

GroupWise 5 for Macintosh



Main Window

The Main Window is like your "home base" for GroupWise. From here you can read & send messages, schedule appointments, view your Calendar, and more.



Sending Mail

1. Click on **Send Mail** button.
2. Type recipient's name(s) (First name, then last).
Note: you can also use the Address Book to select names.
3. Click on CC or BC and add recipients if desired.
4. Type a subject and message then click **Send**.

Attaching Files

1. Do steps 1-3 from "Sending Mail".
2. Click on the **Attach File** button.
3. Navigate to file, select file & click **Open**.
4. Click the **Done** button to return to mail form.

Personal Address Books

Creating Personal Address Books

1. Open Address Book by clicking **Tools | Personal Address Book | Add Book...**
2. Name book and click **OK**.

Adding Names to New Address Book

1. Select Users from List quick menu.
2. Locate the name you wish to add to the new book.
3. With name selected click on **Copy To...**
4. Select book to copy to and click **Copy**.

Internet Addressing

1. From Address Book, click on the List menu and select which book to store then person in. Click **Add New**.
2. Select the Entry Type and click **OK**.
3. You must, at the least, have **First Name, Last Name** and **E-mail Address** filled out.
4. For E-mail Address type **internet:** followed by their

- address. e.g. *internet:millemik@ohsu.edu*.
5. Click **OK** to finish.

Mailbox

Reading Mail

1. Single-click on **Mailbox** to select it.
2. Double-click on the message you wish to read.
3. Click on the **Close** button when done.

Note: Use QuickViewer to read selected mail.

Viewing Attachments

1. Double-click on the item with the attachment(s).
2. Double-click on the attached item.

Note: If the attachment cannot be viewed, you must save it and open it with an application.

Replying to Messages

1. Open message and click on the **Reply** button.
2. Indicate the reply recipients (sender only, or all original recipients).
3. Check to include original message or not & click **OK**.
Note: The "Include Original Message" option will be defaulted to whatever was last selected.
4. Type your message in the **Message** box.
5. Click on the **Send** button.

Forwarding Items

1. Open message to Forward.
2. Click on **Forward** button.
3. Type in recipient's name (first name, then last).
4. Type in a message in the Message box & **Send**.
Note: The message being Forwarded becomes an attachment.

Deleting Items

1. Select message you wish to delete.
2. Select **Actions** menu and choose **Delete** or hit **Del** key.
Note: Deleted messages go the Trash.
- Note: Trashed items older than 7 days are automatically emptied by your network Post Office.*

Re-sending & Rescheduling Items

1. Select the **View** menu and choose **Sent Items**.
2. Double-click on item to open it.
3. Confirm recipients & make any edits if needed.
4. Click **Send**, determine whether or not to retract the original and choose **OK**.

Note: Opened messages cannot be retracted.

Note: This applies to Notes, Tasks & Appointments too.

Retracting Unopened Sent Items

1. Select the **View** menu and choose **Sent Items**.
2. Select the message and choose **Actions | Delete**.

3. Determine which copies to delete: just your copy, only the sent copies, or both.

Note: Only unopened GW messages can be retracted.



The Trash

Recovering Deleted Messages From The Trash

1. Select **Trash** from **Main Window**.
2. Click on message to recover & choose **Actions | Undelete**.

Note: Make a note of the originating Folder, so you can locate the restored message.

Emptying Items From The Trash

1. Select **Trash** from the **Main Window**.
2. Select the item(s) to empty and choose **Actions | Delete**.

The Calendar

Scheduling (sending) a Meeting

1. Click on the **Create New Appointment** button.
2. Type in the recipient's name (first name, then last).
Note: Don't forget to include the room as a recipient, if it has been setup as a Resource.
3. Tab to **Place** text box and type in location.
4. Click on **Start Date** button to set meeting date and time.
5. Type a **Subject and Message** and click **Send**.

Using Busy Search

To determine the most appropriate meeting time, use Busy Search to view your recipients calendar busy & free times.

1. From a New Appointment form, before choosing a date and time, click on the **Busy Search** button.
2. Choose **Available Times** or **Individual Times**.
3. Select a date and time by clicking in the white space, which indicates an available time for all chosen recipients.
4. Click **OK**.

Using Auto-Date

Use Auto-Date to place multiple calendar items at once.

1. Click on the **Start Date** button from within the Appointment, Note or Task form.
2. Click on **Auto-Date**.
3. Click on appropriate dates or choose the **By Dates** in the quick menu to set dates.
4. Click **OK** to return to Auto-Dated item.

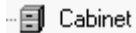
Accepting & Declining Calendar Items

Calendar items can be accepted or declined from either the Mailbox or the Calendar itself.

1. Click on either the **Mailbox** or the **Calendar** from the

Main GroupWise Window.

2. Locate the calendar **item** and double-click to open it.
3. Click **Accept** to place the item on your Calendar.
4. Click **Decline** to send the item to the Trash.
5. When prompted, briefly describe your reason for declining or accepting the item.



Folder Management

Creating New Folders

GroupWise 5.2 uses a folder hierarchy to organize your message items. You can create additional folders within the Cabinet for your specific needs.

1. From the **File** menu, choose **New Folders...**
2. Name the folder, and use **Option + drag** to position it.

Note: Move items into new folders by dragging them.

Sharing Folders

Shared folders are folders that more than one person can see and access for central information sharing.

1. Create appropriate folder as described earlier.
2. Select folder to share.
3. Click **Properties** button on Tool bar.
4. Click on General quick menu, & choose **Sharing**.
5. Click **Share with** & type name of users to share with.
6. Click on **Add User**.
7. Select **Access Options** and click **Save**.

Saving GroupWise Items & Attachments

1. Select the Message or Attachment you wish to save.
2. Choose **File | Save As...**
3. From the Save As dialog box, select where you would like to save the item and click **Save**.

Note: Messages and other GroupWise items, when saved can open with a word processor like WordPerfect. Attachments will be saved in their original format.



Proxy

Acting as a Proxy

Proxies can assume another person's account to the extent that they have been given rights.

1. Choose **File | Proxy...**
2. Click on the **Address Book** icon and select the person you wish to proxy to.

Note: You can return to your own account by clicking on the Quick-Proxy icon in the bottom left corner and selecting your own id.

Granting Proxy Access to Others

An Access List grants other users certain rights to your account, based on the rights you select.

1. Choose **Edit | Preferences**.
2. Double-click on **Security**.
3. Click on **Password** quick menu & choose **Proxy Access**.
4. Click on the **Address Book** button.
5. Locate a person by typing last name & click **OK**.
6. Click on **Add User**.
7. Check appropriate rights for selected user in the **Access Rights** area.
8. Repeat steps 4-7 as needed and then click **OK**.

Storing and Archives

Storing & Retrieving Unfinished Messages

Saving Unfinished Messages

1. In an open message, choose **File | Save Draft**.
2. Select the **Work in Progress** folder, or you can save it in another folder.

Retrieving Unfinished Messages

1. Select the folder the message is stored in (Work in Progress is the default) & double-click to open it.
2. Finish your message and choose **Send**.

Archiving & Un-archiving Messages

To Archive an Item

Messages are automatically archived after 30 days. You can archive them manually if desired, and un-archive.

1. Open the folder containing the message to archive.
2. Select the message to archive, and choose **Action | Archive**.

Un-archiving

1. From the **File** menu, choose **Open Archive**.
2. Select folder containing item to un-archive, choose **Actions | Archive**.

GroupWise

Quick Reference Guide

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