*Reference*

NOVELL®

MAC

USING ENVOY

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# GroupWise™ 4.1

Version 4.1

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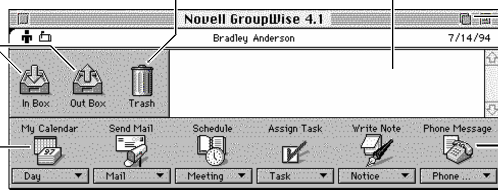
# Getting Started

# Welcome to GroupWise

Novell GroupWise, formerly WordPerfect Office, lets you send, receive, and manage correspondence with other GroupWise users, schedule appointments with other users, and create and manage events in your personal calendar.

## The Main Window

When you first open GroupWise, you see the Main Window. The Main Window lets you open windows to view incoming and outgoing items, open calendar views for managing your schedule, and open item views for sending mail, appointments, tasks, notes, and phone messages.




## GroupWise Views

A view lets you organize information. GroupWise includes three types of views.

*Calendar views* display your scheduled items, the date they are scheduled for, and when they are due. A calendar view can display your Appointments list, Tasks list, Notes list, a monthly calendar, and incoming and outgoing items.

*Group views* let you send a mail message, appointment, note, task, or phone message to one or more users. For example, you can schedule several users and resources for an appointment.

*Personal views* let you place appointments, notes, or tasks which involve only you, on your Calendar. For example, you can create entries for your personal Task list.

GroupWise Designer lets you create custom views. You can create calendar views that include the features you use most, such as an Appointments list, In Box, or Out Box. You can also create personal or group views that include your company logo, graphics, movies, buttons, pop-up menus, check boxes, and a message box.

### *Standard Views Compared to Custom Views*

GroupWise is installed with a set of Standard Views. These views are located on your network and appear on the pop-up menus of all users. If you create Custom Views, they appear in the pop-up menus below a separator line.

## The In Box and Out Box

You can use the In Box and Out Box to view the items you have received and the items you have sent. You can use the In Box to open items you have received, and to delete the items you no longer need. Use the Out Box to retract or resend items or to find out if an item you sent has been opened, accepted, deleted, and so forth.

## The Calendar

Use the calendar views to manage your schedule. You can view your appointments, tasks, and notes for the day. If you have a pending item, you can open the item to read it. You can then accept or decline the item. Declining the item removes it from your Calendar and places it in the Trash.

# About This Manual

If you are experienced with a Macintosh but new to GroupWise, the *GroupWise Reference* is for you. *Reference* explains each feature available in GroupWise.

If you are new to GroupWise and new to computers, you might want to see the *GroupWise User's Guide*. The *User's Guide* explains the basic GroupWise features in short, easy-to-understand sections.

## Reference Organization

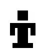
*Reference* lists the GroupWise features alphabetically so you can find them easily. Each section includes an introduction and the tasks that the feature helps you accomplish. In addition, a section may contain concepts to help you understand how the feature works and information in addition to the concepts and tasks.

The steps in each task describe the shortest way to accomplish the task. You may want to explore different methods than those provided in *Reference* to find the one that works best for you. For example, the command key method of choosing a feature may work better for you than clicking an icon button or choosing a feature from a menu, which are the methods *Reference* most often describes.

## Conventions

### *Icons*

Some of the icons in GroupWise are unnamed on the screen. An icon within a step guides you to the icon you need to click to perform the task. The following step shows what you might see in the manual.

**1** Choose Proxy , then choose the name of the user you want to proxy.

### *Bolded Words*

Bolded words in steps or explanations indicate what you choose or select in the step. The following step shows what you might see.

**1** Choose the **File** menu, then choose **Log In**.

## Macintosh Assumptions

This manual assumes that you are familiar with a Macintosh and that you know how to perform each of the following tasks:

- Click
- Double-click
- Shift-click, Option-click, c-click
- Drag
- Shift-drag
- Select items
- Choose options
- Restart the computer

If you do not know how to do some of these tasks, please see the Macintosh user's guide that came with your computer.

# Installation

This section provides information for installing GroupWise and GroupWise Remote on your Macintosh or Power Macintosh computer. GroupWise includes an Installer utility to install the programs to System 7.x. However, you must have System 7 Pro or higher in order to use the Drag and Drop feature. The GroupWise files are compressed and cannot be used until you run the install program.

If you are a system administrator, you can have your users install the GroupWise client to their own workstations in one of two ways. They can install from the installation disks, or from a network install folder. To create the network install folder, copy the contents of the disks to a folder and give the users rights to read and copy in that directory. To prevent users from becoming confused by the two other files included on the Client 1 disk, you may consider resizing the folder window so that only the Install icon is visible to the user.

If you are a user, install the GroupWise Client software to the active startup disk. If you don't have enough room on the active startup disk, you might consider installing to the network with the custom install option.

IMPORTANT: If you run GroupWise on a Power Macintosh, do not use the Energy Saver and CPU Energy Saver control panels because they are incompatible with GroupWise. You may want to discard these control panels if you have them by dragging them to the Macintosh system's Trash. There may also be other control panels or system extensions that cause problems when you run GroupWise on the Power Macintosh.

## Macintosh Client Station Requirements

The requirements for running the Macintosh client on a network station are shown in the table below.

| Hardware/Software | Minimum Requirements | Recommended Requirements |
|---|---|---|
| Processor | Mac II | Mac IIci or better |
| System Version | System 7 | System 7 Pro or higher for drag and drop and AOCE |
| Memory | 2M available RAM | 4M or more RAM |
| Hard drive | 10M standard install | 12.5M complete install |
| Network Install | 11M disk space | 11M disk space |

## Installing the GroupWise Client Software

1 Make sure WP Office is not running.

2 Insert the Client 1 disk into your computer's disk drive.

*or*

Connect to the server volume on which the installation folder is located, then double-click the folder containing the Installer and the program folders. Contact your system administrator if you need to find out the location of the installation folder.

The installation program will detect your computer's processor type and install a 68K (standard Macintosh) or a Power Macintosh version of GroupWise to your machine.

3 Double-click the License ReadMe, read it, then click the close box.

4 Double-click **Install GroupWise**, then click **Continue**.

5 If you currently have WP Office 4.0, read the compatibility notice. You should not install the GroupWise 4.1 client if your system administrator has not yet installed 4.0a or 4.1 administration software. If you want, you can click **Print**, choose the print options, then click **OK** to print a copy of the notice.

6 When you have finished reading the compatibility notice, click **Continue**.

7 If you want an easy installation of everything you need to run GroupWise, click **Install**, then skip to step 10.

*or*

If you want a custom installation, click **Custom**.

**8** Click **Standard** to install everything you need to run GroupWise.

*or*

Select the items you want to install. To select a continuous range of items, hold down **Shift** while selecting. To select a non-continuous range of items, hold down c while selecting.

The available custom install items are described in the table below.

| Item | Description |
|---|---|
| GroupWise 4.1 Standard Installation | Installs everything you need to run GroupWise for the Macintosh and the Power Macintosh computers, and GroupWise Remote for your remote computer. |
| GroupWise 4.1 Complete Installation | Installs everything you need to run GroupWise, plus QuickTime, sample and custom views, custom sounds and GroupWise Remote for the Macintosh and the Power Macintosh computers. |
| GroupWise 4.1 for Macintosh | Installs the GroupWise application, Help file, language module, standard views, print forms, and Read Me file(s) for the Macintosh and the Power Macintosh computers. |
| GroupWise Notify | Installs only GroupWise Notify and the Notify extensions. |
| GroupWise Designer | Installs only the GroupWise Designer application, Designer Help file, and Designer language module. |
| Speller, Thesaurus | Installs only the GroupWise Speller and Thesaurus applications, the dictionary, and the thesaurus. |
| Help and ReadMe Files | Installs the GroupWise Help files and ReadMe Files. |
| Custom Views | Installs only the Custom and sample views. The Custom views will be located in the Languages:US:Custom Views folder in the folder you install to. |
| Custom Sounds | Installs a set of custom sounds. The sounds will be located in the Languages:US:Custom Sounds folder in the folder you install to. |
| QuickTime ™ 1.6.2 | Installs only QuickTime 1.6.2 licensed from Apple Computer, Inc. On a Power Macintosh, QuickTime ™ PowerPlug will also be installed. |
| Run GroupWise from Network | Installs the files you need to run GroupWise to a network folder. Also installs a fat binary application that can be used by a standard or a Power Macintosh. You can install most of GroupWise to a network or external drive if you have limited hard disk space on your active startup disk. After you complete the network install, you must run a workstation setup program to ensure you have the necessary Preferences folders and so on. Double-click the Install GroupWise Workstation icon in your GroupWise folder after installing this option. |
| GroupWise Remote | Installs the dictionary files necessary for the GroupWise Remote application for your remote computer. Creates a Dictionaries folder in your GroupWise 4.1 folder. |

**9** Click **Install**.

10 Use the directory dialog box to choose the location you will install to, type the name of the folder to install to, then click **Install**.

11 If you are installing with disks, change disks as prompted by the install program.

12 A message informs you that the installation was successful. Click **Quit**.

13 Open the Office 4.0 Items folder, located in the folder you installed to. If it contains old custom views that you want to use in GroupWise 4.1, move them to the Languages:US:Custom Views folder, also located in the folder you installed to.

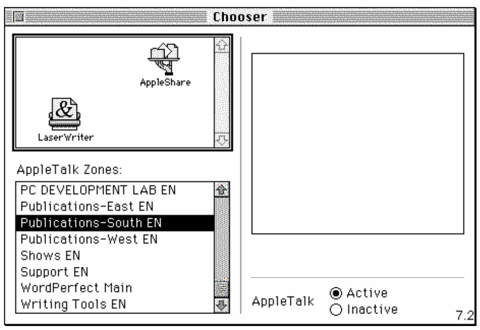
14 After you have moved your views, or if the Office 4.0 Items folder was empty, click the close box and drag the Office 4.0 Items folder to the Trash.

15 Re-start your Macintosh.

## Logging In to GroupWise

1 If you have not mounted the server where your post office is located, choose the n menu, then choose **Chooser**.

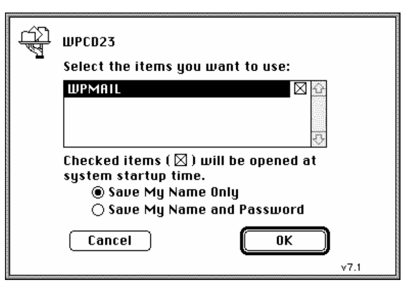
If you don't know which zone, server, or volume contains your post office, contact your system administrator.




2 Click the AppleTalk zone where your post office is located, click **Appleshare**, then double-click your post office file server.

3 Type your user ID and password for that server, then click **OK**.

4 Select the correct server volume, then click the box to the right of the server name to have the volume open each time you start your computer.




5 Click **OK**, then click the close box to close Chooser.

The mounted file server is placed on your System desktop. For more information about Chooser, see your Macintosh user's guide.

6 Double-click the **GroupWise** icon to start GroupWise.

7 Make sure **Network** is selected so you can log in to your network mailbox.

See *Using GroupWise Remote* in the *GroupWise User's Guide* for instructions on how to log in to your remote mailbox.

8 Click **Post Office**.

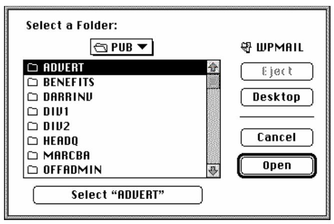
The directory dialog box lets you choose the folder the post office is located in. If you don't know the location of your post office, contact your system administrator.

9 Click **Desktop** to list the mounted servers, then double-click the server that contains your post office.

10 Continue double-clicking folders until you find the post office folder.

If you see files such as OFFILES, OFMSG, OFNOTIFY, and so forth, you have gone too far. Use the directory title menu to close the current folder.

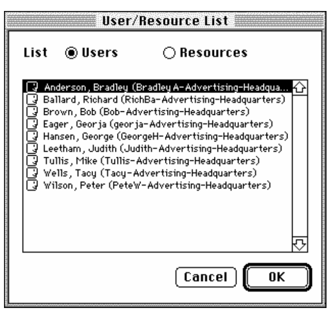
11 Click the folder that contains the GroupWise post office.




12 Click **Select**.

13 Choose the **User ID** pop-up menu, then choose **User ID** or **Network ID**. You can log in with your network ID, or with a GroupWise user ID if one is created by your system administrator.

14 If you chose User ID, click **Find**.




15 Make sure **Users** is selected. You can type your name to locate it in the list box.

*or*

If you want to log in as a resource that you own, select **Resources**. You can also log in as a resource later. See *Resources*.

16 Select your name or the resource's name, then click **OK**.

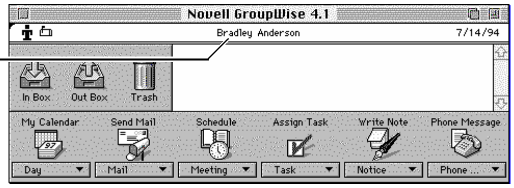
17 If you have been assigned a password, type it in the **Password** box. If you want to set a password later, see *Environment Preferences*.

Setting a mailbox password increases the security of your mailbox. In addition, you may receive a routed item that requires your mailbox password before you can open it.

18 If you want to bypass the Log In dialog box in the future, select **Log In at Startup**. However, if you don't want people to easily access your mailbox, do not select this option.

19 Click **Log In**.

*Your name appears in the Main Window.*




# Getting Help

If you encounter problems using GroupWise, you can get help from several different sources.

## Using Online Help

Online Help provides quick access to documentation from your computer. You can access Help any time you can open the Help menu. GroupWise lets you use Balloon Help and GroupWise Help.

### *Balloon Help*

Balloon Help provides context-sensitive descriptions of menus, commands, icons, dialog boxes, and so forth.

### *Using GroupWise Help*

GroupWise Help provides detailed explanations of features and tools within GroupWise. The Help topics are listed in the list box. When you select a topic, the explanation appears in the text box. GroupWise Help is also context-sensitive. When you open GroupWise Help, choose a menu item to display the related Help topic.

## Using the Manuals

This GroupWise package may also include the *GroupWise User's Guide*. *GroupWise User's Guide* is a quick guide to the basic tasks in GroupWise. If this package does not include the *GroupWise User's Guide* you may want to ask your system administrator to order one for you. *GroupWise Reference* is an alphabetical guide to the features in GroupWise.

## Other Assistance

If you need assistance beyond what the Help features and the GroupWise manuals can provide, contact your Help Desk or your system administrator. If they cannot solve your problem, these individuals can contact Customer Support.

## On-Site Training and Technical Support

WordPerfect Corporation offers a program to authorize Certified Perfect Partners who are Certified System Engineers, Certified Instructors, and Authorized Training Centers to provide on-site technical assistance and training. Certified Perfect Partners can provide services such as installation, integration, customization, support, and training for small, medium, and large accounts.

These individuals and companies have been certified by WordPerfect Corporation only after completing a comprehensive performance-based exam and evaluations to ensure that our customers receive the best possible service. To receive a complete listing of those certified in your area, call (801) 228-9921. For additional questions regarding certified individuals or to become certified, please call (800) 993-3700.

If you are outside of the United States, Puerto Rico, the U.S. Virgin Islands, or Canada, please contact your local WordPerfect Affiliate.

# Reference

# Accept

Use Accept to inform the sender of an appointment, note, or task that you are available. Accept also lets you set alarms for appointments.

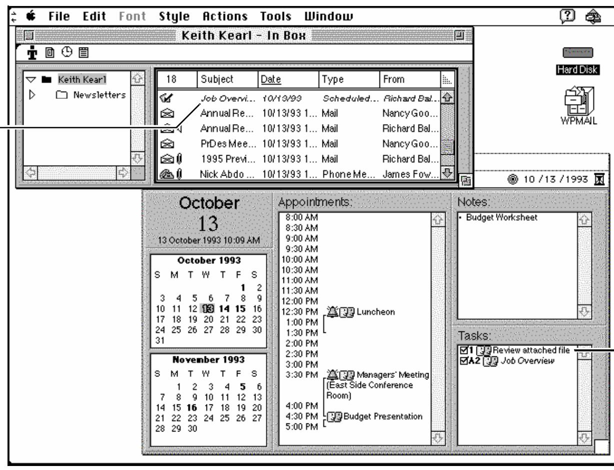
## Concepts

### *Pending Items*

Anytime a user schedules an appointment, a task, or a note for you, you have the option of accepting or declining it. An item that is not accepted or declined is *pending* and is displayed in the In Box and Calendar in italics.

When you accept a pending item, the item appears in plain text. When you decline a pending item, GroupWise deletes the item from the In Box and Calendar. You can decline accepted items as well as pending items. See *Decline*.

*This item has not been accepted or declined.*




*This item has been accepted. Declined items are deleted from the In Box and Calendar and placed in the Trash.*

IMPORTANT: After you accept an item, it disappears from your In Box but remains in your Calendar. To view accepted items in your In Box, choose **Filter**, then deselect **Not Accepted**. See *Filter*.

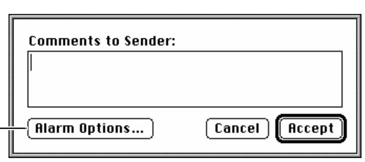
## Accepting an Appointment, Task, or Note

1 Double-click **In Box** or **My Calendar** in the Main Window.

2 Double-click a pending appointment, task, or note in the Item list box or the Appointments, Tasks, or Notes list.

3 Click **Accept** to open the Accept dialog box.

*Accept lets you respond to the sender and, if the item is an appointment, set an alarm to notify you about the meeting.*




4 Type a response in the **Comments to Sender** box.

5 If you are accepting an appointment, click **Alarm Options**, click **Set Alarm**, select **Early notification** or **Notification at** and select a time, then click **OK**. See *Alarms*.

6 Click **Accept**.

7 If the item is part of an auto-date definition, click **All Of Them** to accept all occurrences, or click **Just One** to accept only this occurrence.

The sender's Info window for the item displays Accepted and any comments you included next to your name. See *Get Info*. The item text in your Calendar changes to plain text to show that you have accepted the item. The item disappears from your In Box. See *Filter*.

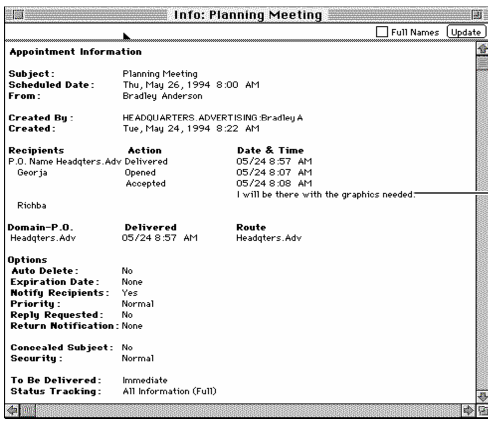
## Additional Information

### *Determining if an Item Has Been Accepted*

GroupWise has two ways of letting you know who has accepted the item you sent.

The first is a return receipt. Send Preferences lets you choose to receive a return receipt every time a recipient accepts an item you schedule. If you want to receive a return receipt for a single appointment or task, you can specify that in Options when you send the item. See *Send Preferences* and *Options*.

