let you see subject lines that are meaningful to you, which can be helpful when email conversations deviate from the subject line or if you frequently need to refer back to specific emails. Using personalized categories you can organize emails into categories and sort them in ways that are meaningful to you.

Change messages into checklist items by right-clicking on a message in the mailbox and selecting "Move to checklist folder." If something is in your checklist folder and you would like to change it back to a message in your mailbox, go to the checklist folder and drag and drop the item back into the mailbox. This will change it back to a regular message.

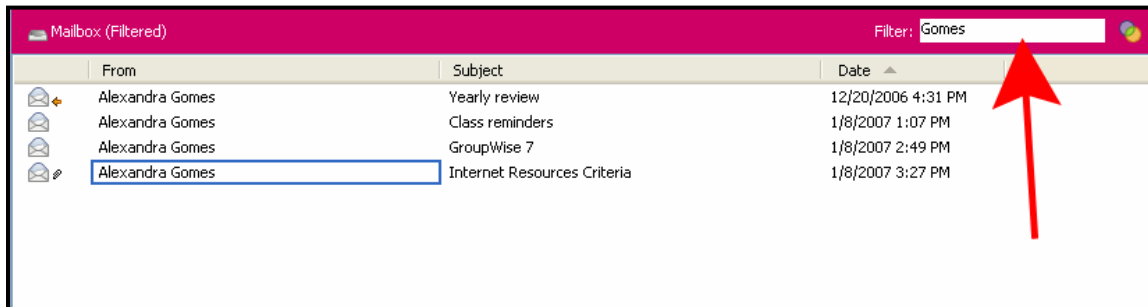
Change email messages into appointments, checklist items, or reminder notes either by clicking and dragging the item between panes in the Home View, or by going to *Edit>Change to* in the item's window.



Go to the Personalize tab in an email to change the subject line that is displayed in your inbox and/or add a category.

## 6. Locating Items: Filter and Find

The filter box is located in the top right corner in every part of GroupWise. The filter function allows you to display only certain items in a folder or mailbox. For example you can set a filter to show only items from a specific person or only items that contain a specific word or phrase. When you use a filter your mailbox, folder, or calendar only displays items that contain the item for which you are filtering. But don't worry, the filter does not delete or move anything. When you clear the filter everything else is shown again. Save filters by using the "Filter" option in the menu that appears by clicking on the button to the right of the filter box.



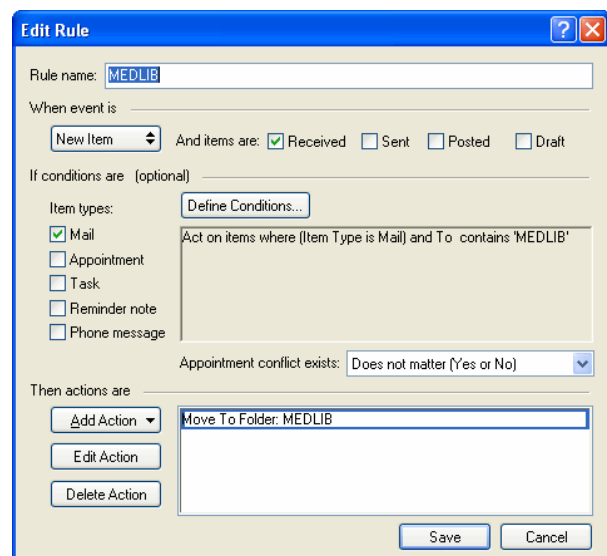
Use Filter to limit a folder or in-box to messages containing a specific word.

The Find function is accessed by clicking on the magnifying glass icon on the toolbar. Find lets you search any of your folders or libraries for specific text or types of items. The search results appear in the Find window.

## 5. Rules

Rules let you set up automatic actions for GroupWise to take. For example, you can have all messages from a listserv, from a specific person, or about a certain subject routed to go directly into a specific folder rather than into your mailbox. Or set up a rule for an automatic reply when you are out of the office.

To create a rule, go to *Tools>Rules* and click on "New." Enter a name for the rule, select what type of items the rule is for (Ex. Received mail messages), and define the conditions for the rule and the action to take. Rules that involve a reply, such as vacation rules, keep a record of who a reply has been sent to, and reply only once to each sender.



