INTRODUCTION TO GROUPWISE 5.5
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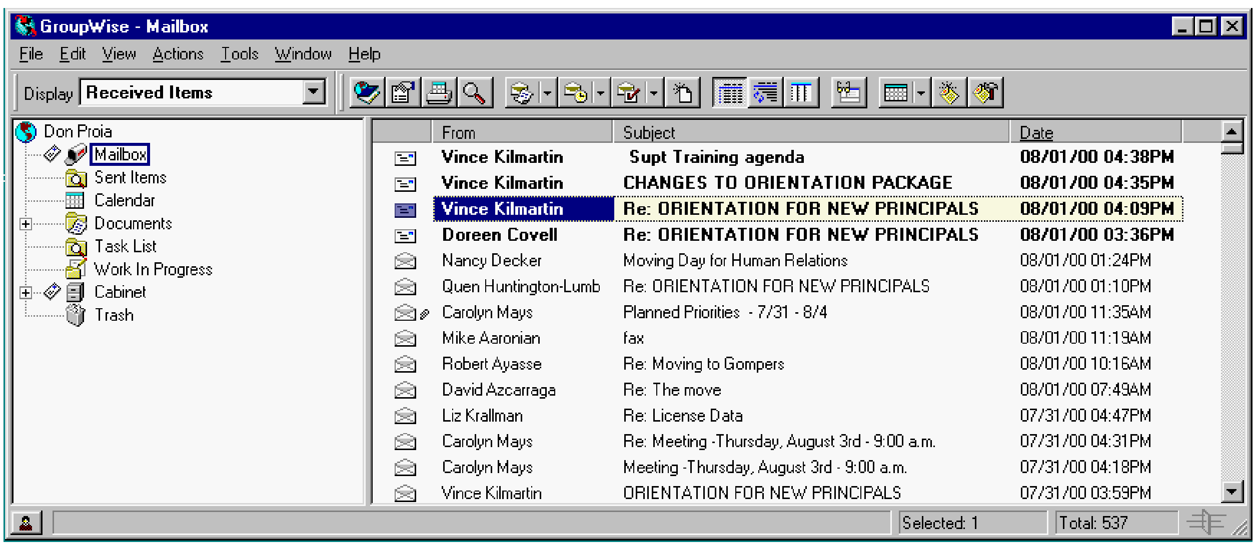
STARTING GROUPWISE

Double click on the GroupWise icon that appears on your desktop.
Or
Click on the **Start** button. Move your mouse to Programs. Click on **GroupWise**.

THE MAIN WINDOW

After you start GroupWise, the GroupWise Main window appears. The left side of your screen displays seven icons that allow you to access specific parts of your mailbox. The right side of the screen contains incoming messages others have sent to you.



ICON DESCRIPTIONS

A brief description of each folder icon is show below. If this is your first exposure to GroupWise, you may wish to limit your e-mail usage to only the Mailbox and Sent Items icons. To display the contents of a folder, double click on the folder's icon.

- **Mailbox:** Receives all incoming e-mail messages: mail, tasks, appointments, etc.
- **Sent Items:** Shows you all the messages you have sent, regardless of their category (e.g., tasks and e-mail are listed together.)

- **Calendar:** Click here to display your calendar and view daily schedules and tasks assigned to you.
- **Documents:** Document libraries are not supported at this time.
- **Task List:** For quick reference, this folder lists all the tasks you have created, regardless of where they are located in your mailbox (even Trash).
- **Work In Progress:** A folder that stores messages that you have not finished composing.
- **Cabinet:** (Folders) Create and name personal folders for organized storage of mail and other items.
- **Trash:** As usual, the items you have deleted are stored here.
- **Display drop-down list:** Click on the down arrow next to Display, then click on the title of the option you wish to view. Your selection will appear in the main right pane. For example, to see your entire sent items click on Sent Items. However, it is simpler to just double click on the folder icon that is located on the left side of the screen.

THE MAIN BUTTON BAR

From this bar, you can create new mail, tasks, appointments, view and print your calendar, open the address book, and view specific items. If the Main Button Bar (Toolbar) is not displayed, click on View and then click on Tool Bar to display the Main Button Bar.