You can also determine who has accepted appointments, tasks, and notes by looking at the Info window. Open the Out Box, then double-click the item you want information for. The Info window lists who has accepted or declined your appointment, task, or note and who has not responded. See *Get Info*.



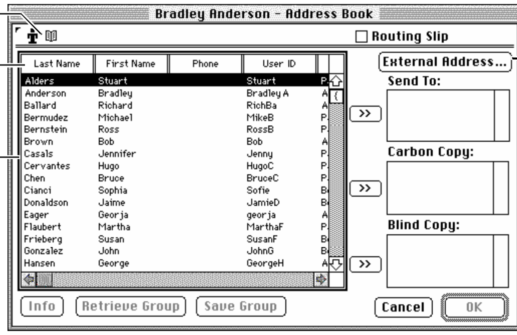

*If the recipient has included a comment, the comment is also displayed.*

# Address Book

Use the Address Book when you are unsure about user IDs, when you need to address an item to several users, or when you want to create a personal group.

The Address Book includes a list of users, a Send To box, a Carbon Copy box, and a Blind Copy box, or a Route box if you are creating a routing slip.

You can select the users you want to send the item to and place their user IDs in the appropriate box. When you choose OK, GroupWise transfers the user IDs to the corresponding address box in the item.




## Concepts

### *The Address Boxes*

To, CC, and BC are the three address boxes you'll find in GroupWise. Their purposes are explained below.

*To* is for addressing primary recipients. You must place at least one name in this box to send an item. Users addressed in the To box receive the item as it is sent.

*CC* is for addressing carbon copy recipients. CC recipients are users who would benefit from the information in the item, but aren't directly responsible for it. Users addressed in the CC box receive a copy of the message sent to the primary recipients.

*BC* is for addressing blind copy recipients. Blind copy recipients receive a copy of the item sent to primary recipients. However, the usernames of blind copy recipients only appear in the list of recipients in the sender's Out Box Info window; they do not appear in the primary or carbon copy recipients' In Box Info window. Consequently, only the sender and blind copy recipients know that a blind copy was sent. Blind copy recipients are not made aware of other blind copy recipients.

### *Groups*

GroupWise gives you two types of groups that you can use to address an item: public groups and personal groups. Public groups are created by the system administrator and cannot be edited. Personal groups are created by you and can be edited or deleted. See *Group*.

### *Resources*

Resources are things that can be scheduled for different uses. They can be anything from a room to an overhead projector or a car. The system administrator defines resources by giving them an identifying name and assigning a user as the owner of the resource. The user who owns the resource can proxy for the resource to receive all requests and accept or decline those requests.

## Addressing an Item

**1** Choose a group view from any item view pop-up menu in the Main Window.

A group view includes the To, CC, and BC address boxes.

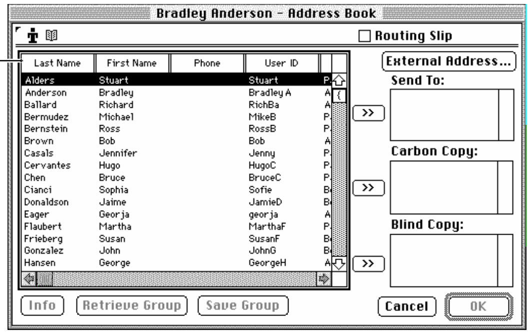
**2** Type the user's IDs in the address boxes. Separate each user ID with a comma (for example, SAMK, BETSYG). Go on to step 7.

*or*

If you don't know the user IDs, continue with step 3.

3 Click **Address** to open the Address Book.

*Click the column you want to sort by.*




4 Type the user's name, separating the first and last name with a **Tab**.

*or*

Drag the indexed box in the vertical scroll bar until the appropriate letter appears in the box.

5 Drag the recipients you want to the Send To, Carbon Copy, or Blind Copy boxes.

6 Click **OK** when you are done.

If you wish, you can change the text in the From box. When you send the item, your username will appear in parentheses next to the text you added. For example, Marketing Department (Bradley Anderson).

7 Complete the item, then click **Send**.

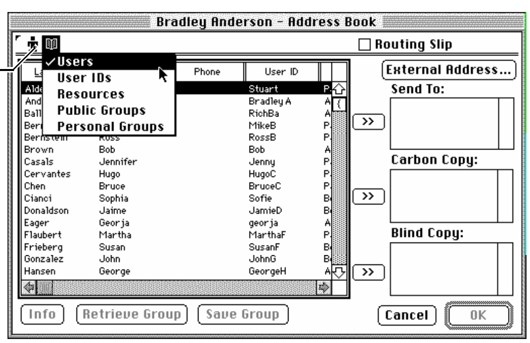
## Addressing an Item to a Group

1 Choose a group view from any item view pop-up menu in the Main Window.

2 Click **Address** to open the Address Book.

3 Choose Address List, then choose **Public Groups** or **Personal Groups**. See *Group* if you want to create a personal group.

*Address List menu*




4 Double-click a group to place it in the Send To box.

5 Click **OK** when you are done.

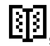
6 Complete the item, then click **Send**.

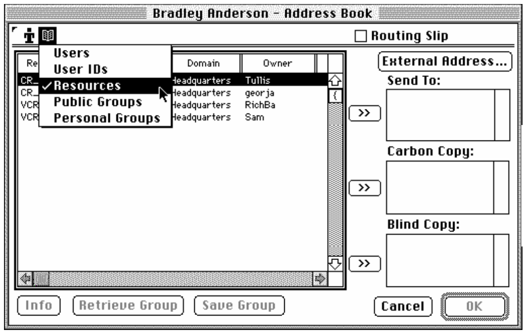
## Scheduling Resources

1 Choose the **Schedule** pop-up menu in the Main Window, then choose **Meeting**.

2 Click **Address** to open the Address Book.

3 Drag the users you want to the Send To, Carbon Copy, or Blind Copy boxes.

4 Choose Address List , then choose **Resources**.



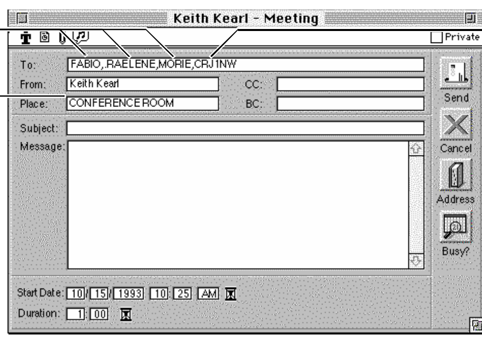

5 Double-click the resources you want for the meeting, then click **OK** to place the names and resources in the item's address boxes.

The resources you selected are placed in the To box with the users.

If you scheduled a resource that your system administrator designated as a place, its description will appear in the Place box when you tab to the Place box in the item.

*Usernames*

*Description of a place resource*




*Resource*

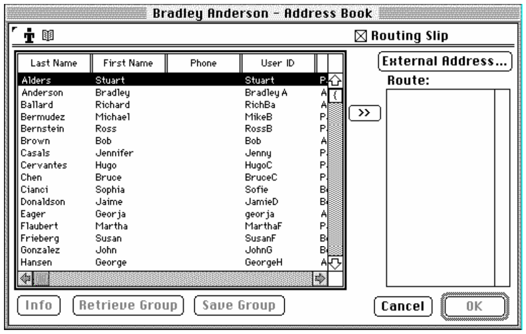
6 Complete the item, then click **Send**.

## Addressing a Routed Item

1 Choose the **Send Mail** or **Assign Task** pop-up menu, then choose a group view.

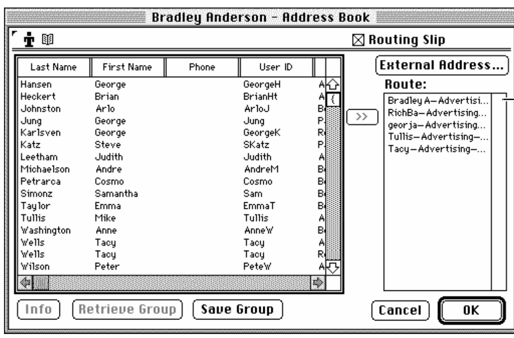
2 Choose the **Actions** menu, then choose **Routing Slip**.

3 Click **Address** to open the Address Book.




4 Double-click the users in the order you want them to receive the item.

If you are routing the item to a public or personal group, you must select the group, then click **Retrieve Group**.




*GroupWise delivers the item to the users in the order they appear in the Route box.*

5 Click **OK** when you are done.

6 Complete the item, then click **Send**.

GroupWise sends the item to the first user in the list. When that user marks the item completed, it is sent to the next user on the routing slip.

## Additional Information

### *External Address*

External Address in the Address Book lets you send items across one or more gateways. For example, when you send an item to a user on Internet, you would click External Address, then type the gateway and Internet address for the user. See the specific *GroupWise Gateway Guide* for more information on the gateway you are using. For information on addressing items to users on other post offices, see *Appendix A: Addressing*.

### *User List Columns*

The user list box in the Address Book display information that consist of columns that can be moved, hidden, and used as a sorting key.

| **To:** | **Do This:** |
|---|---|
| Move a column | Drag the column header to the position you want |
| Hide a column | Drag the column header to the user information area |
| Restore all column headers | c-click the row of column headers |

| To: | Do This: |
|---|---|
| Display a pop-up menu of available column headers and restore a specific column header | **Option**-click the row of column headers, then select the column header you want |
| Sort by a column | Click the column header you want to sort by |

### *Info*

Info lets you view the members of a public or personal group listed in the Address Book. To view information about a group, select a group in the Address Book, then click **Info**.

### *Expanding the Address Boxes*

You can expand the address boxes (To, CC, and BC) of an item by **Option**-**c**-clicking any of the address boxes or choosing the **Edit** menu, then choose **Expand**. To contract expanded boxes, use the same keystrokes or choose the **Edit** menu, then choose **Contract**.

### *Send To, Carbon Copy, and Blind Copy Keystrokes*

You can use keystrokes to place user names in the To, CC, and BC Boxes in the Address Book. Type the name of the recipient until the name is selected in the Address Book.

- Press **c-Return** to place the name in the To box.
- Press **Shift-Return** to place the name in the CC box.
- Press **Option-Return** to place the name in the BC box.

### *Phone Book*

You can use the Address Book as a phone book if the system administrator has included phone number information for all users.

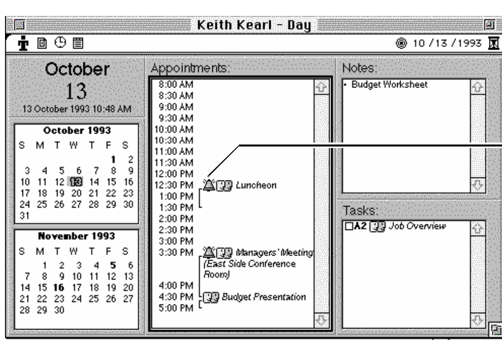
# Alarms

Use Alarms to remind you of upcoming appointments.

## Concepts

An alarm can alert you in three ways, none of which is exclusive of the others: a sound, a dialog box, or a small icon. For details on choosing how you want Alarms to alert you, see *Notification Preferences*.

When you accept an appointment, you can set an alarm. You can also reset the alarm or set an alarm for a personal appointment.



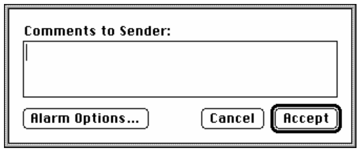

*A bell icon appears next to the appointments that have an alarm set.*

## Setting an Alarm

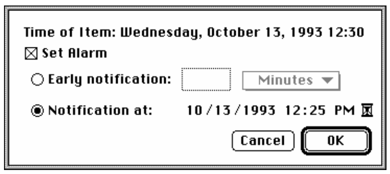
### *When Accepting an Appointment*

1 Double-click **In Box** or **My Calendar** in the Main Window.

2 Double-click the appointment to open it, then click **Accept** to open the Accept dialog box.




3 Click **Alarm Options**, then make sure the **Set Alarm** check box is selected.




4 Select **Early notification**, type the amount of time before the appointment you want the alarm to sound, then choose **Minutes**, **Hours**, or **Days** from the pop-up menu.

*or*

Select **Notification at**, then select the time you want the notification to sound.

5 Click **OK**.

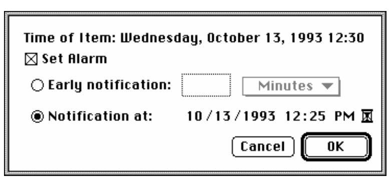
6 Click **Accept** to accept the item.

### *For a Personal or Accepted Appointment*

1 Double-click **In Box** or **My Calendar** in the Main Window, then select the appointment.

2 Choose the **Actions** menu, then choose **Alarm** to open the Alarm Options dialog box.

3 Make sure the **Set Alarm** check box is selected.




4 Select **Early notification**, type the amount of time before the appointment you want the alarm to sound, then choose **Minutes**, **Hours**, or **Days** from the pop-up menu.

*or*

Select **Notification at**, then select the time you want the notification to sound.

5 Click **OK** to close the dialog box.

# Appointment

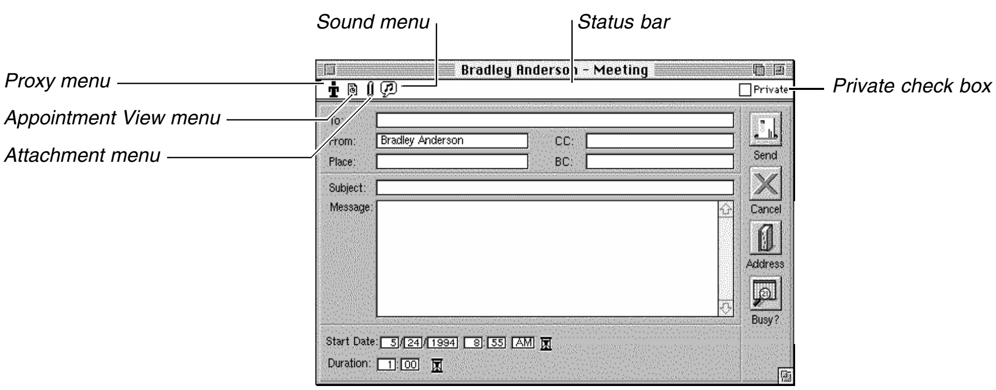
Use Appointment to schedule users and resources for meetings. You can also schedule personal appointments and set reminder alarms for specific times.

The way you send an appointment is very much the same as sending any other item. The differences are in the options that are unique to each item, such as scheduling the date for an appointment. This section explains how to use the options unique to Appointment. If you need help sending an item, see *Send*.

## Concepts

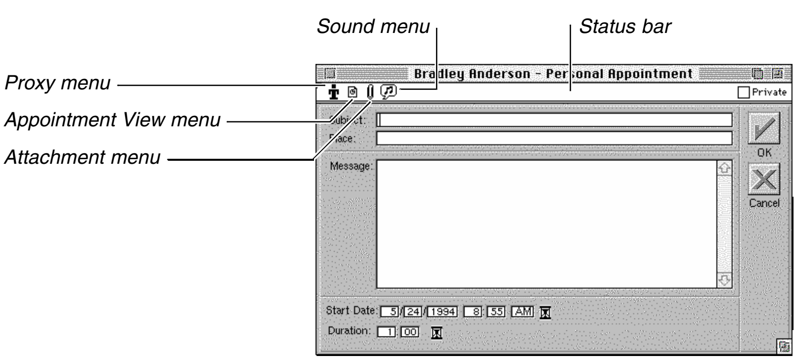
### *Group Appointments*

You can send group appointments to yourself and any other GroupWise user. Group appointments are placed in your Out Box when you send them, and in your Calendar and In Box when you receive them. When you receive an appointment from another user, you have the option of accepting it or declining it.




### *Personal Appointments*

A personal appointment is an event that you place in your Calendar. It is not placed in your Out Box or in any other user's Calendar or In Box. You can view personal appointments in your In Box by changing the filter settings in your In Box. See *Filter*. You can distinguish a personal appointment from a group appointment by the absence of address boxes.




The icons on the left side of the status bar let you schedule appointments in other users' names, change to another view, and include attachments or sounds.

## Scheduling Resources

From a group appointment view,

**1** Click **Address** to open the Address Book.

2 Choose , then choose **Resources** to open the Resources list box.

3 Double-click the resources you want for the meeting.

4 Click **OK** to close the Address Book and return to the item view.

The resources you selected are placed in the To box with the users. If you scheduled a conference room, and the system administrator defined it as a place, its description will appear in the Place box when you place your insertion point there.

## Checking for Free Times

From a group appointment view,

1 Address the appointment to the people and resources you want.

2 Click **Busy?**.

For information on the Busy Search Settings options, see *Busy Search*.

3 Click **Search** to show the free times of the people and resources listed in the address boxes.

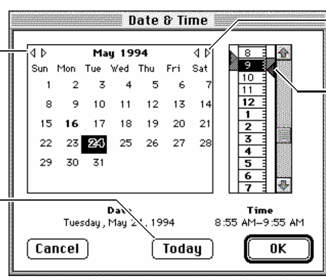
4 Double-click the best available time.

The time and date are placed in the Start Date boxes.

## Manually Setting the Date, Time, and Duration

If you know the time of the appointment and don't need to run a busy search, you can type the date, time, and duration directly into the Start Date and Duration boxes. You can also use the Date and Time dialog box to select the date and time.

1 Click Start Date in an appointment you are creating, then specify the date and time.

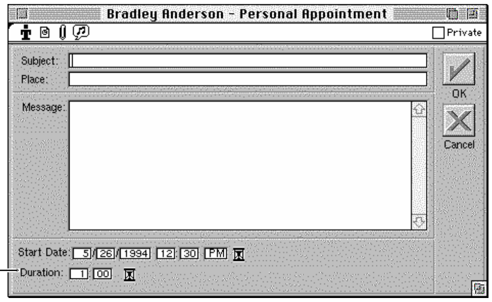



## Creating a Personal Appointment

1 Choose the **My Calendar** pop-up menu in the Main Window, then choose **Day**.

2 If you want a date other than today's date, click Start Date , select a date, then click **OK**.

**3** Click the **Appointments** box, then double-click the start time you want.




*Click here to indicate the event duration.*

**4** Complete the item, then click **OK**.

## Additional Information

### *Appointment Indicators*

As explained below, the appointment indicators in your In Box or Calendar can tell you the status of an appointment.

| Indicator | What it Means |
|---|---|
| [ICON NOT SHOWN] and italicized item description. (Appears only in your In Box.) | You have not yet opened and accepted the appointment. |
| [ICON NOT SHOWN] and italicized item description. (Appears only in your In Box.) | You have opened the appointment but have not accepted it yet. |
| and italicized item description. (Appears only in your Calendar.) | You have not yet accepted or declined the group appointment. |
| and the item description in plain text. (Appears only in your Calendar.) | You have accepted the group appointment. |
| (Appears only in your Calendar.) | The reminder alarm is set for the appointment. |

When you decline an appointment, the item is moved to the Trash. If you later want to accept a declined appointment, you can undelete it and then accept it. See *Accept*, *Decline*, and *Trash*.

### *Delegating an Appointment*

When a user schedules you for an appointment you cannot attend, you have the option of delegating the appointment to another user. When you delegate an appointment, both the receiver and the original sender receive notification of the delegation. See *Delegate*.