Here is a rule that puts all emails from the MEDLIB email list into a folder called MEDLIB.

The GroupWise Help section contains a detailed page on setting up vacation rules. This includes instructions for how to set up the rule to only respond for specific dates and how to ensure that the auto-reply does not reply to email lists or newsgroups. To access these instructions go to *Help>Help Topics*. Using the Index tab, type “rules” into the search box and double-click on “creating for vacation.”

## 4. Junk mail

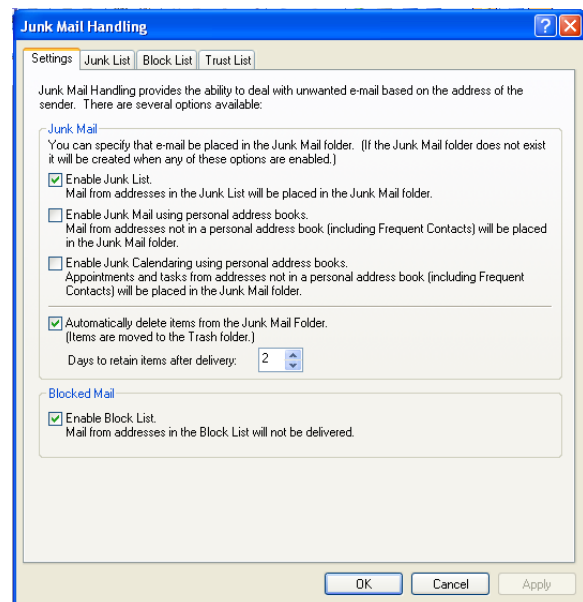
Everyone gets a lot of junk mail. And while there isn’t anything that can completely stop junk mail from hitting your inbox, the junk mail handling in GroupWise can help reduce it.

There are three main components to the junk mail handling in GroupWise:

1. **Junk List** – Messages received from addresses and domains on the junk list will be placed in your junk mail folder and automatically deleted after a specified period of time.
2. **Block List** – Messages received from addresses and domains on the block list will not be delivered to your GroupWise account.
3. **Trust List** – Messages received from addresses and domains on your trust list will always go to your mailbox.

To enable your junk and blocked mail lists, go to *Tools>Junk Mail Handling...* In the settings tab enable your junk and blocked mail lists.

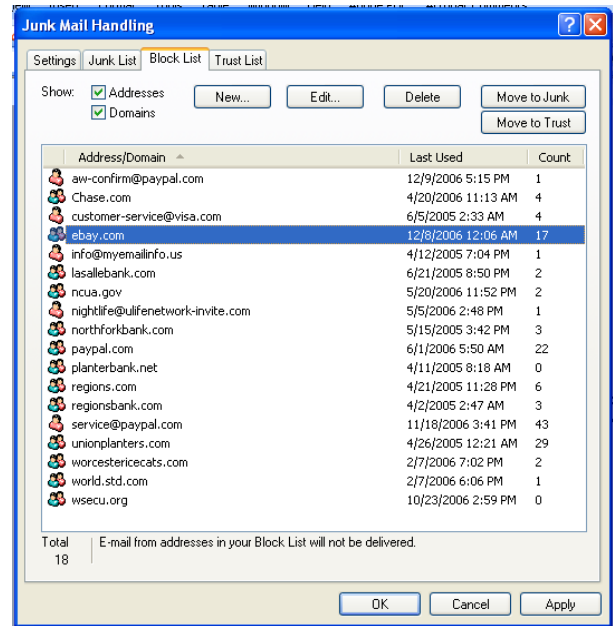
The easiest way to add addresses or domains to your junk, blocked, or trust lists is from your mailbox. Right-click on an email from the sender or domain you want to add to one of the lists and select Junk Mail. From here you get a menu allowing you to trust, block, or junk the sender.



The Junk Mail Handling window lets you enable your junk mail list and adjust its settings.

The Block list is probably the best way to reduce spam. For example, if you know that you will never want to receive email from Ebay or Paypal in your GroupWise account you can add those domains to your Block List and avoid messages purportedly from them.

But, be careful that you don't block addresses or domains from which you want to receive messages. Also, be aware that these junk mail handling options can help reduce the amount of spam you receive, but they cannot get rid of spam completely. Unfortunately, these methods are not effective against much of the spam that comes from random addresses.



The Block List shows blocked addresses and domains.