Here is the button bar and its corresponding features:

1 2 3 4 5 6 7 8 9 10 11 12 13

1	Open the address book	8	N/A at this time
2	View properties	9	View message details
3	Print	10	View discussion threads
4	Find/Search in GroupWise	11	View as a calendar
5	Create a mail message	12	Quick Viewer
6	Create an appointment	13	Open Calendar
7	Create a task		

READING MAIL

	The Mailbox screen automatically appears when you begin GroupWise. This screen contains both opened and unopened items.

Double-click on a message to read it. Use the arrow keys or the scroll bar to move through the text of the message.

YOUR MAILBOX

Incoming mail, appointments, tasks, and notes appear as items on the right side of the screen and are listed in chronological order. The most recent messages appear at the bottom of the list. You may change the sort order by right clicking on the date column header and selecting the sort order desired.

Each message lists the name of the sender and the subject of the item. A closed envelope icon indicates an item has not been opened; an open envelope indicates an item has been opened.

VIEWING ATTACHMENTS

When a **paper clip** icon appears next to the envelope icon, this indicates that the message includes an attachment. An attachment can be a file, additional text, a graphic or sound, or forwarded e-mail.

To view a forwarded mail attachment:

1. **Double-click** on the message in the Mailbox screen to open the original mail.
2. **Right-click** on the attachment at the bottom of the Mail screen.
3. Click on **View Attachment**. The forwarded mail should open.

To save an attached file:

1. **Right-click** on the **document/file** icon in the Attachment screen.
2. Click on **Save As**. Click on the down arrow to select the appropriate location in the Save In: field at the top of the window. Click on **Save**. For example, if the attachment is a Word document, then you should save the document in the Word Documents folder that is located inside the My Documents folder on your local hard drive (C:).

DELETING A MESSAGE

You can delete an item:

1. from the Mailbox window, or
2. while the item is open.

It is a good idea to cleanup your Mailbox and Sent Items folders every few months by deleting unimportant and unneeded mail.

To delete an item from the Mailbox:

1. Click once on the item you want to delete.
2. Click on the **Edit** option from the menu bar, then **Delete**.

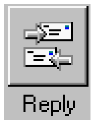
To delete multiple items:

1. Hold down the **Ctrl** key and click once on each item you wish to delete.
2. Once all the items are highlighted, click on **Edit**, then **Delete**. (If you need to un-select an item before deleting, hold down the Ctrl key and click on the item again.)

To delete an item while it is open (you are reading the message):

1. Click on the **Delete** button.
2. The item is deleted and the next message in the Mailbox opens on your screen.

SENDING A REPLY



When you reply to mail you have the following options:

1. **Reply to Sender** means you are replying to the send only.
2. **Sender and Recipients** sends your reply to the original sender and all the names in the To:, CC: and BC: fields.
3. **Include Message Received from Sender** means that the sender's original message will be sent along with your reply.

To reply to the sender only:

1. Double-click on the item to open it.
2. Click on the **Reply** button. The Reply dialog box appears.
3. **Reply to Sender** is already selected. Click on the **OK** button. The Reply message screen appears.
4. Type your reply in the message screen, then click on the **Send** button. The message is sent and you are returned to the open Mail screen.
5. Click on the **Close** button to close the original message.

To reply to all:

1. Double-click on the item to open it.
2. Click on the **Reply** button. The Reply dialog box appears.
3. Click on the **Reply to All (Sender and Recipients)** button, and then click on the **OK** button.
4. Type the message, then click on the **Send** button. The message is sent and you are returned to the Mail screen.
5. Click on the **Close** button to close the original message.

To reply to sender (or all) and include the original message (or string of messages) in the reply:

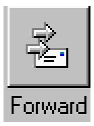
1. Double-click on the item to open it.
2. Click on the **Reply** button. The Reply dialog box appears. Click on the Reply to Sender or Reply to All button.
3. Make sure the **Include Message Received from Sender** box has a check in it. If there is no check, click once inside the box.

4. The Reply message screen appears. The original message and your comments will be separated by the greater-than (>>>>>) and less-than (<<<<<) symbols. Type your text at the top of the message area, above the sender's message.

5. Type the text in the message screen, then click the Send button. The message is sent and the item you just replied to appears on the screen.