### *Rescheduling an Appointment*

You can reschedule an appointment to another day or time or change its length if you were the one who originally scheduled it. See *Calendar*.

### *Recurring Appointments*

You can use one appointment view to schedule recurring appointments. For example, you can create an auto-date definition that schedules an appointment for every third Friday of the month. See *Auto-Date*.

# Archive

Use Archive to save items in GroupWise format and move them from your mailbox in the post office to a personal mailbox on your hard drive.

## Concepts

### *Conserving File Server Space*

When you install GroupWise, the Archive folder is created on your hard drive. You can move items to the Archive folder on your hard drive to conserve space on the network file server without deleting important information.

### *Increasing Security*

You can increase the security of items by archiving them. Proxy users have no access to items archived on your hard drive, unless they are using your computer.

## Archiving an Item

1. Double-click **In Box**, **Out Box**, or **My Calendar** in the Main Window.
2. Open or select the item or items.
3. Choose the **Actions** menu, then choose **Archive**.

The item is removed from your In Box, Out Box, or Calendar and placed in your Archive database. If the item was in a folder, the folder or folder structure is created in the Archive database. To create a new folder in your Archive database, open your Archive database, double-click In Box or Out Box, choose **File**, then choose **New Folder**. Type a name for the folder in the Folder Name box, then click **OK**.

## Reading an Archived Item

1. Double-click **In Box**, **Out Box**, or **My Calendar** in the Main Window.

If you open a calendar view, make sure it includes an Item list box.

2. Choose the **File** menu, then choose **Open Archive**.

The contents of the archive database are displayed in the Item list box.

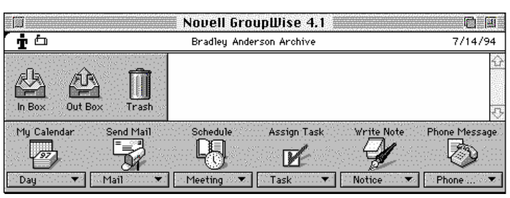
3. Select the archived item you want to read, choose the **Actions** menu, then choose **Read**.

IMPORTANT: While you are in your archive mailbox, you cannot send items.

## Unarchiving an Item

1. Choose the **File** menu, then choose **Open Archive**.

Archive appears after your name in the status bar of the Main Window.




2. Double-click **In Box**, **Out Box**, or **My Calendar** in the Main Window.

Your archived items appear in the Item list box and Calendar list boxes.

3. Select or open the item(s).
4. Choose the **Actions** menu, then choose **Unarchive**.

GroupWise moves the item from the Archive to where it was originally stored. If a folder has been deleted, the folder structure is recreated and the item appears in its original location.

## Additional Information

### *Managing Archive Folders*

Archived items are saved in a personal database similar to your GroupWise mailbox database. The database is stored in the Archive folder in your GroupWise 4.1 folder. If you choose a different Archive folder, any previously archived items are not transferred to the new folder. See *Environment Preferences*.

### *Archive Compared to Save*

Archive lets you store items in GroupWise format on your computer's hard disk or in a personal network directory. When you archive an item, it is moved from your mailbox database to a database in your Archive folder. Archived items are more secure than saved items because only you can open your archived items. Archived items can only be read using GroupWise.

Save lets you store items in GroupWise format in a folder on your own hard disk or on the network. You can open items with Open Saved to open them in GroupWise format, or you can retrieve them as a text file into any word processor (like WordPerfect for Macintosh). If you save an existing item, Save leaves a copy of the item in your mailbox and saves an additional copy in another location. See *Save*.

### *Proxies and Archive Rights*

Usually, you won't want to give proxy users the right to archive items from your In Box or Out Box. If you do, proxy users can archive items from your mailbox to their hard drives and you won't have access to those items again.

If you do want to share access to your archive database with your proxies, you can archive to a common network drive.

To choose the location of your archive database, see *Choosing a Folder Location* in *Environment Preferences*.

### *Deleting an Archived Item*

When you delete an archived item, it is placed in the Archive Trash, which must be manually emptied.

# Attach Files

Attach lets you include folders, files, graphics, applications, and movies with any item you send. For information on attaching sounds to an item, see *Sounds*.

## Concepts

### *Options*

Attachments can be viewed, opened, or saved. An attachment can also be added, deleted, or edited. You can include any type of file such as text files, graphics, programs, spreadsheets, sound files, and so on, with an item.

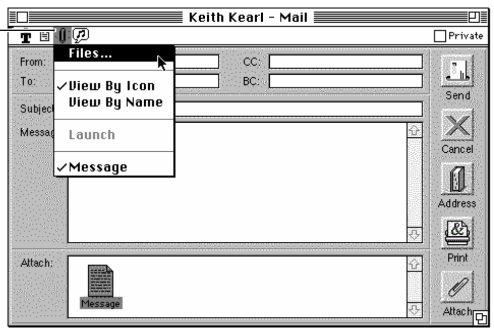
### *Attach Compared to Retrieve*

Attach and Retrieve serve different functions in GroupWise. Attach lets you include a file with an item, but the attachment does not appear in the Message box when the recipient opens the item. An attached file retains all its formatting codes. You can open the attachment and it will launch the application associated with the format of the file. See *Setting Up Launch Definitions* in *Environment Preferences*.

### *The Attachment Menu*

You can use the Attachment menu on the status bar to include attachments with an item. The Attachment menu also lets you display attachments by icons or by name, and view and launch attachments you receive.

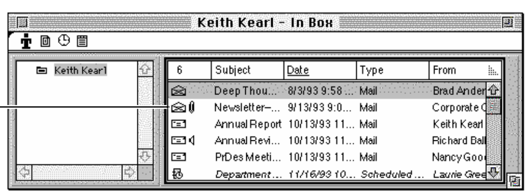
*The Attachment menu lets you attach a file to an item and choose how attachments are displayed.*




### *Attachment Indicators*

When you receive an attachment, GroupWise places an indicator next to the item's icon to show that it includes an attachment.

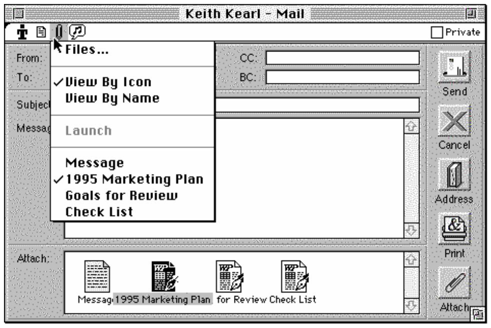
*This item includes an attached file.*




## Attaching a File

1. Choose the view you want from any item view pop-up menu in the Main Window.
2. Choose Attachment, then choose **Files**.
3. Use the directory list box to locate the files, folders, or applications you want to include with the item.
4. Double-click the files to place them in the Items to Attach box.
5. Click **Done** to attach the files to the item.

If you chose a group view, the files appear as icons in the Attach box unless you choose **View by Name** in the Attachment menu. The files are also added to the Attachment menu. If you chose a personal view, the files only appear in the Attachments menu.




**6** After you have finished typing the information in the item, click **Send**.

## Viewing an Attachment

Many attachments, such as text and graphics, can be displayed in GroupWise. If an attachment cannot be displayed, you have to launch an application that can open the file so you can view it. See *Launching an Attachment* below.

To display the attachment,

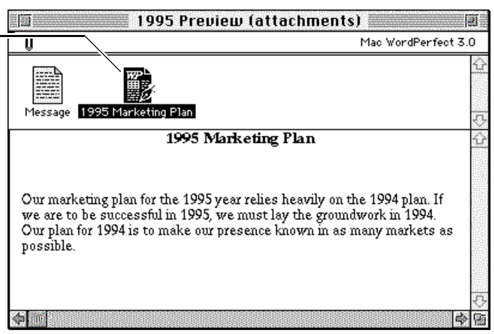
**1** Double-click **In Box** or **My Calendar** in the Main Window, then double-click the item that includes the attachment.

**2** Double-click the attachment in the **Attach** box.

*or*

Choose Attachment, then choose the filename.

*Click an icon to read its contents.*




## Launching an Attachment

**1** Double-click **In Box** or **My Calendar** in the Main Window, then double-click the item that includes the attachment.

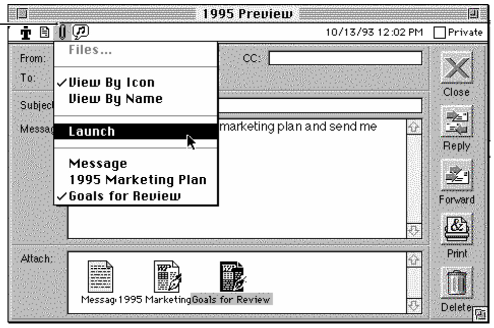
**2** Click the attachment in the **Attach** box.

*or*

Choose Attachment, then choose the filename.

**3** Choose Attachment, then choose **Launch**.

The Attachment menu




If a program doesn't launch, you need to create the proper launch definition. See *Environment Preferences*.

## Printing Attachments You Receive

**1** Double-click **In Box** in the Main Window.

**2** Double-click the item that includes the attachment in the Item list box.

**3** Double-click the attachment.

**4** Choose the **File** menu, then choose **Print**.

If you are prompted for page setup settings, choose the appropriate options, then click **OK**.

**5** Select your print options, then click **Print**.

## Additional Information

### *Launch Definitions*

When you launch an attachment, GroupWise first checks your launch definitions to see if you have defined the application that you want to open the attachment type. Y ou would create a launch definition if you want a different application to open the attachment type. See *Environment Preferences*.

### *Saving Attachments*

If you have System 7 Pro or higher, you can save attachments you receive by dragging the attachments from the Attach box to the folder you want to save them to. See *Save*.

### *Attachments and Routing Slip*

You can use Routing Slip to send an attachment sequentially to several users. The users can launch the attachment, make changes to it, save it, then click **Completed** to send it on to the next user on the routing slip. See *Routing Slip*.

### *Items Without the Attach Box*

You can include attachments with items that don't have the Attach box. When you choose a file to attach to the item, GroupWise places the filename in the Attachment menu. The recipient can choose the **Attachment** menu, then choose **Launch** to view the attachment in an application.

### *Viewing Attachments in the Message Box*

To view an attachment in the Message box instead of a viewer window, hold down the **Option** key and double-click the attachment in the Attach box.

# Auto-Date

Use Auto-Date to schedule recurring appointments, notes, or tasks.

## Concepts

### *Auto-Date Items*

Auto-Date lets you schedule an event on several different dates. To create an auto-date definition, open an appointment, task, or note view, define the dates for the item, then finish filling in the item.

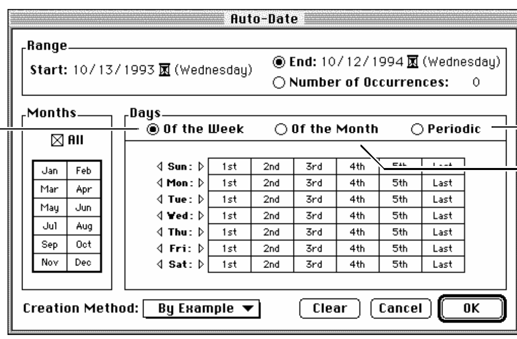
When you send the item, GroupWise makes one copy of the item for each auto-date occurrence and places the items in the Out Box. Therefore, if you define an auto-date that has five occurrences, GroupWise creates five items, each scheduled for one of the occurrences and places the items in your Out Box and in each recipient's In Box. The recipient can then accept or decline the occurrences separately or as a group. GroupWise will not permit you to schedule more than 365 occurrences with a single auto-date definition.

### *Creation Method*

GroupWise gives you three ways to create auto-date definitions: By Example, By Formula, and By Dates. You can use each type separately or together to create the definition.

**By Example** • By Example lets you define auto-date items that recur on a regular basis. You can use one of the three Day methods to create the definition.

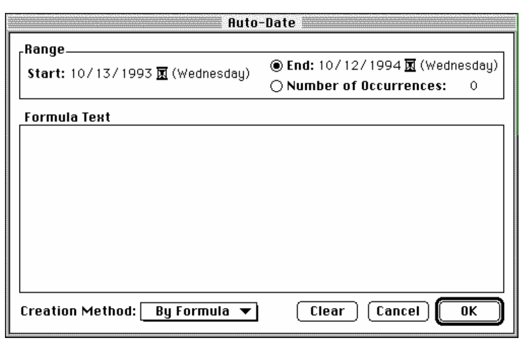
*Of the Week lets you define events by week, such as the Thursday that occurs in the second week of each month.*




*Periodic lets you define regularly recurring events, such as once every 5 days.*

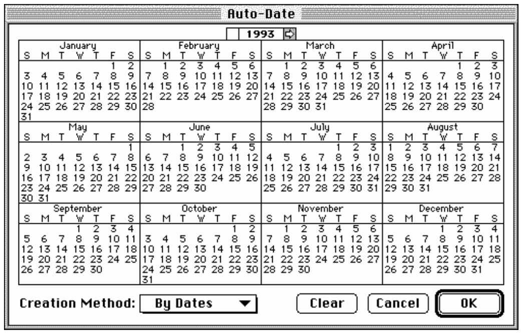
*Of the Month lets you define times that coincide, such as the Monday on or before the 15th.*

**By Formula** • By Formula lets you use the Auto-Date functions to write and edit auto-date definitions. You can also create a definition in By Example, then change to By Formula to view and edit the formula for the definition.




**By Dates** • By Dates lets you create an auto-date definition for irregularly occurring items. When you choose **By Dates**, a yearly calendar appears. You can define the auto-date by clicking the dates you want included.

For example, you can select each holiday from the calendar to create a definition for days off.




## Creating an Auto-Date for Days of the Week

Days of the Week lets you schedule an event that relates a specific day of the week to a specific week of the month. For example, you can schedule a meeting that occurs on the Tuesday of the second week and the day before the last Friday of each month.

1. Open a personal or group appointment, task, or note.
2. Choose the **Actions** menu, then choose **Auto-Date**.
3. Click the **Start** field, then type the date when the event can start occurring.
4. Select **End**, click the date, then type the date when the event must stop occurring.

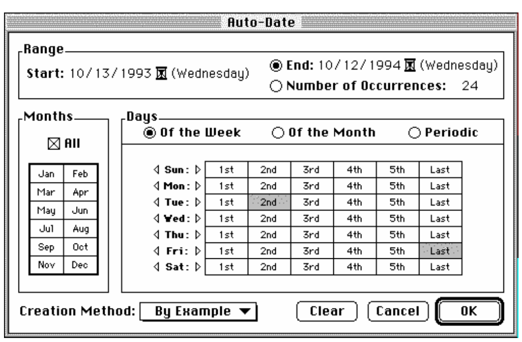
   *or*

   Select **Number of Occurrences**, click the number, then type how many times you want the event to occur.
5. Click the months you want the item to be scheduled in.

   *or*

   Make sure **All** is selected to allow occurrences in all months.
6. Make sure **Of the Week** is selected in the **Days** box.
7. Select the occurrences you want in the **Days** box.

For example, if you select the **2nd** on the Tue line, you have specified the second Tuesday of the month. If you select **Last** on the Fri line, you have specified the last Friday of the month.

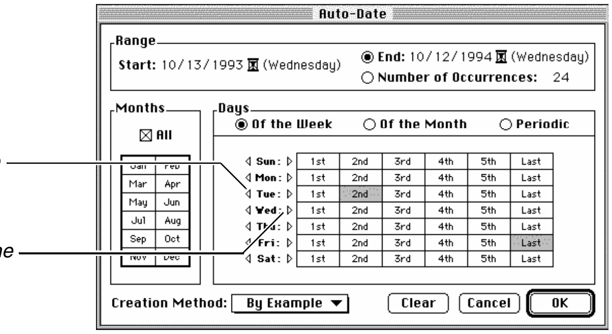



If you select **End**, the number of events currently defined appears in the Number of Occurrences field.

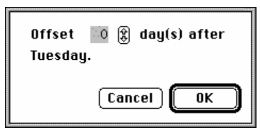
**8** If you want to offset the days (for example, the day before the last Friday of the month), click the arrow to the left of the day to open the Before dialog box, or click the arrow to the right of the day to open the After dialog box.

*The left arrow opens the Before dialog box.*

*The right arrow opens the After dialog box.*




**9** Type the number of days you want the occurrence to be offset from the day, then click **OK**.




To choose the day before the last Friday of the month, you would click the arrow to the left of Fri, type **1** in the Offset box, then click **OK**.

**10** When you are finished creating the auto-date definition, click **OK** to save the auto-date definition and close the Auto-Date dialog box.

**11** After you have finished typing the subject, time, and so forth in the item, click **OK** in personal items or **Send** in group items to schedule the auto-date occurrences.

## Creating an Auto-Date for Days of the Month

Days of the Month lets you define auto-date occurrences on days when the months, days of the week, and days of the month that you select all coincide. For example, you can schedule a note on each of your paydays by defining Monday through Friday on or before the 15th and last days of each month.

**1** Open a personal or group appointment, task, or note.

**2** Choose the **Actions** menu, then choose **Auto-Date**.

**3** Click the **Start** field, then type the date when the event can start occurring.

**4** Select **End**, click the number, then type the last date of the event.

*or*

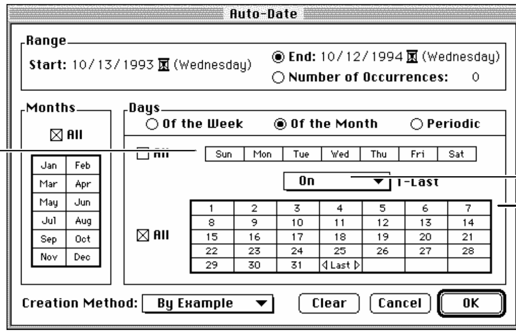
Select **Number of Occurrences**, click the number, then type how many times you want the event to occur.

**5** Click the months you want the item to be scheduled in.

*or*

Make sure **All** is selected to allow occurrences in all months.

**6** Select **Of the Month** in the Days box.




**7** Click the days of the week the item can be scheduled on.

*or*

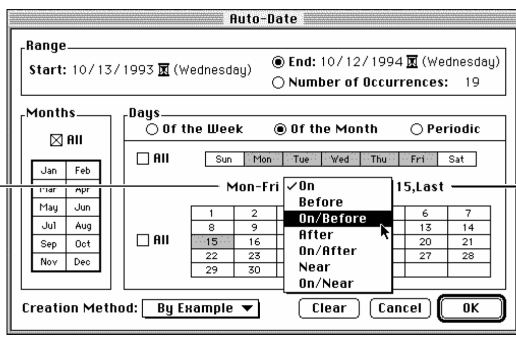
Make sure **All** is selected to allow an occurrence on any day of the week.

**8** Click the dates the item can be scheduled on.

*or*

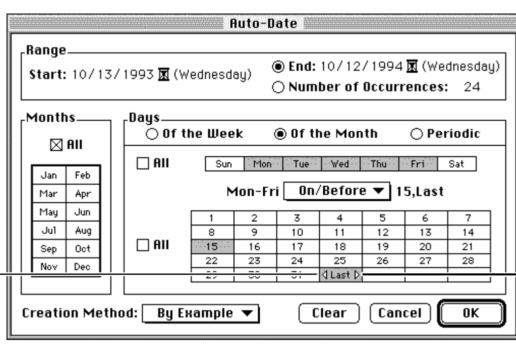
Make sure **All** is selected to allow an occurrence on any day of the month.