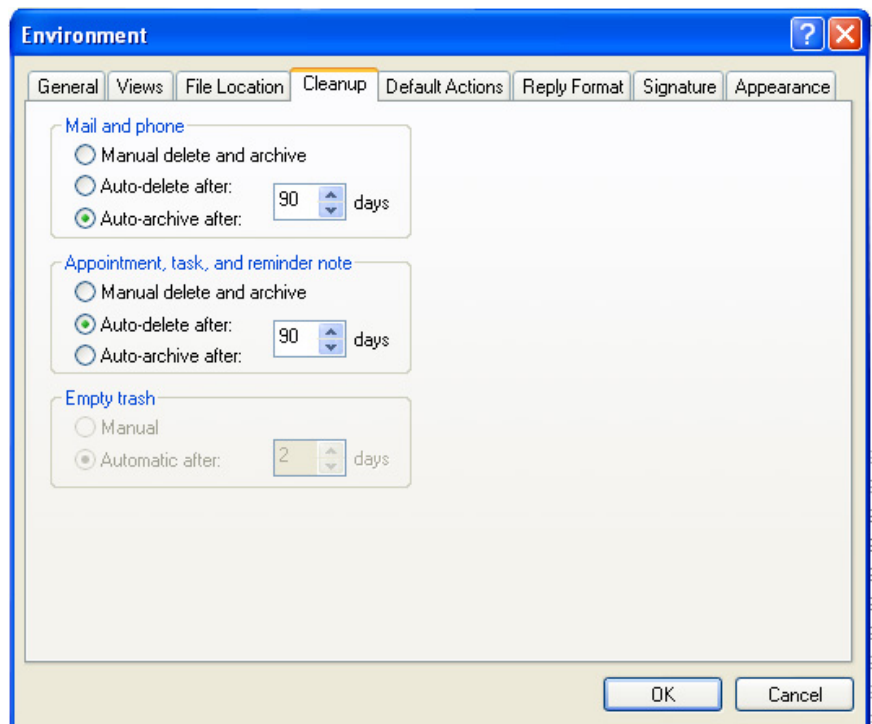
### 3. Auto-archive

Remember that GWUMC accounts are set to automatically delete all received and sent messages after 90 days. But you can set up an archive on another drive to store your messages that are older than 90 days. You can manually select specific messages to be archived, or set GroupWise to automatically archive messages.

Instructions for setting up the archive and manually archiving messages can be found here:

[http://inside.gwumc.edu/cass/gwarchive/con\\_archive.cfm.htm](http://inside.gwumc.edu/cass/gwarchive/con_archive.cfm.htm)

To set up GroupWise to automatically archive messages for you go to *Tools>Options>Environment* and click on the Cleanup tab. But, remember, that the auto archiving will not work if you haven't set up your archive. GroupWise needs to know where the archive is located.



Use the Cleanup tab to specify what you want to archive and when.

## 2. Address Book

The Address Book in GroupWise 7 works the same way as it did in the previous version. Here at GWUMC you will likely have at least four different address books:

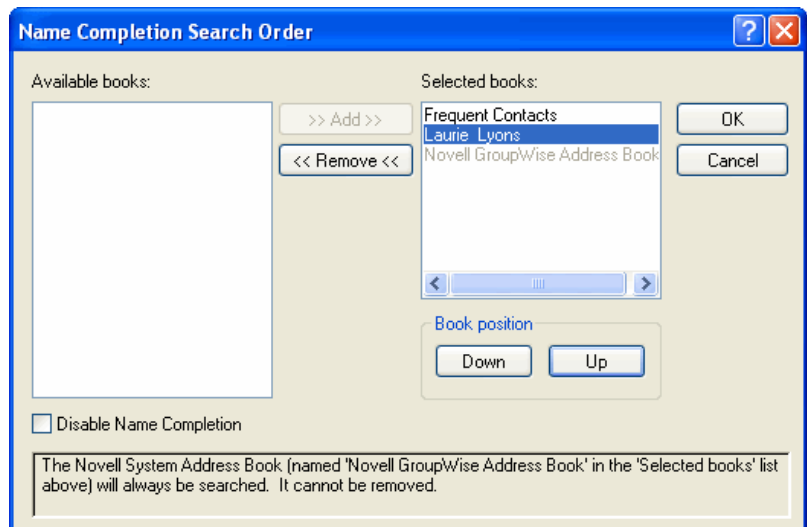
- **Novell GroupWise Address Book**, which contains pre-loaded contact information for all GWUMC faculty and staff
- **Novell LDAP Address Book**, which searches all Colonial Mail (@gwu.edu) accounts for the University
- **Frequent Contacts**, which saves addresses with which you have sent or received mail
- **Your Name**, which is where you enter new contact information