6. Click on the Close button to close the original message.

FORWARDING A MESSAGE TO ANOTHER PERSON



Use the Forward feature to send an item you received to another user, along with your own comments. The forwarded message will appear **as an attachment** when the recipient receives the message from you.

To forward a mail item:

1. Double-click on the mail item you want to open and forward.

2. Click on the **Forward** button. The Mail To: screen appears. Notice that the message you are forwarding is now an icon in the **Attachment** field.

3. Type the recipient names, separated by a comma, in the **To:** field. Or, click on the **Address** button to access the Address feature. (For more information, see the section, Using the Address Book later in this document.)

4. Add recipients to the CC: (Carbon Copy) and BC: (Blind Copy) fields, if necessary.

5. Click once inside the Message field, and then type your message.

6. Click on the **Send** button. The message is forwarded and the original message appears.

7. Click on the **Close** button to close the message.

PRINTING AND SAVING MESSAGES

In this section, you will find information on printing mail items, mail attachments, appointments, notes, and tasks.

PRINTING AN ITEM 

1. Click on the **Mailbox** icon.

2. Double-click on the item you want to print.

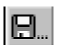
3. Click on the **Print button** in the toolbar or click on File, Print. The Print dialog box appears displaying the items you have selected for printing.

4. Choose which part of the message you want to print; i.e., the message or the attachment, or both. Click on the correct title(s) in the Items to Print: window.

    To print both the attachment and message:

    a. Click on the message title.
    b. Hold down the Ctrl key on the keyboard and click on the attachment title.
    c. Both titles should be highlighted in blue.

5. Click on the **Print** button.

SAVING A MESSAGE 

1. Click on the **Mailbox** icon.

2. Double-click on the item you want to save.

3. Click on the **Save** button in the toolbar or click on File, Save As. The Save dialog box appears. The filename of the item appears in the Save File As field. Change the name by typing inside the field. If you wish to change the directory, click on the **Browse** button and select the correct directory.

4. Click on **Save**.

SENDING MAIL 

What type of message should I send?

- **Mail:** A mail message is for basic correspondence.
- **Appointment:** You can schedule the date, time, and location for meetings, etc.
- **Task:** A task permits you to place a to-do item on your own or an another person's Tasks List. Uncompleted tasks are carried forward to the next day.
- **Note:** A note is a reminder that you post on a specific date on your own, or another person's calendar. You can use notes to remind yourself or others of deadlines, etc.

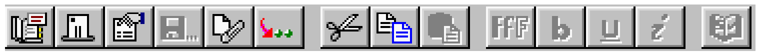
1. Click on the **New Mail** icon. The Mail To: window appears. **Your name** should be in the From: field.
2. The cursor should be in the **To: field**. Type the addressee's name in the To: field. If you have multiple addressees press Enter after typing each name. Press the tab key after typing the last name to move to the next field. Or, click on the **Address** button to access a list of users. Double-click on the user's name or drag it into the To: box. (See the section, Using the Address Book for more information.)

   DEFINITIONS
   CC: (Carbon Copy): Add an address to this field to inform them that you sent the message to the user in the To: box.

   BC: (Blind Copy): Add an address to this field if you <u>do not</u> want the recipients in the To: or CC: fields to know you sent the message to another person. (BC: names do not appear on any mail message lists.)
3. **Click once** inside the **Subject** field and type a brief summary of the message.
4. **Click once** inside the Message field and type your message. When the message is complete, click the **Send** button.

THE SEND MAIL BUTTON BAR

The Send Mail button bar lists the features frequently used when composing an e-mail message.



1 2 3 4 5 6 7 8 9 10 11 12 13 14

1	Open the address book	8	Copy
2	Send the message	9	Paste
3	Properties	10	Choose a font
4	Save	11	Bold
5	Attach a file	12	Underline
6	Change item type	13	Italics
7	Cut	14	Spell Check

SENDING A MESSAGE WITH AN ATTACHMENT

When you send an attachment, you are not retrieving the original file into the Attach portion of the Send Mail window. You are indicating where the file is located by typing the full path name; i.e., the file's drive and folder location. When you send the message, **a copy of the file is attached to the message**.