If you select **End**, the number of events defined appears in the Number of Occurrences field.




If you selected **Last**, you can set the day to be a number of days before or after the last day of the month.

**9** If you want to offset the day from the last day of the month, click the left arrow to open the Before dialog box, or click the right arrow to open the After dialog box.



10 Type the number of days you want the occurrence to be offset from the last day of the month, then click **OK**.


11 Choose the **On** pop-up menu, then choose the relationship you want between the days and the dates.

The following table explains the options on the On pop-up menu.

| **Option** | **Event Occurs On** | **Example** |
|---|---|---|
| On | Days when the day and date coincide. | **Mon On 15**. GroupWise schedules the item for each occurrence of Monday the 15th. |
| Before | The selected day that precedes the selected date. | **Mon Before 15**. GroupWise schedules the item on the Monday preceding the 15th. If Monday is the 15th, the scheduled date is Monday the 8th. |
| On/Before | Days when the selected day and date coincide, or the first occurrence of the selected day that precedes the selected date. | **Mon On/Before 15**. GroupWise schedules the item on each occurrence of Monday the 15th, or on the Monday preceding the 15th. |
| After | The first occurrence of the selected day after the selected date. | **Mon After 15**. GroupWise schedules the item on the first Monday after the 15th. If the 15th is on Monday, Monday the 22nd is scheduled. |
| On/After | Days when the selected day and date coincide, or on the first occurrence of the selected day after the selected date. | **Mon On/After 15**. GroupWise schedules the item on each occurrence of Monday the 15th, or on the first Monday after the 15th. |
| Near | The selected day closest to the selected date. The day can be before or after the date. | **Mon Near 15**. GroupWise schedules the item on the Monday closest to the 15th. If the 15th is on Wednesday, Monday the 13th is scheduled. |
| On/Near | Days when the selected day and date coincide, or on the day closest to the selected date. The day can be before or after the date. | **Mon On/Near 15**. GroupWise schedules the item on each occurrence of Monday the 15th, or on the Monday closest to the 15th. |

12 Click **OK** to save the auto-date definition and close the Auto-Date dialog box.

13 After you have finished typing the subject, time, and so forth in the item, click **OK** in personal items or **Send** in group items to schedule the auto-date occurrences.

## Creating a Periodic Auto-Date Definition

Periodic lets you define the number of days between each event. For example, if you have a meeting every Friday, you can set the Start date in the Range box to the date of the next meeting, then set the period to 7 days.

1 Open a personal or group appointment, task, or note.

2 Choose the **Actions** menu, then choose **Auto-Date**.

3 Click the **Start** field, then type the date when the event can start occurring.

4 Select **End**, click the number, then type the date when the event must stop occurring.

*or*

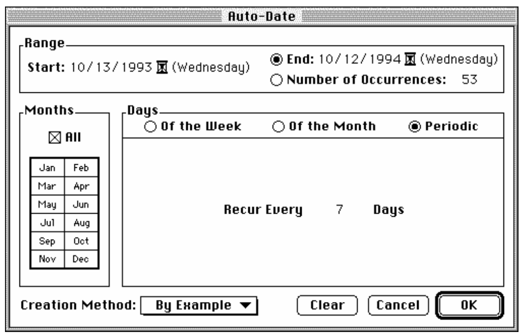
Select **Number of Occurrences**, click the number, then type how many times you want the event to occur.

5 Click the months you want the item to be scheduled in.

*or*

Make sure **All** is selected to allow occurrences in all months.

6 Select **Periodic** in the Days box.




7 Click the **Recur Every** field, then type the number of days between events.

The auto-date occurrences are scheduled that many days apart beginning on the Start date in the Range box. The occurrence extends to the End date, or until the item occurs as many times as you specified.

8 When you are finished creating the auto-date definition, click **OK** to save the auto-date definition and close the Auto-Date dialog box.

9 After you have finished typing the subject, time, and so forth in the item, click **OK** in personal items or **Send** in group items to schedule the auto-date occurrences.

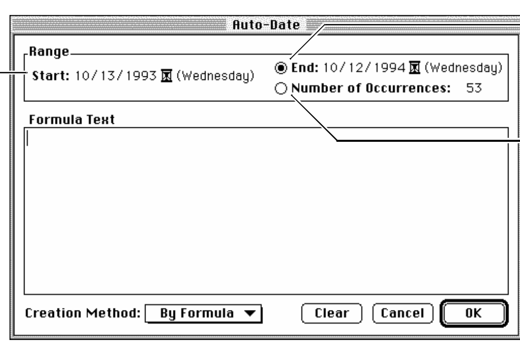
## Writing an Auto-Date Formula

1 Open a personal or group appointment, task, or note.

2 Choose the **Actions** menu, then choose **Auto-Date**.

3 Choose the **Creation Method** pop-up menu, then choose **By Formula**.

*Start lets you specify when the events begin.*




*End lets you specify when the events end.*

*Number of Occurrences lets you define how many times the event occurs.*

4 Click the **Start** field, then type the date when the event can start occurring.

5 Select **End**, click the number, then type the date when the event must stop occurring.

*or*

Select **Number of Occurrences**, click the number, then type how many times you want the event to occur.

6 Type the formula in the Formula Text box.

See *Auto-Date Functions* in *Additional Information* later in this section.

When you create or edit an auto-date definition in By Date or By Formula, you cannot change to By Example without losing the definition.

7 When you are finished creating the auto-date definition, click **OK** to save the auto-date definition and close the Auto-Date dialog box.

8 After you have finished typing the subject, time, and so forth in the item, click **OK** in personal items or **Send** in group items to schedule the auto-date occurrences.

## Creating an Auto-Date for Irregular Occurrences

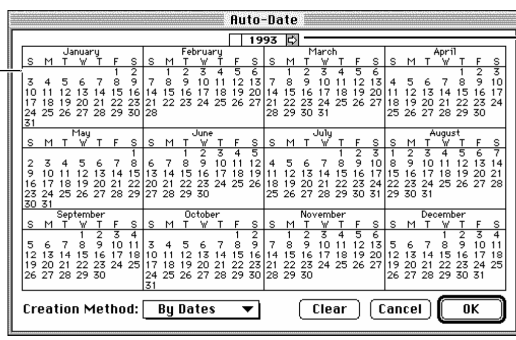
At times it isn't possible to create a definition for auto-date occurrences because the occurrences you want are so irregular. You can select the occurrences you want from the yearly calendar in By Dates. For example, you can mark all of the holidays you don't work on, such as Christmas or New Year's Day.

1 Open a personal or group appointment, task, or note.

2 Choose the **Actions** menu, then choose **Auto-Date**.

3 Choose the **Creation Method** pop-up menu, then choose **By Dates**.

*You can choose the occurrences you want from the yearly calendar.*




*The arrows let you change the year the yearly calendar displays.*

4 Click the dates you want to schedule occurrences on.

When you create or edit an auto-date definition in By Dates or By Formula, you cannot change to By Example without losing the definition.

5 When you are finished creating the auto-date definition, click **OK** to save the auto-date definition and close the Auto-Date dialog box.

6 After you have finished typing the information in the item, click **OK** in personal items or **Send** in group items to schedule the auto-date occurrences.

## Combining Auto-Date Definitions

Sometimes you may need to create an auto-date definition that includes regularly occurring dates along with irregularly occurring dates. You can use By Example to define the regularly occurring dates, then switch to By Dates to mark the irregular dates or By Formula to edit the formula text.

For example, you can use By Example to define your pay days and By Dates to mark any exceptions, such as when pay day falls on a holiday.

When you create or edit an auto-date definition in By Dates or By Formula, you cannot change to By Example without losing the definition.

1 Open a personal or group appointment, task, or note.

2 Choose the **Actions** menu, then choose **Auto-Date**.

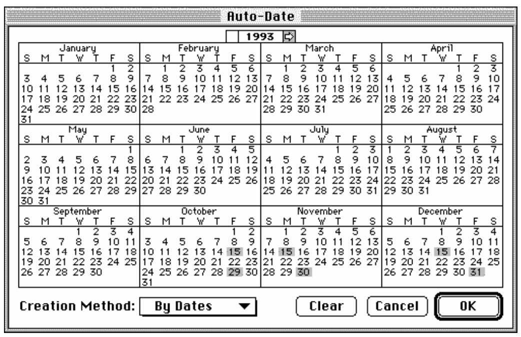
3 Define the occurrences in By Example.

See *Creating an Auto-Date for Days of the Week*, *Creating an Auto-Date for Days of the Month*, or *Creating a Periodic Auto-Date Definition* earlier in this section.

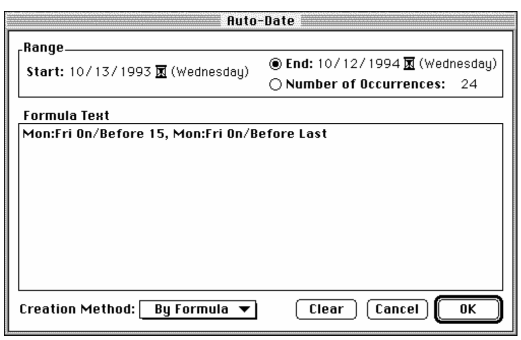
4 When you are finished defining the auto-date, choose the **Creation Method** pop-up menu, then choose **By Dates** to display the occurrences from By Example in the yearly calendar.

*or*

Choose the **Creation Method** pop-up menu, then choose **By Formula** to display the formula from By Example in the Formula Text box.




*By Dates displays the days defined in By Example.*




*By Formula displays the formula as defined in By Example.*

5 If you chose **By Dates**, select the irregularly occurring dates from the yearly calendar.

*or*

If you chose **By Formula**, edit the formula in the Formula Text box.

6 When you are finished creating the auto-date definition, click **OK** to save the auto-date definition and close the Auto-Date dialog box.

7 After you have finished typing the information in the item, click **OK** in personal items or **Send** in group items to schedule the auto-date occurrences.

## Accepting Auto-Date Items

When you receive an auto-date item from another user, you receive notification for only the first item scheduled in the auto-date definition. When you accept the item, you have the option of accepting the current item, or accepting all of the auto-date items.

The steps below are for accepting an item. However, you can use the same steps for declining an item by replacing *accept* with *decline*.

1 Open an auto-date item from the In Box or Notification dialog box.

2 Click **Accept** to open the Accept dialog box.

3 Type any comments and set the Alarm Options that you want.

4 Click **Accept**.

A dialog box opens requesting you to accept the current auto-date item, or all of the auto-date items.

5 Click **Just One** to accept only the current item.

*or*

Click **All of Them** to accept all of the auto-date items.

## Deleting Auto-Date Items

When you delete an item that is part of an auto-date definition, you can delete the single occurrence or all occurrences of the auto-date.

1 Double-click **In Box**, **Out Box**, or **My Calendar** in the Main Window.

2 Open an auto-date item, choose the **Actions** menu, then choose **Delete**.

3 If you are deleting an auto-date item from the Out Box, select **This Out Box**, **All In Boxes**, or **All Mailboxes**. See *Delete* or *Out Box*.

A dialog box opens requesting you to delete the current auto-date item or all of the auto-date items.

4 Click **Just One** to delete only the current item.

*or*

Click **All of Them** to delete all of the auto-date items.

## Additional Information

### *Editing an Auto-Date Definition*

You can return to the Auto-Date dialog box and edit the definition as long as you haven't sent the auto-date item. To reopen the Auto-Date dialog box, click **Auto** in the Start Date field of the item.

After you send an item, you can no longer edit the definition, but you can move an auto-date item in your Calendar as you would any scheduled item. When you move an auto-date occurrence you sent, however, a dialog box opens to verify if you want to move the single occurrence or all occurrences. See *Calendar*.

### *Auto-Date Functions for the By Formula Method*

Every auto-date function has a priority. When GroupWise reads an auto-date formula, it performs functions in order of their priorities. (See *Grouping Operators* later in this section to find out how you can group functions according to their priorities.) The table below lists all the functions and their priorities, 1 being the highest priority.

| Function | Priority |
|---|---|
| A blank space (high priority And) | 1 |
| plus or + | 2 |
| Minus or - | 2 |
| To or : | 3 |

| Function | Priority |
|---|---|
| Every . . . Starting . . . | 4 |
| Every . . . Ending . . . | 4 |
| Before | 5 |
| On/Before | 5 |
| After | 5 |
| On/After | 5 |
| Near | 5 |
| Near/After | 5 |
| Or or , | 6 |
| Not or ! | 6 |
| And or & (low-priority And) | 7 |

The functions listed above, as well as the grouping operators (parentheses), are described below in order of priority, beginning with the highest.

IMPORTANT: If you type any part of an auto-date, you must use the exact spelling of the functions. However, GroupWise is not case sensitive–you don't have to capitalize formulas when you type them.

**Grouping Operators—( )** • For some formulas, you need to use parentheses as grouping operators to change the priority of functions or to group functions together for clarification. For example, suppose you want to schedule all Tuesdays and Thursdays in July and August. You might try the following formula: **tue,thu jul,aug**. But because the high-priority And function (a space) has a higher priority than the Or function (a comma), this formula is performed as if parentheses were inserted as follows: **(tue),(thu jul),(aug)**, scheduling all Tuesdays in the range, all Thursdays in July, and all days in the month of August.

Notice how the meaning changes when parentheses are included, as in the following formula:

**(tue,thu) (jul,aug)**

This formula means that all scheduled days must fall on a Tuesday or Thursday, and must be in the month of July or August. The end result is that only Tuesdays and Thursdays in July and August are scheduled.

If you ever have any doubt about operator priority and how the formula will be evaluated, use parentheses to make sure the formula does what you want it to do.

**Offset Functions—Plus (+), Minus (-)** • You can use Plus or Minus to add an offset to another function or group of functions. For example, suppose you want to schedule an event three days before the first Thursday in February. You could type the following formula:

**thu(1) feb –3**

If you want to schedule an event two days after every January 25, you could type the following formula:

**jan 25 plus 2**

**Range—To (:)** • The range function signifies a range of days. For example, to schedule Tuesday, Wednesday, and Thursday in every week of every year, you could type the following formula:

**tue:thu**

**Periodic Functions—Every, Starting, Ending** • You can use Every in combination with the options in the Range box to schedule days at regular intervals beginning on a specific date and ending on a specific date or after a certain number of occurrences.

For example, suppose you want to schedule a meeting that occurs weekly starting on April 3, 1994 and continuing through August 17, 1994. You could specify the range as starting April 3, 1994 and ending August 17, 1994 and use the following formula:

**every 7 starting apr 3, 1994 ending aug 17**

IMPORTANT: If you type **Every 7** without the starting date, GroupWise marks the 7th of each month.

**Relative Functions—Before, On/Before, After, On/After, Near, On/Near** • You can use these functions to schedule days relative to a specific date. For example, to schedule the Thursday closest to November 20 in a number of years, you could type the following formula and lengthen the range to several years:

**thu on/near nov 20**

**Or (,)** • You can use the Or function to indicate that one or the other function or group of functions must hold true in order to schedule days. For example, if you wanted to schedule an appointment on the 15th day of each month, but only if the 15th falls on a Tuesday or Thursday, you would type the following formula:

**15 (tue,thu)**

**Not (!)** • The Not function negates the function that follows it. For example, if you want to schedule all days in December except Tuesdays and Thursdays, you could use the following formula:

**dec !tue !thu**

**Low-Priority And (And or &)** • The low-priority And has the lowest priority of all functions. But like a space, the low-priority And function between two other functions indicates that both of the other functions must hold true. For example, the formula **tue,thu jul,aug** means that scheduled days must be in July or August. However, if you substitute the high-priority And (a space) with a low-priority And, the formula **tue,thu and jul,aug** means that scheduled days must be a Tuesday or Thursday in July or August. In the first formula, the And function is evaluated before the Or function. In the second formula, the And function is evaluated after the Or function.

**Last** • The Last function does not have a priority. Its only purpose is to specify the last day of every month when used by itself or to specify the last weekday (Sunday through Saturday) of every month when used after a day code word. For example, to schedule the last Sunday of every month, you would use the following formula:

**last sun**

# Busy Search

It's difficult to schedule a meeting when you don't know who is busy. Busy Search lets you check everyone's schedules for free times. It not only marks the times when a user is already scheduled for a meeting, it marks times when the user has scheduled a personal appointment.

With Busy Search you can also search only the times when you want the appointment scheduled. For example, if you could only have the appointment on a Tuesday, Wednesday, or Friday between the hours of 10:00 and 3:00, why search on Mondays and Thursdays from 8:00 to 5:00? Likewise, you can broaden your search to include more than three months.

## Finding an Appointment Time

1 Choose the **Schedule** pop-up menu, then choose a group appointment.

2 Click **Address**, select users and resources for the meeting, then click **OK**.

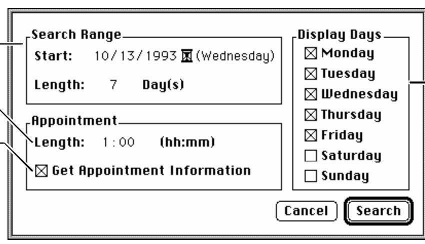
The usernames and resources are placed in the address boxes. See *Address*.

3 Click **Busy?** to open the Busy Settings dialog box.

*Specify a time period for your meeting here.*

*Specify the appointment duration.*

*Click here to get extra information about users' schedules if you have access rights.*



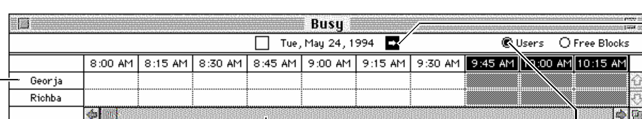

*Click the check boxes to include those days in the search.*

4 Specify your search options.

5 Click **Search** to start the search and open the Busy window.

Each username remains dimmed until GroupWise finds the information for that user. The progress bar in the upper-left corner of the Busy window indicates how much of the search is completed. The progress bar disappears when the information is found for all users.

*If you have access rights, you can double-click a busy time to get information about this user's schedule.*




*You can view a new date by clicking the arrows next to the date.*

*You can scroll to other times during the day by using the horizontal scroll bar.*

*The Busy window is now in Users mode.*

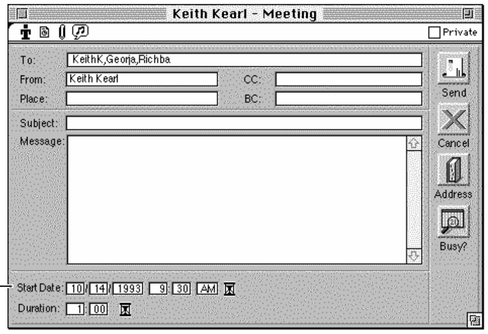
Users' appointments and busy times appear as solid boxes. Appointments that are still pending (have not been accepted yet) appear as gray boxes. Empty boxes indicate free times when you can schedule your meeting. You can change these default patterns in Busy Search in Conflicts Preferences. See *Conflicts Preferences*.