Here are a few tips you may find helpful:

### Name Completion Search Order

The Name Completion Search Order refers to the order in which GroupWise searches your address books when it suggests names as you type names in the To: field. You will likely want to have the Frequent Contacts first on the name completion position because that will cause the people you communicate with frequently to be suggested before others with the same name. For example, if the GWUMC address book is before your frequent contacts in the name completion position when you begin typing in “John Smith” you will get every John from the university or medical center listed before the John Smith in your department.

To adjust the name completion positions of your address books, click on “Address Book” on the GroupWise toolbar. Go to *File>Name Completion Search Order*. Here you can adjust the order in which GroupWise searches your address books when it suggests names.

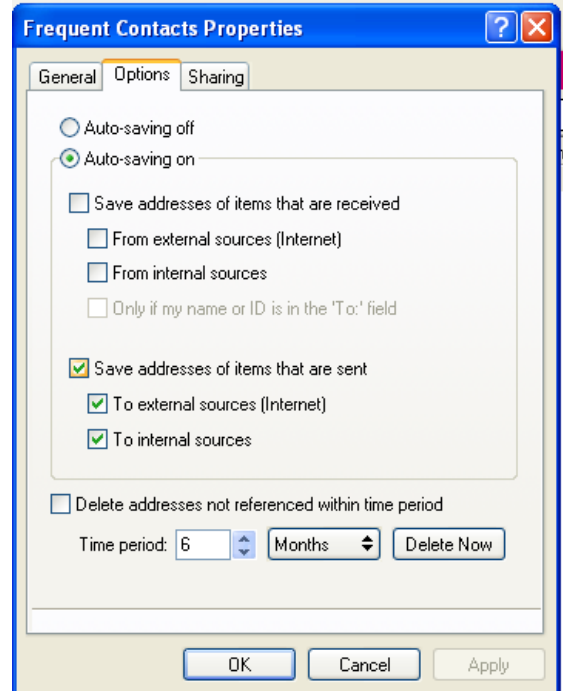


Set your Name Completion Search Order to your preference so you your frequent contacts appear before others with similar names.

## Frequent Contact Settings

As mentioned above, the Frequent Contacts address book saves addresses with which you have had contact. But if you often email people once or for a brief period of time and you will not need to contact them ever again (such as students who may have graduated or customers if you are in a customer service setting), you may want to purge them from your Frequent Contacts so their names are not suggested when you type in other addressees.

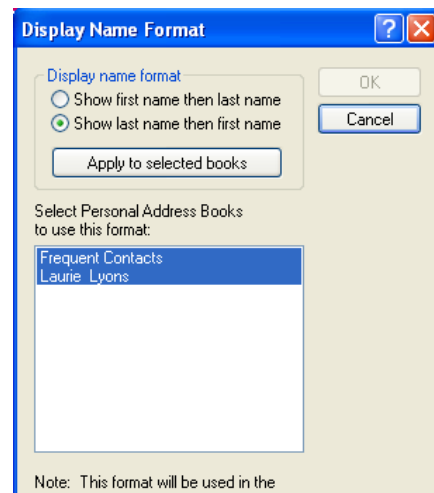
To adjust the settings for your Frequent Contacts, click on “Address Book” on the GroupWise toolbar. Right-click on Frequent Contacts in the left side of the window and select properties. Go to the Options tab to indicate which types of addresses you would like saved and the time period after which you would like unused addresses to be deleted.



Go to Frequent Contact Properties to set what addresses you would like in your Frequent Contacts and for how long.

## First/last name order

GroupWise address books can be viewed with the contacts listed by last name or first name. To specify whether you would like your contacts to be displayed by first or last names first, click on “Address Book” on the GroupWise toolbar. Go to *View>Name Format*. From here set your preference for the name order and for specified address books.