1. Click on the **New Mail** icon. The Mail To: window appears.
2. Type the recipient name, the subject, and the message.
3. Click on the **Attach** button (represented by a paper clip). The Attach File window appears.
4. Click on the down arrow of the Look In: field to change drives. Click on the correct drive and double click on it.
5. Click on the correct file name. Click **OK**. The attachment you selected should appear in the **Attach** field in your message.
6. If the message is ready to be sent, click on the **Send** button.

USING SPELL CHECK

Spell Check checks your message for misspelled words, double words, and other mistakes. You also have the option to edit the text and to add words to a supplemental dictionary.

1. Complete your main message in the message box of any item (Mail, Appointment, Task, and Note). Click on the **Spell Check** button (the last button on the Send Mail button bar) or click the Tools icon on the toolbar then click on Spell Check. The Speller dialog box appears.

2. If Spell Check does not automatically begin, click on **Start**. The Spell Check highlights any word it doesn't recognize, including most proper names. For example, you may wish to add your first and last name to the supplemental dictionary. Some of the buttons displayed in Spell Check are:

   Skip Once
   Click to skip over this word, but stop at the next instance of the word.

   Skip Always
   Click to skip over all further instances of this word in this message.

   Add
   Click to add this word to your supplemental dictionary.

3. Click on **Close** to end spell checking.

RETRACTING MAIL

You can retract a message from a recipient's Mailbox **only if the message has not already been opened**. If the recipient has opened the message, retracting it will serve no purpose because it has already been read. Use the Info feature described in the Sent Items section to determine if a message has been opened.

To retract a mail message:

1. Click once on the **Sent Items** icon to view a list of items you have sent.

2. Click once on the item you want to retract. If you select an item that you don't wish to delete, hold down the Ctrl key, click on the item again.

3. Click on **Edit** on the toolbar, then click on **Delete**. The Delete Item dialog box appears. The following options are available:

My Mailbox (Delete item from your Mailbox, but item remains in the recipient's Mailbox.) **Recipient's Mailbox** (Delete item from all recipients Mailboxes, but item remains in your Mailbox.) **All Mailboxes** (Delete from all mailboxes: your Mailbox and all Mailboxes.)

4. Click on the option you want, then click on **OK**.

USING THE ADDRESS BOOK

The Address Book offers the following address books: the WCCUSD address book, Frequent Contacts, and your personal address book.

FIND AN ADDRESS USING A PERSON'S LAST NAME

1. Click on the New Mail button. Click on the Address button. Locate the Last Name field.
2. Click inside the white search field that reads Last Name. Type in the person's last name. The address book automatically moves to that part of the alphabet.
3. Double click on the correct name to move the name to the right pane of the address book. Click OK. You should return to the mail message window and the address you selected should be in the To: field.

CREATING PERSONAL GROUPS WITH WCCUSD E-MAIL ADDRESSES

1. **Double-click** on the **Address Book** icon in the main toolbar. The WCCUSD Address Book list appears.
2. Use the vertical scroll bar to scroll through the list of users. Or, click once inside the **Search List: field** and type the name of the user. As you type, the name appears, highlighted in the name list.
3. Once the user's name is highlighted, **double-click** on the name to place the user in the recipient column at the right. The default is set to the **To:** addressee. Select CC: and BC: by clicking on either button. Continue this process to select other users. You can also click and drag names from the address list to the recipient box. To remove a name, double-click the name inside the recipient box.

4. Once you have all the names selected, click on **Save Group**. The Save as Group window appears.
5. Type the personal group name in the **Save as group** field.
6. In the **Address Book** field select your address book. Store the group in your **Personal Address Book**. Click **OK**.
7. Click on the tab of your personal address book to verify that the group has been saved properly.
8. Click OK.