6 Click the right date arrow to move to a later date or click the left date arrow to move to an earlier date.

7 Click the right scroll arrow to move to a later time or the left scroll arrow to move to an earlier time within the displayed date.

8 Move the pointer to the meeting time you want. When the pointer becomes a cross, you can double-click to schedule that time.

The date and time appear in the Start Date box in the appointment view.

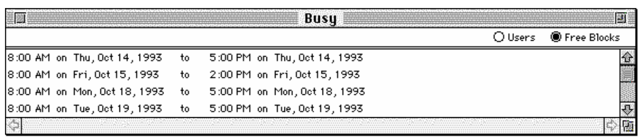



*The date and time you selected appear in the Start Date box.*

## Additional Information

### *Free Blocks Mode*

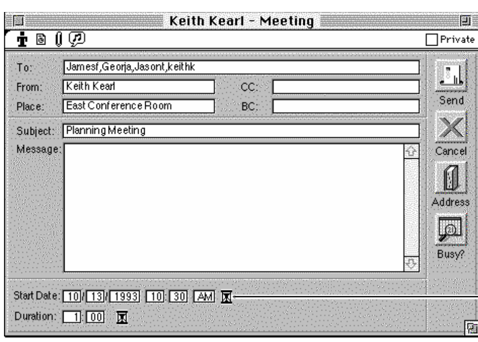
Once you have opened the Busy dialog box, you can change from Users mode to Free Blocks mode by clicking **Free Blocks**.




The Free Blocks mode lists times when the selected users and resources are simultaneously free over several days. You can double-click the day and time you want.

Your meeting will be scheduled for the earliest available time in the time block you double-click. For example, if you double-click a time block from 8am-5pm, but your meeting length is only one hour, your meeting will be scheduled from 8am-9am.

If you want your meeting to start later than the first available time (for example, 10:15 am), you can use the Date & Time icon in the appointment view to specify the correct time.




*The Date & Time icon*

### *Get Appointment Information*

If you select **Get Appointment Information** in the Busy Search Settings dialog box, you can view the details of the appointments scheduled for you or the people you are a proxy for. An **i** with a circle around it appears next to the name of everyone whom you can see appointment details for. The bottom portion of the Busy window displays the address boxes, subject, date, time, and duration for any block of time you click. If you don't have read rights for that person, the Busy window displays only the name of the person and the date, time, and duration of the appointment.

### *In Case of a Long Busy Search*

You can click other windows to perform other tasks and the Busy window will work in the background. Just click the Busy window when you're ready to select an available time.

# Calendar

Use Calendar to manage scheduled items, such as appointments, notes, and tasks. The My Calendar pop-up menu lets you choose a calendar view you want.

## Concepts

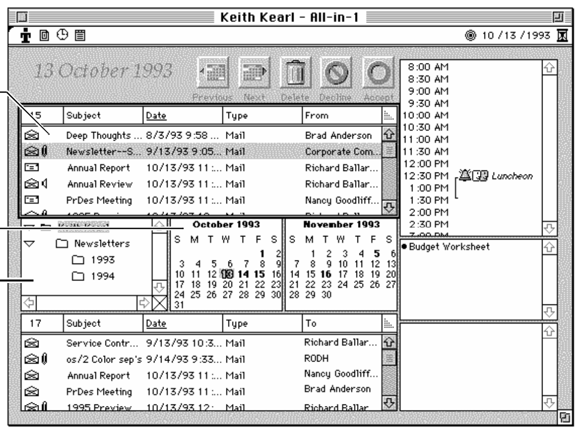
### *Calendar Features*

A calendar view can include Calendar list boxes, Monthly Calendar boxes, Item list boxes, and Folder list boxes.

*Item list box*

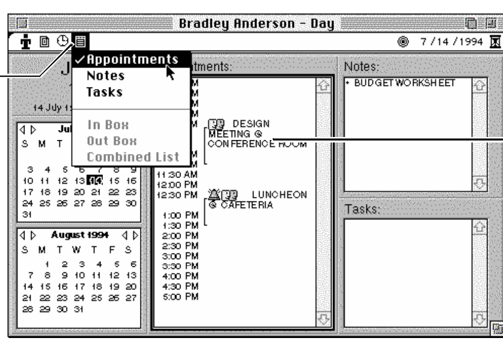
*Monthly Calendar box*

*Folder list box*




**The Calendar List Box** • The Calendar list box is similar to the Item list box, except it displays only the items that affect your Calendar. It can display one of three lists: the Appointment list, the Note list, or the Task list. You choose which list you want to display in the Calendar list box from the List Type menu.

*The List Type menu lets you view Appointments, Notes, or Tasks.*

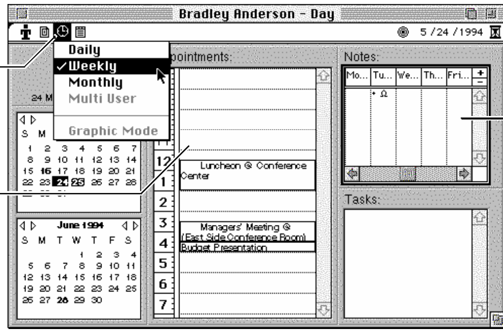



*The list you choose from the List Type menu appears in the Calendar list box.*

The Calendar Display menu lets you change how the list is displayed in the Calendar list box. You can view a list by day, week, or month. You can view the Appointment list in Graphic mode or List mode. Graphic mode lists the times in regular intervals with the marks showing the quarter-hours. List mode lets you show just the times when appointments are scheduled or show all times and scheduled appointments.

*The Calendar Display menu lets you view items in the Calendar list box by day, week, or month.*

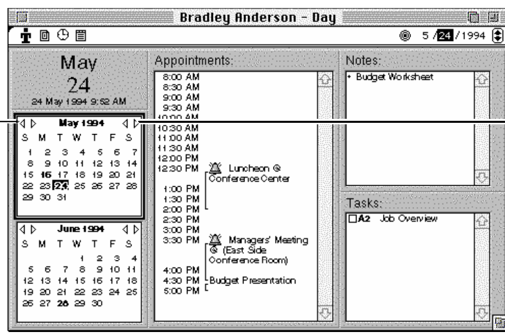
*This is Graphic mode.*




*This is a weekly list.*

**Monthly Calendar Box** • The Monthly Calendar box lets you move quickly from one day to another so you can see your schedule for that day. To view another day, just click the day in the Calendar.

*Click these arrows to go to a different month.*




*Click these arrows to go to a different year.*

Unlike the Calendar list box, the Monthly Calendar box cannot be changed to show different lists.

| **To Move:** | **Press:** |
|---|---|
| Forward one month | **c**-→ |
| Backward one month | **c**-← |
| Forward one year | **c**-**Shift**-↓ |
| Backward one year | **c**-**Shift**-↑ |

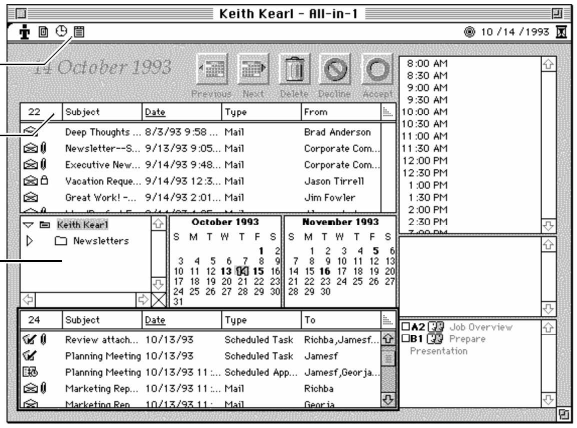
**The Item List Box** • All of your items, whether you send them or receive them, are saved in your GroupWise mailbox on the network. The Item list box lets you view the items in your mailbox.

You can use the List Type menu to display incoming items, outgoing items, or both in the Item list box.

*The List Type menu lets you view the incoming items or outgoing items in your mailbox.*

*The Item list box displays the items you have received or sent.*

*The Folder list box lists the folders in your mailbox.*



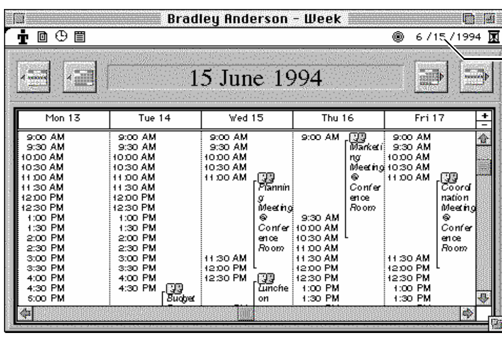

**The Folder List Box** • The Folder list box displays your folders. Folders let you organize your incoming and outgoing items. See *Folders*.

## Viewing a Specific Date

**1** Choose the **My Calendar** pop-up menu, then choose a calendar view.

If the calendar view you have opened does not have a Monthly Calendar, you can use the Date fields and Go To icon to go to another date.

**2** Click the month, day, or year on the status bar.



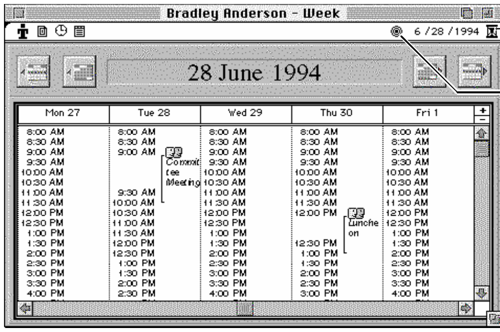

*The date text*

**3** Type the date you want to view.

*or*

Click the arrows that appear to select the date you want.

4 Click the Go To icon to display the date you selected.




Click to open the Date dialog box to select a date.

The Go To icon

To return to the current date, click the Go To icon.

## Reading an Item

1 Choose the **My Calendar** pop-up menu in the Main Window, then choose a calendar view that includes a Calendar list box or Item list box.

2 Go to the day the item is scheduled for.

3 Click a Calendar list box, choose List Type, then choose the list you want if it doesn't appear in the Calendar list box.

4 Double-click the item you want to open.

You can open items from a Calendar list box or an Item list box.

5 When you are done, click the close box to close the item.

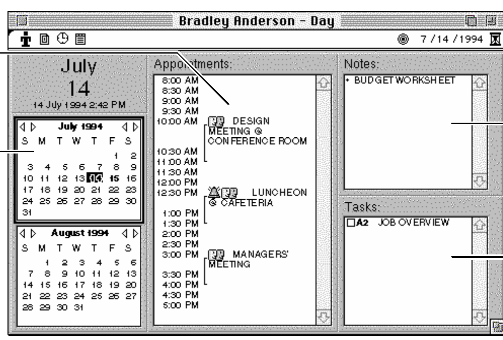
## Rescheduling Items

You can reschedule items that you have scheduled for a group or for yourself.

1 Choose the **My Calendar** pop-up menu in the Main Window, then choose a calendar view that includes a Monthly Calendar box and a Calendar list box.

A Calendar list box displaying the Appointments list

Monthly Calendar box




A Calendar list box displaying the Notes list

A Calendar list box displaying the Tasks list

2 Go to the date the item is scheduled for.

3 Drag the item to a different day in the Monthly Calendar.

4 To change the time of an appointment, drag the appointment to a different time in the Appointment list.

*or*

Double-click the appointment, type the new time or date, then click **OK** or **Send**.

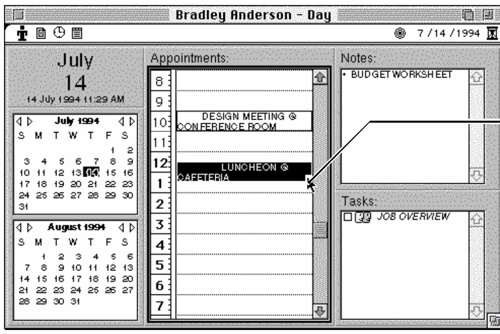
If you are rescheduling a personal item, GroupWise moves the item to the new time or day.

If you are rescheduling a group item, a dialog box opens to verify the change. Click **OK** to have GroupWise reschedule the item for everyone. The users you scheduled can accept or decline the new time.

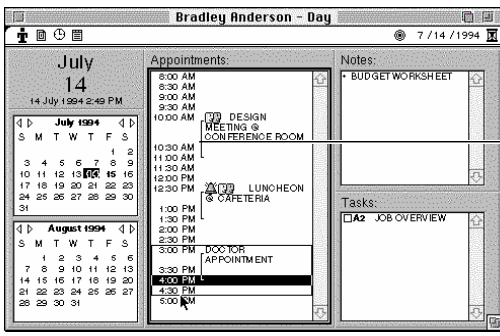
## Additional Information

### *Changing the Length of an Appointment*

You can change the length of the appointment (for example, from one hour to two hours) in the Calendar list box.




*To modify the length of an appointment when the list is in Graphic mode, drag the size box.*

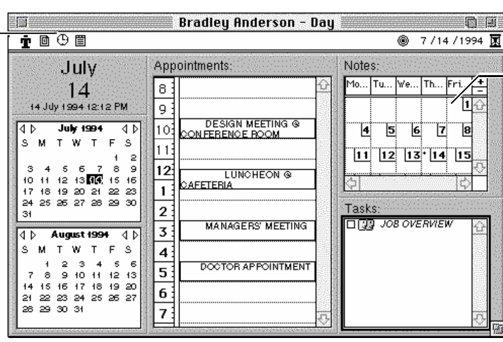



*To modify the length of an appointment when the list is in List mode, drag the ending time.*

### *Calendar List Box Modes*

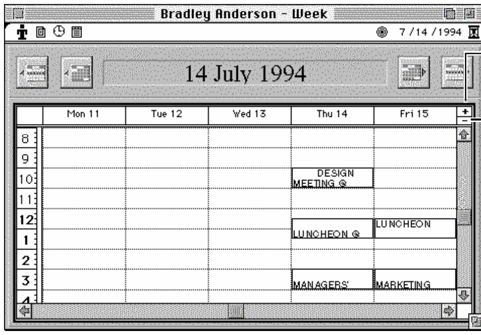
You can display a list in a Calendar list box in one of three modes: Daily, Weekly, or Monthly. The Daily mode displays only the appointments, tasks, or notes for the selected date. The Weekly mode displays the appointments, tasks, or notes for a selected week. The Monthly mode displays the appointments, tasks, or notes for the selected month.

*The Calendar Display menu lets you choose the mode for a Calendar list box.*




*The Notes list is in Monthly mode.*

When a Calendar list box is in Weekly or Monthly mode, you can choose how many days are listed across in the box. The + and – buttons let you add or subtract columns in the box. You can have as many as seven columns and as few as one.




*The + button adds columns to the box.*

*The – button subtracts columns from the box.*

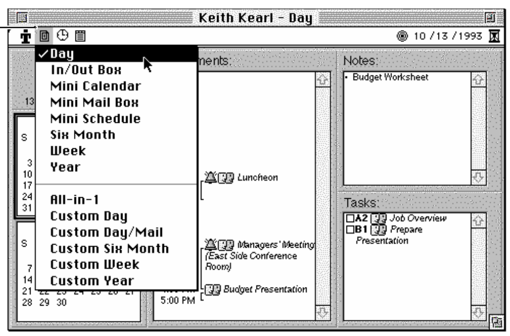
## *Calendar Size and Location*

You can change the size of the Calendar view and position the view where you want it on your desktop. When you open that Calendar view again, GroupWise will remember the changes you made.

## *Changing to Another Calendar View*

After you have opened a calendar view, you can change to another view by choosing the Calendar View menu, then choosing a different view. For example, you can change from the Day view to the Week view.

*You can use the Calendar View menu to change to a different view.*

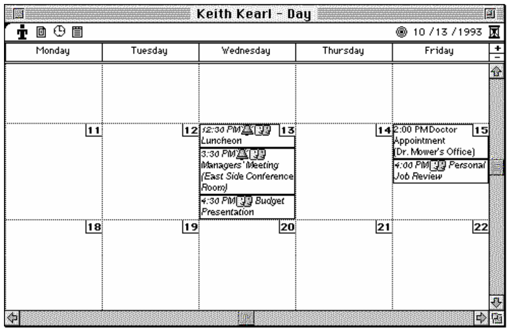



## *Creating a Personal Item*

You can create personal appointments, tasks, and notes while in your calendar. See *Appointment, Task,* or *Note*.

### *Expanding a Box*

You can expand any of the boxes in the calendar view to fill the entire window.




To expand the box, Option-c-click the box. To restore the calendar view, Option-c-click the box again.

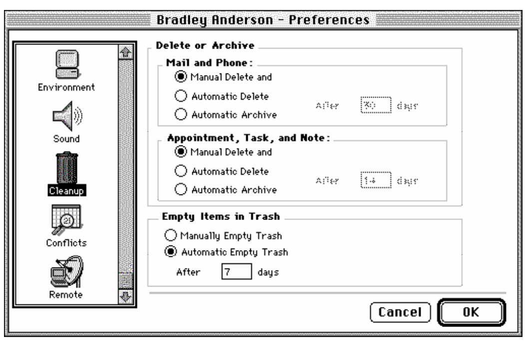
# Cleanup Preferences

Use Cleanup Preferences to specify how long items are kept in your In Box, Out Box, Calendar, and Trash. Options that are dimmed and are inaccessible are locked by your system administrator.

## Selecting Cleanup Options

1 Choose the **Edit** menu, then choose **Preferences** to open the Preferences dialog box.

2 Click **Cleanup** in the item list box.




The cleanup options are explained in the following table.

| **Cleanup Option** | **Description** |
|---|---|
| Manual Delete and Archive | Leaves items in the In Box, Out Box, and Calendar until you delete or archive them manually |
| Automatic Delete After _ Days | Deletes items that have been in the In Box, Out Box, and Calendar for the number of days you specify in the text box |

| Cleanup Option | Description |
|---|---|
| Automatic Archive After _ Days | Archives items that have been in the In Box, Out Box, and Calendar for the number of days you specify in the text box |
| Manually Empty Trash | Leaves items in the Trash until you manually delete them using Empty Trash or Empty Selected Items |
| Automatic Empty Trash After _ Days | Deletes items that have been in the Trash for the number of days you specify in the text box |

3 Select a cleanup option in each of the group boxes.

4 Click **OK** when you are done.

# Clipboard

Use the Clipboard to cut or copy text from an address or Message box and paste it to another address or Message box. The Clipboard is a place in the computer's memory where you can temporarily store information.

After you paste the text, it remains on the Clipboard and can be pasted as many times as you like. When you cut or copy additional information, it replaces the text currently on the Clipboard.

## Pasting Text

Cut moves text from one place to another. Copy leaves the original text where it is and places a copy of the text on the Clipboard. You can copy text from items you send or receive, but you can only use Cut and Paste on items you send.

1 Select the text you want to cut or copy.

2 Choose the **Edit** menu, then choose **Cut** or **Copy**.

3 Click the text box you want to paste to, choose the **Edit** menu, and then choose **Paste**.

# Combined List

Use the Combined List to display all incoming and outgoing messages in your GroupWise mailbox. GroupWise displays the Combined List in the Item list box.

You can use the Combined List to track your correspondence. For example, if you store all of the items related to Marketing in a folder, you can use the Combined List to see both the items received from Marketing and your responses.