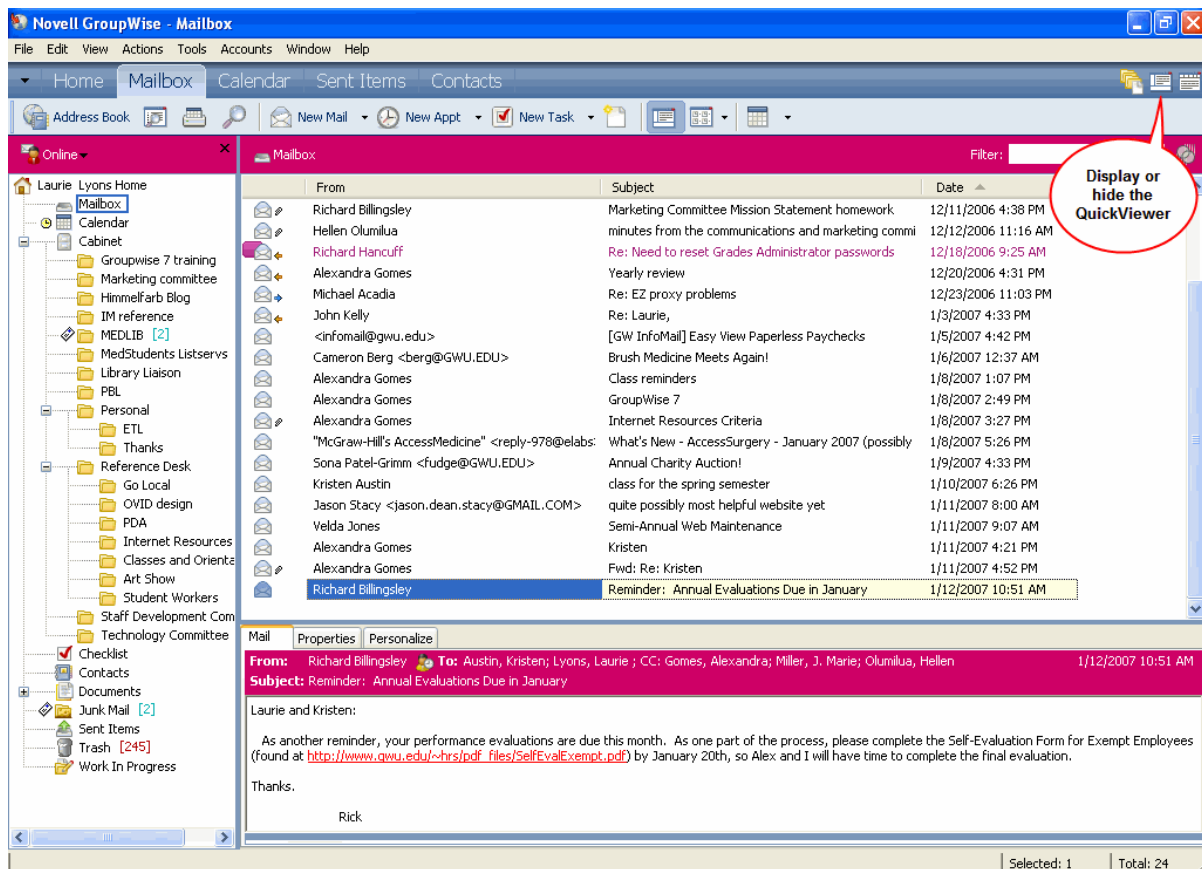


Set the Display Name Format to your preference of using first or last names first.

# 1. Long file pane with QuickViewer

GroupWise 7 allows you to use the QuickViewer without reducing the number of folders that are displayed in the folder list. The QuickViewer is a way to quickly read emails without having to open each one separately. With the QuickViewer, you can use the arrows on your keyboard to scan through your emails and the delete key to delete messages without having to use the mouse or wait for a message to open. When you read an item in the QuickViewer, the icon changes to an opened status.

You can specify that some folders show the QuickViewer every time you open them, while others never show the QuickViewer. You can also specify if you want the QuickViewer to display on the right or on the bottom. Go to *Tools>Options>Environment>Default Actions>Show or Hide QuickViewer on:* to select your preference for having the QuickViewer on all folders, selected folders only, or only when you choose.



The button to Display or Hide the QuickViewer is available from anywhere in GroupWise.