SENDING MAIL TO THE MEMBERS OF A PERSONAL GROUP

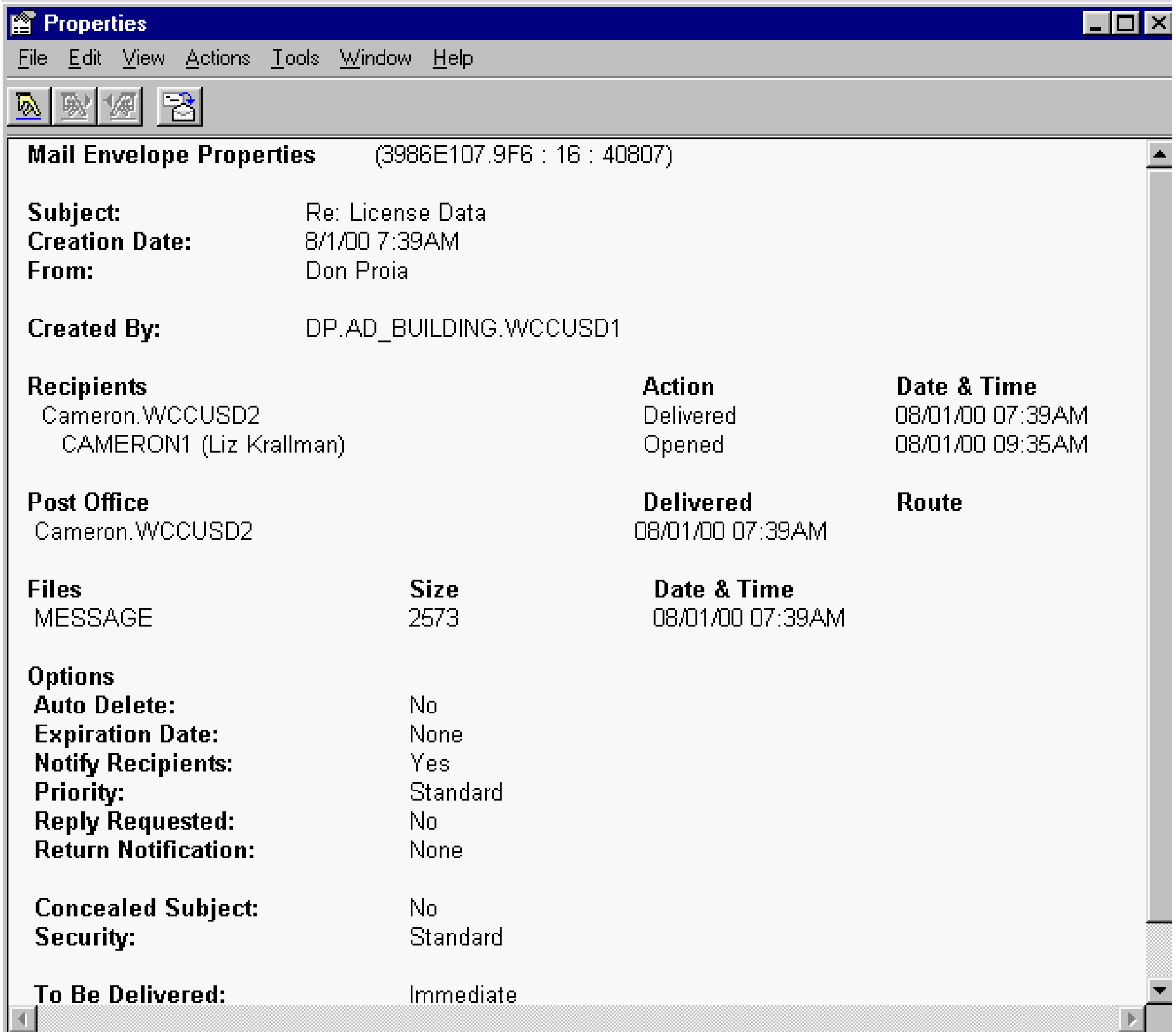
1. Click on the **New Mail** icon in the main toolbar. Type the name of the personal group into the **To:** field. Type your message and click on **Send**. Or, to obtain the address from the address book, click on the **Address** icon. Click on the tab of your **Personal Address Book**.
2. To add any WCCUSD addresses, click on the **GroupWise Address Book** tab. Double-click on the appropriate names. Click on **OK**.
3. The recipient's name(s) should appear in the **TO:** (CC: or BC:) field of the **Mail To:** window. Type your message. Click on **Send**.

SENT ITEMS

Any items you send appear in the Sent Items folder. If you wish, they can also be displayed in the Mailbox (click on the Mailbox icon, then click on the Sent button in the main toolbar). Items appear in chronological order; the last message you sent appears at the bottom. To check whether your message has been delivered, opened, or deleted by the recipient, use the Info screen.