## Concepts

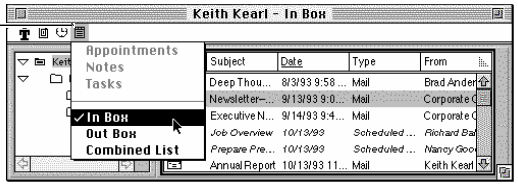
### *The GroupWise Mailbox*

All of your items, whether you send them or receive them, are saved in your GroupWise mailbox on the network. Like a desk mailbox, your GroupWise mailbox is divided into three sections: one bin for outgoing items, one for incoming items, and one for personal items. The Combined List lets you view your outgoing and incoming items together. See *In Box* and *Out Box*. To view personal items, you must change the filter settings. See *Filter*.

## Viewing the Combined List

1 Double-click **In Box** or **Out Box** in the Main Window.

*The List Type menu lets you choose to view incoming items, outgoing items, or both.*




2 Choose List Type, then choose **Combined List** to view incoming and outgoing items together.

## Additional Information

### *Filtering Items*

You can filter items so only certain types are shown. For example, you can display only the items that you have not opened or accepted. See *Filter.*

# Completed

Use the Completed check box to mark personal, assigned, or delegated tasks or routed items completed. When you mark a task completed, it stops carrying over to the next day on your calendar. If you mark a task completed, then realize that you left some part of the task uncompleted, you can unmark the task. The unmarked task is placed on the current date and will carry over to the next day on your calendar.

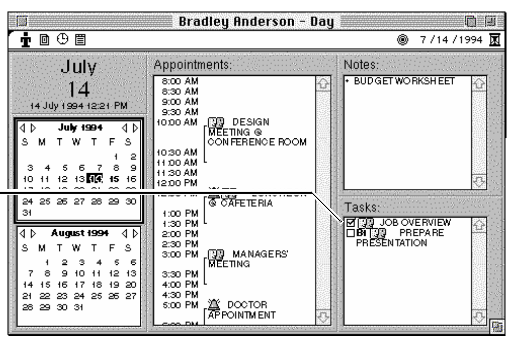
## Marking a Task Completed

1 Choose the **My Calendar** pop-up menu in the Main Window, then choose a calendar view that includes a Task list.

2 Click the check box next to the task you have completed.

A check mark appears in the check box, showing that the task is completed. The task will not carry over to the next day.

*Completed task*




You can click the check box again to unmark the completed task.

## Marking a Routed Item Completed

IMPORTANT: Before you mark a routed item completed, be sure that you are done with the item. Marking the routed item completed will remove it from your mailbox.

1 Double-click **In Box** or **My Calendar** in the Main Window.

2 Double-click the routed item to open it.

GroupWise informs you that the item has been routed.

**3** Click **OK** to close the alert box.

Only mail and tasks can be addressed with a routing slip. The routed item may ask you to edit an attached item or complete a task before sending the item to the next user on the list. See *Routing Slip*.

**4** Click the **Completed** check box in the status bar.

Once you mark the item Completed, GroupWise sends the item to the next person on the routing slip. If the sender has required a password to complete the item, type your mailbox password in the dialog box that appears.

**5** Click the close box to close the item.

## Additional Information

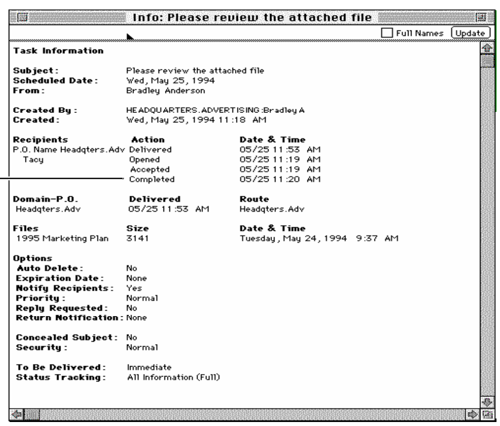
### *Checking Completion Status*

GroupWise has two ways of letting you know if the task you sent has been completed.

The first is a return receipt. Send Preferences lets you choose to receive a return receipt every time a recipient completes a task you schedule. If you want to receive a return receipt for only the current task, you can specify that in Options when you send the item. See *Send Preferences* and *Options*.

You can also determine who has completed tasks or routed items by looking at the Info window. Open the **Out Box**, then double-click the item you want information for. GroupWise lists the item's status in the Action column. See *Get Info*.

*Tacy has completed the task.*



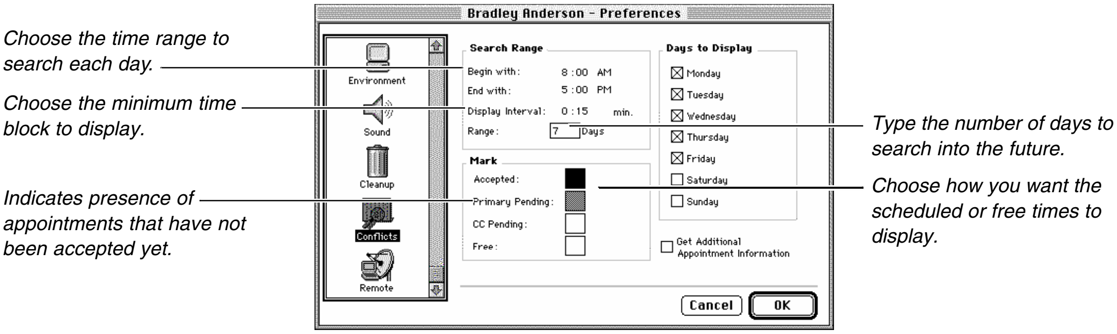

# Conflicts Preferences

Conflicts Preferences lets you set up the default criteria and display for a Busy Search.

## Setting the Busy Search Criteria

**1** Choose the **Edit** menu, then choose **Preferences**.

**2** Click **Conflicts** in the icon list box.




**3** Select the settings you want.

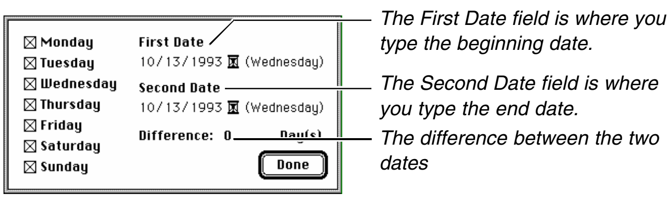
**4** Click **OK** when you're done.

# Date Difference

Date difference lets you calculate the number of days between two dates. For example, you could use Date Difference to determine how many work days you have before a deadline.

## Calculating the Number of Days Between Two Dates

**1** Choose the **Tools** menu, then choose **Date Difference** to open the Date Difference dialog box.




**2** Specify the dates in the First Date and Second Date fields.

You can click the month, day, or year you want to change, then type the month, day, or year or use the increment arrows. The earliest and latest dates you can use in Date Difference are 1/1/1970 and 12/31/2100.

**3** Click the days to include them in or exclude them from the count.

As you define the First Date, Second Date, and include or exclude days, the count appears in the Difference field. The count recalculates after any change in the dates or options.

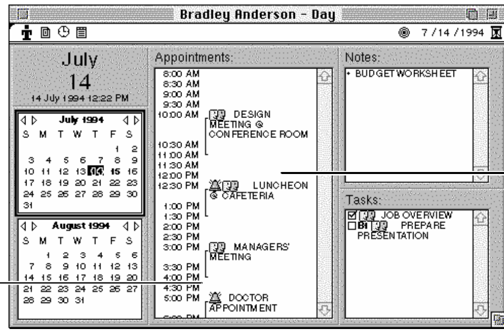
# Decline

Use Decline to refuse scheduled items such as appointments, tasks, and notes. When you refuse an item, Decline lets you send an explanation to the sender.

## Concepts

### *Pending Items*

Anytime a user schedules you for a group appointment, task, or note, you have the option of accepting or declining it. An item that is not accepted or declined is displayed in the In Box and Calendar in italics.




*This item has not been accepted or declined.*

*This item has been accepted. Declined items are deleted from the In Box and Calendar and placed in the Trash.*

When you accept a pending item, the item disappears from the In Box and is displayed in plain text in the Calendar. See *Accept*. You can decline accepted items as well as pending items.

## Declining an Item

**1** Double-click **In Box** or **My Calendar** in the Main Window, then double-click the item.

**2** Click **Decline** to open the Decline dialog box.

**3** Type an explanation, then click **Decline**.

The sender's Info window for the item displays Declined and your comments next to your name. See *Get Info*. If the sender chose to receive a mail receipt if the item sent is declined, the explanation will be included in the receipt as well as the Info window. See *Send Preferences*.

## Additional Information

### *Trash and Decline*

If you want to accept the item after deleting it, you can undelete the item from the Trash and then accept it. However, you need to undelete the item before it is emptied from the Trash.

### *Declining an Item Without Opening It*

If you don't need to read the item to know you will decline it, you can select the item in the In Box or Calendar, choose the **Actions** menu, then choose **Decline**.

# Delegate

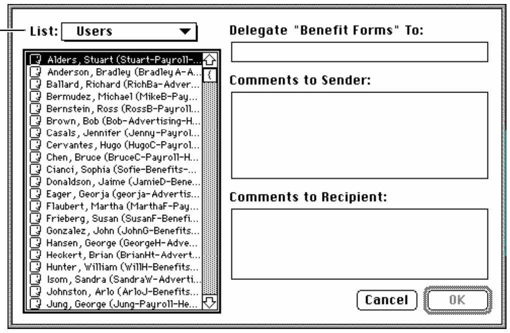
Use Delegate to assign an appointment, task, note, or routed item you received to another user. For example, if a task is assigned to a department, the department manager can use Delegate to assign that item to a user or a group of users.

## Delegating an Item

1 Double-click **In Box** or **My Calendar**, then double-click the appointment, task, note, or routed item you want to delegate.

2 Choose the **Actions** menu, then choose **Delegate** to open the Delegate dialog box.

*Use the List menu to list user IDs, resources or groups.*




3 Double-click the user or users to whom you will delegate the item.

4 Type an explanation to the person who sent you the item in the **Comments to Sender** box.

5 Type a message to the delegatee in the **Comments to Recipient** box, then click **OK** to close the Delegate dialog box.

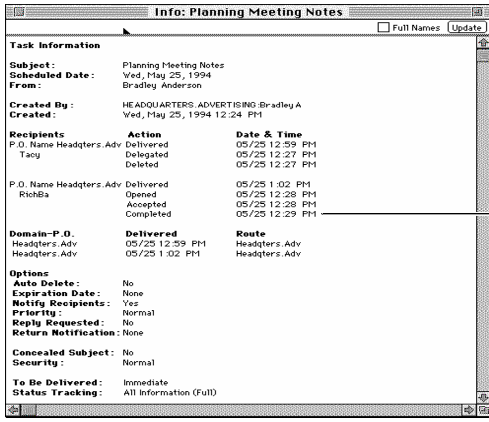
GroupWise places the message to the sender in the sender's Info window for the item. The item is sent to the recipient's In Box. Any comment to the recipient is attached to the item. The recipient needs to choose the Attachment menu, then choose Comments to read your comments.

## Completing a Delegated Item

1 Double-click **In Box** or **My Calendar**, then double-click the item that was delegated to you.

2 When you have completed the delegated item (task or routed item), click the **Completed** check box in the status bar, then click the close box.

GroupWise updates the sender's Info window to show that the task has been completed. See *Completed* and *Get Info*.




*When you click the Completed check box, the original sender can see that the delegated task has been completed.*

## Additional Information

### *Using Rules to Delegate*

You can use the Rules feature to delegate an item that is sent to you depending on the urgency, who it is from, or if you are out of the office. See *Rules*.

### *Delegate Compared With Forward*

Forwarding an item keeps it in your mailbox, while a copy of the item is sent as an attachment to the person you are forwarding to. However, when you delegate an item, it is removed from your mailbox and placed in the delegatee's mailbox along with your comments, which are attached to the item.

# Delete

Use Delete to remove an item from your Calendar, In Box, Out Box, or Shelf or to remove text or attachments from an item you created.

## Deleting an Item

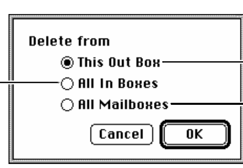
1 Double-click **In Box**, **Out Box**, or **My Calendar** in the Main Window.

2 Select the item you want to delete.

3 Choose the **Actions** menu, then choose **Delete**.

If you deleted an item from the In Box or Calendar, that item is deleted. If you deleted an item from the Out Box, the Delete dialog box appears.

*Deletes items from all recipients' In Boxes if the item hasn't been opened*




*Deletes items from your Out Box only*

*Deletes items from your Out Box and the recipients' In Boxes*

4 Select one of the options, then click **OK** to place the item in the Trash.

IMPORTANT: If you delete an appointment or task, it is removed from all users' Calendars, even if they already opened and accepted the item.

If you accidentally delete an item you want to keep, you can undelete it from the Trash. See *Trash*.

### Deleting Text

You can delete text in an item you are sending whenever you are viewing or reading it.

1 Select the text you want to delete.

2 Choose the **Edit** menu, then choose **Clear**.

### Deleting Attachments

You can delete attachments from items you send. You cannot delete attachments you receive without deleting the item that includes the attachment.

If you change your mind about attaching a file to an item you are sending,

1 Choose Attachment , then choose **Files** to open the directory dialog box.

2 Select the file in the Items to Attach box, then click **Remove**.

3 When you are finished, click **Done**.

### Additional Information

#### *Deleting Multiple Items*

You can **Shift**-click in an Item list box to select a range of items, or c-click to select non-consecutive items. You can then delete all of the selected items at one time. When you delete multiple items, a dialog box shows you the progress of the deletion. See *Trash*.

#### *Dragging Items to the Trash*

You can drag an item you want to delete from the In Box, the Out Box, or a calendar view and drop it on the Trash icon in the Main Window. You can also delete opened items or attachments by dragging them to the GroupWise Trash.

IMPORTANT: You cannot delete items, attachments, or views by dragging them to the Macintosh system Trash.

# Environment Preferences

Use Environment Preferences to set or change your password, give other users access to your mailbox, choose the language GroupWise displays, choose applications to open attachments, and choose default folder locations.

### Changing Your Password

When you log in to your mailbox, GroupWise matches your network ID from the mounted post office server to your GroupWise ID. Because they match, you can open your mailbox without typing a password if you have selected **Log In at Startup** in the Log In dialog box. When other users log in to the server, then try to log in to your mailbox, the server ID and your user ID don't match, so GroupWise requires those users to enter your password. If you have not entered a password, other users cannot open your mailbox. That also means that if you log in to GroupWise from a workstation that was logged in by another network user, you will not be able to open your mailbox. Also, other users can log in to your mailbox if you have logged in to the server. See *Log In*.

Specifying a password for your mailbox gives you more security because other network users cannot open your mailbox while you are away from your computer. In addition, someone may send you a routed item that requires your mailbox password before you can mark it completed.

1 Choose the **Edit** menu, then choose **Preferences** to open the Preferences dialog box.

**2** Click **Environment** in the icon list box, then make sure **Security Settings** is chosen in the Environment pop-up menu.

**3** Click **Change Password**.

**4** Type the current password, if you have one, in the **Old Password** box.

**5** Type a new password in the **New Password** box, then click **OK**.

Passwords are case-sensitive, so if you capitalize any letters when you type your password, you must capitalize the same letters when prompted for the password.

Your GroupWise password does not need to be the same as your post office server password.

**6** Click **OK** to close the verification dialog box.

**7** Type the new password again, then click **OK** to return to the Preferences dialog box.

**8** Select **Password Applies to Other Network Users Only** if you don't want to be prompted for your password each time you log in to GroupWise.

IMPORTANT: If you choose this option, others can log in to your mailbox if you have already logged in to the post office server.

**9** Click **OK** to close the Preferences dialog box.

If you select **Log In at Startup** in the Log In dialog box, then set a password, you are not prompted for your password when you start up GroupWise. Therefore, others can get access to your mailbox if they start up GroupWise from your computer. To keep others from opening your mailbox while you are away, set a password and don't select **Log In at Startup**.

## Giving Users Access to Your Mailbox

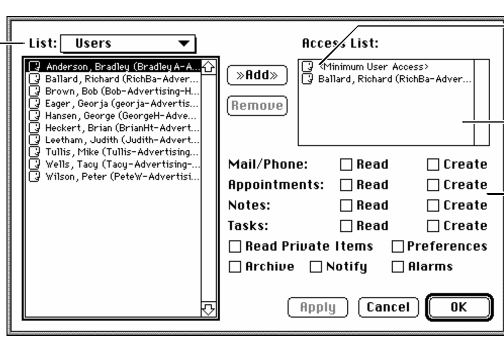
GroupWise lets you grant proxy rights so specific users can receive and send items for you. For example, you can give another user the rights to accept and schedule appointments for you. That person can also receive notification of your appointments. You would see the items accepted and scheduled by your proxy in your In Box, Out Box, and Calendar. See *Proxy*.

You can give your proxy access to all of the items in your mailbox, or you can restrict your proxy to reading or writing one or more item type, such as mail or notes. The access options are outlined in the steps below.

**1** Choose the **Edit** menu, then choose **Preferences** to open the Preferences dialog box.

**2** Click **Environment** in the icon list box, then make sure **Security Settings** is selected in the **Environment** pop-up menu.

**3** Click **Access List**, then double-click the users you want to give proxy rights to.




*Lets you choose a list of users, groups, or resources*

*Lets you assign minimum rights to all GroupWise users*

*List of proxies you choose*

*Selected check boxes show what each proxy has access to*

The users are placed in the Access List box.

4 Select a proxy, then click the items you want the proxy to have access to.

An ‘x’ in the check box means that the user has rights to that selection. If you selected multiple users, a box with a dash (-) in it indicates that the setting is selected for one or more users, but not for all users.

You can select Minimum User Access, then select the rights you want to give every user in your GroupWise System. If you don’t want every user to have access to your mailbox, then make sure none of the rights are selected.

The table below explains the rights you can give your proxies.

| **Proxy Right** | **Access to** |
|---|---|
| Read | Read the items you receive. You can restrict the read privileges to mail or phone messages, appointments, notes, or tasks. |
| Create | Create and send items in your name. You can restrict the create privileges to mail or phone messages, appointments, notes, or tasks. |
| Read Private Items | Read the items that you marked Private. If you don’t give a proxy Private rights, all items in your mailbox that are marked Private are hidden from that proxy. |
| Preferences | Change any of the preferences in your mailbox. The proxy can edit any of your preferences settings, including the access given to other users. The proxy can also manipulate your folders, use your personal groups, and create, edit, and delete your mailbox rules. |
| Archive | Store and read your items in the proxy’s Archive folder. If you give a proxy Archive rights, items archived by that proxy may be stored on the proxy’s hard drive and inaccessible to you. |
| Notify | Receive notification when you receive items. Proxies will not receive your notification unless they subscribe to it in Subscribe to Notification. |
| Alarms | Receive the same alarms you receive. Proxies will not receive your alarms unless they subscribe to them in Subscribe to Notification. |

5 Click **Apply** to apply the selected proxy rights to the selected user or users.

6 When you are finished selecting access rights for your proxies, click **OK** to return to the Preferences dialog box.

7 When you have finished changing preferences, click **OK** to close the Preferences dialog box.

## Choosing the Language

Language lets you choose the language displayed in GroupWise. The language you select affects only the interface. It does not translate user IDs or the text you type in a message.