INFO: FINDING OUT THE STATUS OF YOUR MESSAGE

The Properties screen displays the date and time items were created, as well as subject and recipient information, such as time of delivery and if items have been opened.



To view the Information screen:

1. Click once on a message in the Sent Items folder. Click once on the **Properties** button in the main toolbar.
2. The **Properties/Information** screen appears. Check the screen to see if your message has been delivered, and if the recipient(s) of the message have opened it.
3. If you want to read the item, click on **Actions**, then click on **Open**.
4. After reading the item, click the **Close** button. Press the Escape key on your keyboard to return to the main GroupWise window.

DELETING ITEMS FROM SENT ITEMS

1. Click on the **Sent Items** folder to view all outgoing items.

2. Click on the item you want to delete. Or, to delete multiple items, hold down the Ctrl key and click on each item you want to delete. (If you highlight an item that you don't want to delete, hold down the Ctrl key and click on the item again.)

3. Click on **Edit** on the toolbar, then click on **Delete**. The Delete Item dialog box appears. The following options are available:

My Mailbox (Delete item from your Mailbox, but item remains in the recipient's Mailbox.)

Recipient's Mailbox (Delete item from all recipients Mailboxes, but item remains in your Mailbox.)

All Mailboxes (Delete from all mailboxes: your Mailbox and all Mailboxes.)

4. Click on the option you want, then click on **OK**.

ARCHIVING

Archiving is a way to conserve space on the network e-mail server by moving items from the mail server to your hard drive, or diskette. In simple terms, this means creating an Archive directory, and then moving items that appear in your usual GroupWise screen to the Archive directory. Items can be moved from any section of your GroupWise screen.

ARCHIVE AN ITEM

1. Set an archive path so the mail is stored either on your hard drive (C:\) or a diskette (A:\). Click on **Tools, Options**. Double click on **Environment**. Click on the **File Location tab**. Enter the correct drive letter and folder name, if any, to the Archive line. Click OK.

2. Select one of the items you wish to archive (this can be a letter you have received or e-mail you have sent to someone).

3. Click on Actions, Archive.

TRASH

Items deleted from your Mailbox and Sent Items folders are placed in Trash. As long as an item is displayed in the Trash folder, you can recover the item and restore it. You also have the option of emptying Trash completely.

RESTORING DELETED ITEMS

1. At the main GroupWise window, **click** on the **Trash** icon. The Trash window appears.

2. Click on the item you want to restore and hold the mouse button down.

   Or, hold down the Ctrl key and click on multiple items.

3. Click Edit and the Undelete to move the file(s) back to its original folder.

EMPTYING THE TRASH

1. At the main GroupWise window, click on the **Trash** icon. The Trash window appears.

2. Click on the **Edit** menu option, then click on **Empty Trash**. Click on **Yes** to confirm your choice. The items are removed from Trash and cannot be restored.

HELP

GroupWise 5.5 provides extensive on-line help, including window buttons, pop-up definitions, and context-sensitive help. At the main GroupWise window, click on the Help menu option. The Help feature offers several ways to locate the information you need:

Help Topics (Index)
Scan an alphabetical list of all help topics available in the Index.

Guides
These step-by-step guides lead you through different tasks.

USING THE HELP CONTENTS

1. Click on **Help, Help Topics**, and then click on **Index** tab. Type a word or phrase into the word field.

2. Click on **Display**. Some of the Help menu buttons are located in Options:

   Keep Help on Top: Places the Help screen on top of all other windows so you can refer to the help topic while completing the task.

   Print Topic: Prints the current Help topic.

   Open a File: Open another help topic file without going back to the main Contents screen.

   Define a Bookmark: Place a reference mark into a help topic so you can access it quickly.

   Display a Bookmark: Displays all bookmarks you have created in Help.

GUIDES

1. Click on **Help, Guides**. Click on one of the six major topic icons, located to the right of the major topic titles. A list of specific topics appears.

2. Click on the icon to the left of the topic you wish to read about.

3. Click on the **green arrow button** to move through the guide. To exit the guide, click on the **X** button.