1 Choose the **Edit** menu, then choose **Preferences** to open the Preferences dialog box.

2 Click **Environment** in the icon list box, choose the **Environment** pop-up menu, then choose **Language**.

3 Select a language from the list box, then click **OK** to close the Preferences dialog box.

4 Quit GroupWise, then restart GroupWise to activate the language change.

## Setting Up Launch Definitions

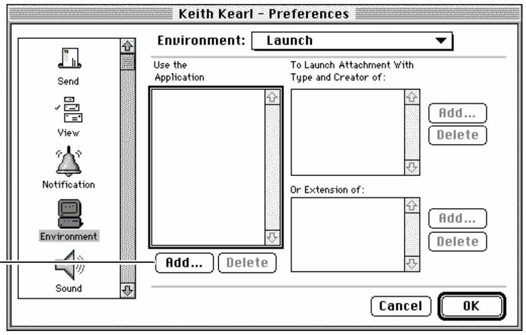
When you launch an attachment, GroupWise first checks your launch definitions to see if you have defined an application to run the attachment type. If you have not created a definition for the attachment type, GroupWise searches for the application that created the attachment type. If it is found, GroupWise launches the attachment with that application.

If the application is not on your computer, GroupWise notifies you that the launch cannot be performed. To launch the attachment, you need to create a launch definition.

**1** Choose the **Edit** menu, then choose **Preferences** to open the Preferences dialog box.

**2** Click **Environment** in the icon list box, choose the **Environment** pop-up menu, then choose **Launch**.

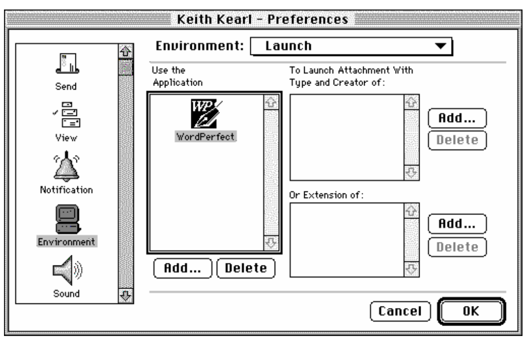
*Add lets you display an application in the Use the Application box.*




**3** Click the **Add** button below the Use the Application box to open a directory dialog box.

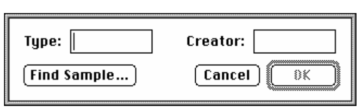
**4** Double-click the application you want.

The application appears in the Use the Application box.




**5** Click the **Add** button next to the To Launch Application With Type and Creator of box.

A dialog box opens with boxes for the Type and Creator.




Type and Creator refers to the file type and the application that created a file. The application you launch does not always need to be the creator of the attachment. For example, WordPerfect can be launched to open WordPerfect files as well as TeachText or TIFF files.

**6** Click **Find Sample** to open a directory dialog box.

7 Double-click any file that was created or can be opened by the application you selected in the Use the Application box.

The type and creator are inserted in the **Type** and **Creator** boxes.

8 Click **OK** to move the definitions to the To Launch Attachment With Type and Creator of box.

9 If you want to use the program to launch attachments that have a specific extension, click **Add** next to the Or Extension of box, type an extension up to three characters long in the Extension box, then click **OK**.

The extension appears in the Or Extension of box.

10 When you have finished changing preferences, click **OK** to close the Preferences dialog box.

## Choosing a Folder Location

Default Folders, in Environment Preferences, lets you choose the location of your archived items, standard views, custom views, and attachment files.

1 Choose the **Edit** menu, then choose **Preferences**.

2 Click **Environment** in the icon list box, choose the **Environment** pop-up menu, then choose **Default Folders**.

3 Click the file type you want to define the location of.

### *Archive Files*

Archived items are removed from the GroupWise mailbox on the network and stored in the Archive folder on your computer. You can open, read, and delete an archived item. Archiving an item helps free up memory in the network so GroupWise can deliver items faster. When you choose a new location for the Archive folder, GroupWise creates a new archive folder. Your previously archived items are not transferred to the new folder. See *Archive*.

### *Standard and Custom Views*

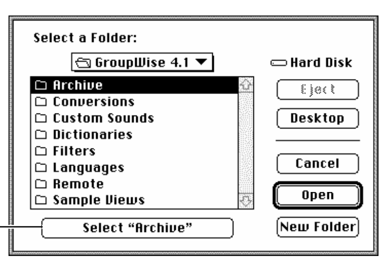
The Standard Views and Custom Views folders contain the definitions for the item views and calendar views in GroupWise. If the paths to these folders are wrong, the pop-up menus under each icon in the Main Window display None Available. If the folders are not in your GroupWise folder, your system administrator may have put them in a folder on the network. Ask your system administrator for the path.

### *Attachments*

The Attachments folder is the default folder for storing files attached to items that you receive. You can choose a different folder in the Save dialog box when you save attachments. See *Attach Files*.

4 Use the directory dialog box to locate the folder where you want to store the files or where the files are already located.

5 Click the folder, then click the **Select** button underneath the directory list box.




*You can click the Select button to select the folder where the files are located.*

The directory dialog box closes and the path to the folder appears in the box to the right of the button.

**6** When you are finished changing preferences, click **OK**.

# Expand/Contract

You can expand boxes in the In Box, Out Box, Calendar, or items to the full size of a window or view. For example, you can expand an item's Message box when you are reading the item. Using Contract will restore a box to its original size.

## Expanding a Box

**1** Open the **In Box**, **Out Box**, **Calendar**, or an item.

**2** Click the box you want to expand.

**3** Choose the **Edit** menu, then choose **Expand**.

## Contracting an Expanded Box

**1** Choose the **Edit** menu, then choose **Contract**.

## Additional Information

### *Keystrokes*

Instead of using the menus, you can also use the following keystrokes to expand or contract a box.

- **Option-c**-click the box you want
- **c-J**

### *Address Boxes*

If you expand an item's address box (To, CC, or BC), all three address boxes will be expanded. You can add or delete users from these boxes, or move them from one box to another.

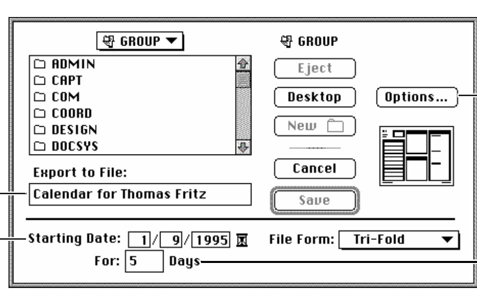
# Export Calendar

Use Export Calendar to save your Calendar forms into WordPerfect 5.1 or TeachText files.

## Exporting Calendar Forms

**1** Choose the **File** menu, then choose **Export Calendar**.

**2** Use the directory dialog box to select a folder for your calendar file, and give the file a name.




*Click for additional print options.*

*Type a name for your Calendar file.*

*Click to specify the starting date.*

*Specify the number of days, weeks, or months.*

3 Choose the **File Form** pop-up menu, then choose a form.

4 Specify the date range, then click **Save**.

# Filter

Use Filter to display specific items in an Item list box or Calendar list box. For example, you can create a filter that displays items you have already opened or accepted.

## Concepts

### *How Can I Use Filter?*

If you receive a huge amount of items every day or need to leave items in your In Box indefinitely, you probably have a difficult time finding older items. Filter lets you display items according to specific criteria. You can also use it to hide items that might otherwise get in your way. A good example of hiding items is the default filter. Instead of filling up your In Box with items you have already accepted, the filter hides them so you don't have to scroll past them while looking for an important item.

### *Filtering Items*

Filter displays items according to the criteria you specify. If an item isn't displayed, it may still be in your mailbox. If you change the filter definition to show all items and the item doesn't appear, the item has been deleted, archived, or moved to another folder.

### *Filtering a List Box*

You can filter the Item list box in the In Box, Out Box, Trash, and any list box in a calendar view. When in your Calendar, you can apply different filters to each list box. The filter works only on the list box that you have chosen, unless you click **Apply to All** in the Filter dialog box. In that case, each list box in the calendar view is filtered by the criteria you specified, whether the list box is an Item list box or a Calendar list box.

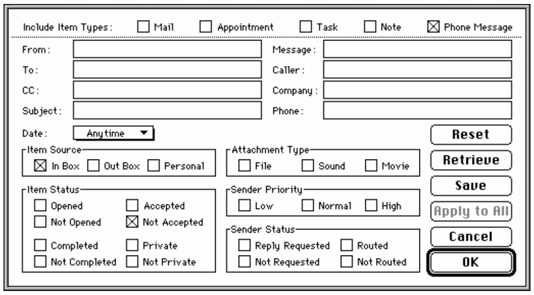
### *Choosing Filter Options*

The Filter dialog box lets you select the items you want to appear in the list box you are filtering. You can also use Filter to display only the items that have certain attributes, such as items received from a specific sender, items sent to a specific recipient, items including attachments, items that have not been marked Completed, and so forth.

**Include Item Types** • Include Item Types lets you select the items you want displayed in the item or calendar list box. If none are selected, GroupWise displays all item types. When you select one or more item type, GroupWise displays only the checked items.

**Address Boxes** • The address boxes let you type the usernames or text strings included in items you want displayed in the list box. GroupWise displays only the items that contain the usernames or text string you typed in the corresponding boxes. Blank boxes indicate that GroupWise will show all items.

Some item types include more boxes than others. If you select one of those items alone, GroupWise displays the additional boxes you can use to define the filter.




The table below lists the items that include additional boxes and what the boxes do.

| Item | Additional Boxes | Description |
|---|---|---|
| Appointment | Place | Lets you display the appointments that are scheduled at a specific place |
| Task | Priority | Lets you display tasks that have a specific priority |
| Phone Message | Caller<br>Company<br>Phone | Let you display the phone messages from a certain person, business, or phone number |

**Date** • The Date pop-up menu lets you specify a time range for the items you want to see. For example, if you want to view all of your scheduled appointments that occur after today, you can choose **After**.

The following table lists the date options and what they do.

| Date Option | Explanation |
|---|---|
| Anytime | Lets you display items regardless of the date they are sent on or scheduled for |
| Before | Lets you display items that are sent or scheduled before a specific date |
| On | Lets you display items that are sent on or scheduled for a specific date |
| After | Lets you display items that are sent or scheduled after a specific date |
| Between | Lets you display items that are sent or scheduled between two dates |

**Item Source** • Item Source lets you select whether the items displayed are incoming, outgoing, or personal. When you filter the In Box or Out Box, GroupWise selects the source box you are currently in.

Personal lets you select whether you want GroupWise to display personal items such as a personal task, personal appointment, or personal note.

IMPORTANT: If you are in the In Box and select Out Box in the filter, outgoing items will not be displayed. The alternate is true for filtering the Out Box.

**Item Status** • Item Status lets you display items that you have acted upon in a certain way. For example, you can display items that you have opened but not accepted.

The Item Status attributes are arranged in pairs: Opened and Not Opened; Accepted and Not Accepted; Completed and Not Completed; Private and Not Private. When neither in a pair is selected, GroupWise displays items whose attributes match both options. If one of the pair is selected, GroupWise displays only the items whose attributes match the selected option.

**Attachment Type** • Attachment Type lets you display only the items that include a specific type of attachment. When none of the types is selected, GroupWise displays any item whether it includes an attachment or not.

**Sender Priority** • Sender Priority lets you display only the items that are sent with a specific priority. For example, you can display the items the sender marked as high priority .

**Sender Status** • Sender Status lets you display items that include certain send options. For example, you can display all items in which the sender included a Reply Request.

The Sender Status attributes are arranged in pairs: Reply Requested and Not Requested; Routed and Not Routed. When neither is selected, GroupWise displays items whose attributes match both options. If only one is selected, GroupWise displays the items whose attributes match the selected option. See *Send Preferences*.

Reply Requested lets the sender request a response from the recipient. When you select **Reply Requested** in the Filter dialog box, only mail and phone messages can appear, because Reply Requested is not available for any other item type.

Routed lets you display all of the items that are sent or received with a routing slip or only items that don't include a routing slip.

## Filtering Items

1. Double-click **In Box**, **Out Box**, **Trash**, or **My Calendar** in the Main Window.
2. If you opened the Calendar, click the **Appointment**, **Note**, or **Task** list you want to filter .
3. Choose the **Tools** menu, then choose **Filter**.
4. Select the items and the options you want the list box to display.
5. If you want to save the filter, click **Save** to open the directory dialog box, type a name, then click **Save** to save the filter.
6. Click **OK** to close the filter and apply it to the selected list box.

## Retrieving a Filter

1. Double-click **In Box**, **Out Box**, **Trash**, or **My Calendar** in the Main Window.
2. If you opened the Calendar, click the **Appointment**, **Note**, or **Task** list you want to filter .
3. Choose the **Tools** menu, then choose **Filter**.
4. Click **Retrieve**.
5. Select the filter you want from the directory list box, then click **Open**.

The filter definitions you chose appear in the Filter dialog box.

6. Click **OK**.

## Placing a Filtered Window on the Shelf

You can save a filtered window on the Shelf for easy access. See *Shelf*.

1. Double-click **In Box**, **Out Box**, or **My Calendar** in the Main Window, then click the list box you want to filter.
2. If you opened a calendar view, click the **Appointment**, **Note**, or **Task** list you want to filter.

3 Choose the **Tools** menu, then choose **Filter**.

4 Select the Filter settings you want, then click **OK**.

5 Press **Shift** while dragging the title bar of the window the filtered list box is in to the Shelf.

6 Click the close box to close the window the filtered box is in.

When you double-click the new shelf icon, the window opens with the list box already filtered.

## Additional Information

### *Resetting the Filter*

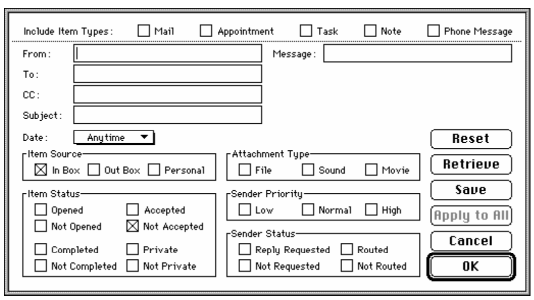
GroupWise resets the filter to the default each time you close the window the filtered box is in. For example, if you filter the Item list box in the In Box, the filter reverts to the default filter when you close the In Box. To keep a filter active in a window, you can define the filter, then drag the window to the Shelf. See *Placing a Filtered Window on the Shelf* above.

You can reset any changes you make to a filter by clicking **Reset** in the Filter dialog box. The settings revert back to the default filter settings.

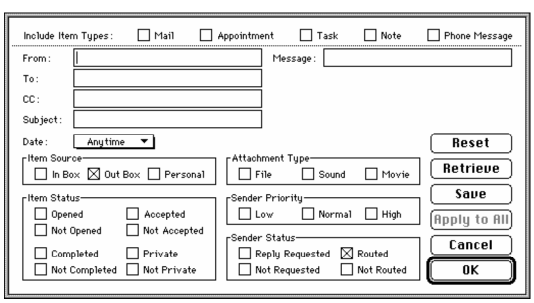
### *Sample Filters*

The following samples introduce some common filters you may want to use. The illustrations show the selections you need to make in the Filter dialog box. The text explains what each filter does.

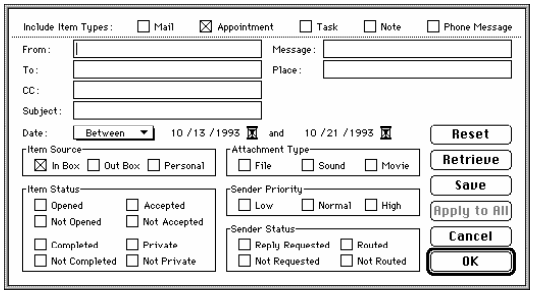
**The Default In Box Filter** • The default In Box filter is active each time you open the In Box. It displays all items except for those you have accepted. When you accept an item, it no longer appears in the Item list box; however, the item still appears in the Calendar list box in calendar views.



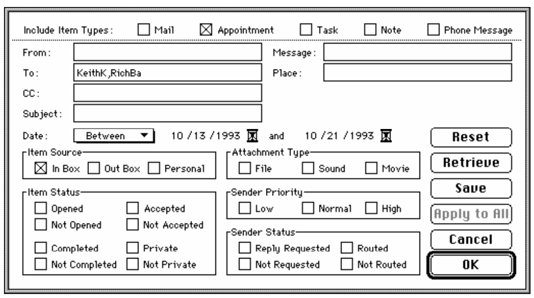

**Routing Slip Filter** • The Routing Slip filter can help you monitor items you send with a routing slip. You can apply the filter to your Out Box so you can quickly find the items you sent with a routing slip. To monitor the progress, open the **Info** window to see who currently has the item. See *Routing Slip*.



**All Meetings Between Now and a Deadline** • You can use the Date box to view all of your appointments between the current date and a future date. Choose the **Date** pop-up menu, then choose **Between** to display the time fields. Today's date appears in both fields. Click the Date icon in the second field and choose the deadline date. Select only **Appointment** as the Item Type.




If you want GroupWise to display only the meetings you have with a certain user during that time, type that user's name in the To box.




**All Messages With These Words** • You can type words in the Message box to view items that contain those words. The following table shows the pattern of words you can type in the Message box in the Filter dialog box.

| **Search Criteria** | **Example** | **What This Means** |
|---|---|---|
| word1 word2 | Marketing Department | Display items that contain the exact phrase. |
| word1,word2 | Tiffany, Thomas | Display items that contain any of the words listed. |
| word1 & word2 | Anne & Thomas | Display items that contain both words. If an item contains only one of the words, the item will not be displayed. |

# Find

Use Find to search for a specific task, note, or other item in the In Box, Out Box, Trash, or Calendar. You can also use Find to search for items that match a specific pattern.

## Concepts

### *Search Text*

Search text is another name for the text you want to locate. Search text can include any combination of letters, numbers, spaces, or keyboard symbols (for example, &, %, or +).

GroupWise does not distinguish between uppercase and lowercase letters. For example, if you want to find all memos, you can type **memo** as the search text instead of typing an exact duplicate (Memo) of the way the word appears on the screen.

Find will search the Subject, Date, Type, and To/From/Name columns in the list boxes. For a more extensive search, use More Choices.

### *More Choices*

More Choices lets you search the contents of the text boxes in items. For example, suppose that yesterday you sent a message and also carbon copied it to someone whose user ID you have forgotten. The only other person you have carbon copied anything to is your boss, Carl. You could find the item with More Choices by choosing **cc** from the **From** pop-up menu, choosing **doesn't contain** from the **Contains** pop-up menu, and typing **Carl** in the text box. GroupWise finds the item that includes a name other than Carl in the CC address box.

## Finding an Item

1 Double-click **In Box**, **Out Box**, **My Calendar**, or **Trash** in the Main Window.

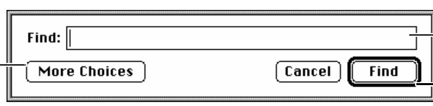
2 Click the Item list box if necessary.

*or*

If you are in a calendar view, you can also click the Calendar list box.

3 Choose the **Edit** menu, then choose **Find**.

*More Choices gives you additional search text options.*




*You can type the text you want to search for here.*

*Find lets you begin the search.*

4 Type the search text in the **Find** box.

5 Click **Find** to close the dialog box and begin the search.

GroupWise selects the item in the list box, unless the item can't be found. If the item is not found, you will hear the alert sound.

If you are searching for several items with the same search text, you can find them without re-typing the search text.

6 If you want to continue the search, choose the **Edit** menu, then choose **Find Again**.

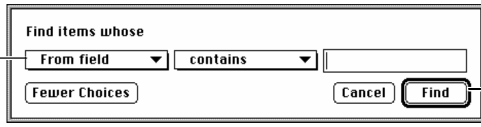
GroupWise moves to the next occurrence of the search text.

## Extending Your Find Options

1 Double-click **In Box** or **Out Box** in the Main Window.

2 Choose the **Edit** menu, choose **Find**, then click **More Choices** in the Find dialog box.

*Use the pop-up menus to specify search options.*



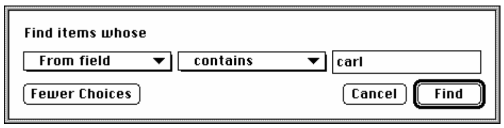

*You can click Find when you have finished specifying search options.*

Until you click **Fewer Choices**, GroupWise opens the More Choices dialog box whenever you choose **Find**.

3 Choose the **From field** pop-up menu, then choose the option you want.

4 Choose the **contains** pop-up menu, then choose the option you want.

5 Type the search text in the text box.




6 Click **Find** to close the dialog box and begin the search.

GroupWise selects the item in the list box. If the item is not found, you will hear the alert sound.

If you are searching for several items with the same search conditions, you can find them without re-specifying the search conditions.

7 If you want to continue the search, choose the **Edit** menu, then choose **Find Again**.

GroupWise moves to the next occurrence of an item that meets the specified conditions.

## Searching for Text in an Item

1 Double-click **In Box**, **Out Box**, **Trash**, or **My Calendar** in the Main Window.

2 Double-click the item you want to search for text in.

3 Click the Message box.

4 Choose the **Edit** menu, then choose **Find**.

5 Type the search text in the **Find** box.

6 Click **Find** to close the dialog box and begin the search.

GroupWise selects the matching text in the Message box. If the text is not found, you will hear the alert sound.

If you want, you can continue the search without re-typing the search text.

7 To continue the search, choose the **Edit** menu, then choose **Find Again**.

# Folders

Use Folders to organize and store your incoming, outgoing, and personal items.

## Concepts

### *How Can I Use Folders?*

If you receive a fair amount of items that relate to a few subjects, projects, or people, you might consider creating some folders. Folders can help you organize your correspondence and make it easier to find items when you need them.

You can make organizing your correspondence easier by creating rules that sort your mail. Rules can place items in folders according to subject, sender (if you are receiving the item), or recipient (if you are sending the item). You can also tie a rule to a folder. For example, you can create an archiving folder: when you drop one or more items on the folder, an archiving rule archives the items. See *Rules*.

### *Combining Items in a Folder*

Folders can contain a combination of items. Items you have received, items you have sent, and personal items can all be kept in the same folder. This lets you group together all items related to a specific project, person, subject, and so forth.

Just choose , then choose **Combined List** to display all items in an Item list box.

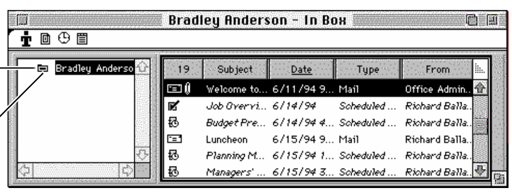
### *Folder Structure*

You can create your folders in a hierarchical structure so that any folder can contain subfolders. All of the folders that you create are subfolders of the root folder.

You have one set of folders. Your Folder list remains the same, although you can display it differently from the In Box, Out Box, or a calendar view. In the steps throughout this section, you can create or edit folders by opening a calendar view instead of opening the In Box or Out Box.

*A shaded folder icon indicates that the folder holds an unopened item.*

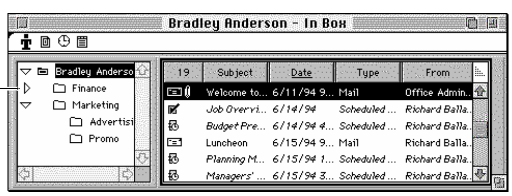
*Root Folder*




### *Subfolder*

The folders in each hierarchical level are listed alphabetically. For example, if you create two folders on the same level, the first named Task and the second named Phone, the Phone folder will precede the Task folder.

*Indicates presence of subfolders. Click to display subfolders.*

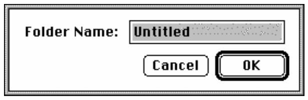



## Creating a Folder

**1** Double-click **In Box** or **Out Box** in the Main Window.

**2** Select the folder you want the new folder to be nested in.

3 Choose the **File** menu, then choose **New Folder**.




4 Type the name in the **Folder Name** box, then click **OK**. A folder name cannot exceed 240 characters.

The new folder appears in the Folder list box.

## Moving a Folder

1 Double-click **In Box** or **Out Box** in the Main Window.

2 Click the Folder list box.

3 If the folder you want to move is inside another folder, click the arrow next to the folder you want to expand.

4 Drag the folder to its new location.

You can place the folder in any other folder that is not inside the one you are moving.

IMPORTANT: You cannot move the root folder.

## Moving Items to a Folder

1 Double-click **In Box** or **Out Box** in the Main Window.

2 Select the item you want to move.

3 Drag the item's icon to a folder.

The item disappears from the Item list box. To view the item, select the folder you placed the item in.

## Viewing the Contents of Folders

1 Double-click **In Box** or **Out Box** in the Main Window.

2 If you need to expand the structure so you can see the subfolders in a folder, click the arrow next to the folder.

3 Click a folder to display its contents in the Item list box.

4 To expand all of the subfolders within a folder, Option-click the arrow next to the folder.

GroupWise displays the items contained in whichever folder is selected. The options for viewing folders are explained below.

| To do this: | Do this: |
|---|---|
| View the contents of a single folder | Click the folder. |
| View the contents of a folder and its subfolders | Double-click the folder. |
| View the contents of a series of folders | Click the first folder in the series, then Shift-click the last folder. |
| View the contents of multiple folders | c-click the folders you want to view. |
| Deselect a folder | c-click the folder you want to deselect. |
| Deselect all folders except the root folder | Click an empty area below the folders. |

## Linking an Item to Multiple Folders

Linking an item to a folder lets you view the item from more than one folder. For example, if you have an item that relates to Marketing and Personnel, you can place the item in the Marketing folder, then link it to the Personnel folder. You can then open the item from either folder.

1 Double-click **In Box** or **Out Box** in the Main Window.

2 Press **Option** and drag the item icon to another folder.

You can link the items to as many folders as you want.

## Renaming a Folder

1 Double-click **In Box** or **Out Box** in the Main Window.

2 Select the folder name in the Folder list box.

3 Type a new name for the folder.

## Deleting a Folder or Its Contents

You cannot delete a folder that is used in a rule. First, delete or modify the rule, then delete the folder.

1 Double-click **In Box** or **Out Box** in the Main Window.

2 Select the folder, choose the **Actions** menu, then choose **Delete**.

3 Select one of the deletion options described in the following table, then click **OK**.

| Delete Option | Deletes |
|---|---|
| Folder and Contents | The selected folder and all of the items in the folder. The folders within the folder are not deleted. |
| Folder Only | Only the selected folder. The items and folders within the folder are placed in the root folder. |
| Contents Only | Only the items in the selected folder. |

## Additional Information

### *Folders and Rules*

You can use the Rules feature to help you organize items in your folders. For example, you can create a rule that puts items received from a specific person into a folder. You can create another that puts items sent to that person in the same folder so that you can review all correspondence with that person. See *Rules*.

### *Archiving and Folders*

When you archive an item, the folder or folders that contain the item are copied to the Archive database. Therefore, you will find the archived item in the same folder that contained it in your mailbox. If you want to create a new folder in your Archive database, open the Archive database, then create the folder as explained in *Creating a Folder* above.

# Font

The Font menu lists the fonts installed in your computer that you can use with GroupWise. Font lets you choose the font and size of text in the Message box of any item you are sending.

## Concepts

### *Changing Item Text*

Font lets you choose attributes for the text in any item you are sending. Although you can use any font in an item, the font may not look the same to the recipient. If the recipient does not have the same fonts that you have, GroupWise converts your fonts to the default font for that computer.

## Choosing a Font for an Item

1 Choose the view you want from any item view pop-up menu in the Main Window.

2 Click the **Message** box, choose the **Font** menu, then choose a font and point size.

The text you type in the Message box appears in the font and point size you chose. You can also change the font and size of selected text in the same way. See *Style*.

# Forward

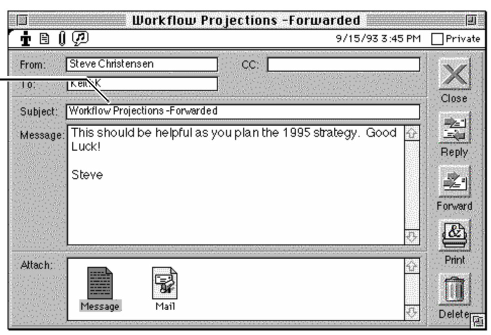
Use Forward to send any item you have received to other users. When you forward an item, GroupWise opens a mail view and includes the item you received and its attachments as attachments to the forwarded item.

## Forwarding an Item

1 Open the item you want to forward.

2 Choose the **Actions** menu, then choose **Forward** to open a mail view.

*The subject remains the same except that -Forwarded is added to the end.*




3 Click **Address** to open the Address Book.

4 Double-click the recipients you want, then click **OK**.

GroupWise inserts the names in the corresponding address boxes in the item. See *Address Book*.

5 Click the **Message** box, then type your remarks to accompany the forwarded message.

6 Click **Send**.

## Additional Information

### *Routing Slip*

You don't have to use Forward when you receive an item that is routed. GroupWise forwards the item to the next user on the routing slip when you mark the item completed. See *Routing Slip*.

### *Forwarding With Rules*

If you are going to be out of the office, you can create a rule that filters your incoming items and forwards them to others to answer. See *Rules*.

# Get Info

Use Get Info to track the status of items you have sent and to find information about items you receive. You can keep track of recipients' actions and comments from the Out Box. Using Get Info on In Box items only shows you who received the item and delivery information.

## Concepts

### *How Can I Use Info?*

After you send an item, you may want to know if the recipient received and opened it. If the item was an appointment, task, or note, Get Info shows if it was accepted or declined. For example, if you scheduled a meeting, you may want to look at the Info window for the appointment to see who has accepted or declined. If a user gave an explanation for declining an appointment you scheduled, it will be displayed below the declined status.

When you receive an item, you can use Info to view all of the To and CC recipients. Info also shows what options were used to send the item.

### *Info Window Options*

The Info window also displays options you selected when you created the item, or options the sender selected when he or she created the item. For information on these options, see *Send Preferences*.

### *Status Tracking*

To receive status information for items you send, you must select the status tracking for each item in Send Preferences. Status tracking lets you choose what information you want returned about the status of an item. When you select **All Information**, the server works harder on sending the status messages and can make GroupWise slower. See *Send Preferences*.

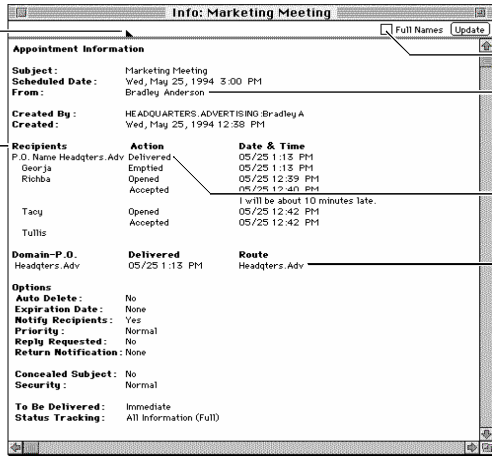
## Tracking Items You Sent

1 Double-click **Out Box** or **Trash**, then select the item or items.

2 If you opened the Out Box, double-click the item to open the Info window.

*or*

If you opened the Trash, select the item you want, choose the **Actions** menu, then choose **Get Info**.



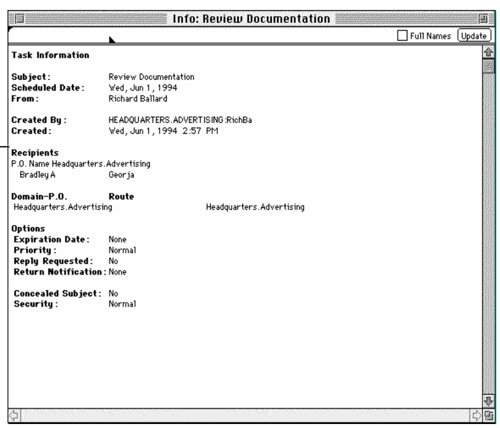

3 If the Info window is left open for some time, click **Update** to display any latest information.

4 Click the close box when you're done.

## Getting Information on Items You Receive

1 Double-click **In Box** or **Trash**, then select an item.

2 Choose the **Actions** menu, then choose **Get Info** to open the Info window.




The Info window for items you have received shows slightly less information than an Info window for an item you sent.

3 Click the close box to close the Info window.

## Additional Information

### *Updating an Info Dialog Box*

If you schedule users for a meeting and leave the Info window open, you can update the window to include any new information by clicking **Update** on the status bar.

### *Return Receipt*

In addition to using the Info window to view a recipient's comment, you can also use Send Preferences to deliver the comment to you in a mail message. In the Appointment, Task, or Note Send Preferences, click **When Accepted** or **When Declined** for the Return Mail option. See *Send Preferences*.

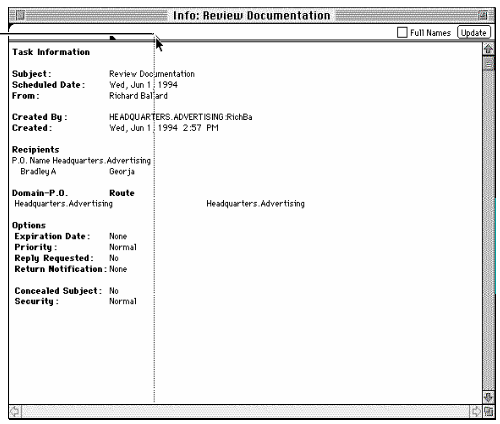
### *Undeliverable*

If the item could not be delivered to a particular user, an "Undeliverable" indicator appears next to that user's ID. This could occur if, for example, that user is no longer on that post office.

### *Using the Column Adjuster*

You can drag the Column Adjuster to the right or left to adjust the alignment position of text. You can also change the font of the text displayed in the Info window. For example, you may want to change the font, and text alignment before you print the Info window.

*Column Adjuster*




# Group

A group is a predefined set of users and resources. Groups let you address an item to a group of users without having to select their names from the Address Book each time you address an item.

## Concepts

### *Personal Groups and Public Groups*

GroupWise lets you use two kinds of groups: personal groups and public groups. Personal groups are groups that you create and use. The group definitions are kept in your mailbox, so only you can use them.

Public groups are created by the system administrator. They are kept on a server where every user can have access to them, but public groups can only be edited by the system administrator.

### *What Can Be Included In Groups*

Groups can include users, resources, and other groups. You can enter user IDs or resources in the To, CC and BC boxes to be included in the group. This determines whether the user or resource will receive the original message or a copy when you address an item to the group.

For example, if you want your manager to receive a carbon copy of every appointment you schedule, you can put your manager's username in the CC box when you create the group. Every time you use the group, your manager receives a carbon copy of the item you send.

## Creating a Personal Group

1 Choose the **Tools** menu, then choose **Address Book**.

2 Drag the users you want to the Send To, Carbon Copy, and Blind Copy boxes.

3 If you want to include resources in the group, choose Address List, choose **Resources**, then double-click the resources you want to add to the group.

4 Click **Save Group**.

5 Type the name of the group, then click **OK**.

6 To display your personal group list, choose Address List, then choose **Personal Groups**.

7 Click **Cancel** to close the Address Book.

## Editing a Personal Group

1 Choose the **Tools** menu, then choose **Address Book**.

2 Choose Address List, then choose **Personal Groups**.

3 Select a group, then click **Retrieve Group**.

The users defined in the group are placed in the Send To, Carbon Copy, and Blind Copy boxes.

4 Choose Address List, choose **Users**, then add the users you want to the group.

5 Double-click a user in the Send To, Carbon Copy, or Blind Copy box to remove that user from the group.

6 Click **Save Group**, type the name of the group, then click **OK**.

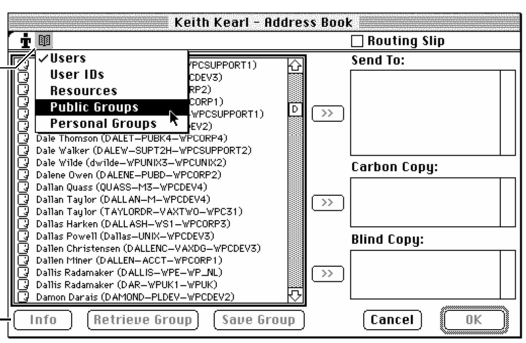
## Addressing an Item with a Group

1 Choose a group item from an item view pop-up menu in the Main Window.

2 Click **Address**.

3 Choose Address List, then choose **Public Groups** or **Personal Groups**.

*The Address List menu*




*Lets you see the users included in the group*

4 Double-click a group to place it in the **Send To** box.
*or*
If you're addressing a routed item, select the group, then click **Retrieve Group**.

5 Click **OK** when you are done.

6 Complete the item, then click **Send**.

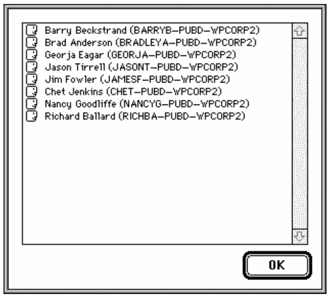
## Finding Information About a Group

1 Choose the **Tools** menu, then choose **Address Book**.

2 Choose Address List , then choose **Public Groups** or **Personal Groups**.

3 Select a group, then click **Info**.

The dialog box lists the users assigned to the group.




## Deleting a Personal Group

1 Choose the **Tools** menu, then choose **Address Book**.

2 Choose Address List , then choose **Personal Groups**.

3 Select a group, then press the **Delete** key.

4 Choose **OK** to delete the group.

## Additional Information

### *Aliases*

A personal group can be used as an alias to simplify sending mail to users whose address contains one or more gateway IDs. For example, instead of typing an entire Internet address, you can save this external address as a personal group in your Address Book. This way you can use a short name which you can type in an address box, or select from the Address Book. See *Appendix A: Addressing*.

### *Saving a Personal Group*

If someone sends you an item addressed to a group you want to create for yourself, GroupWise lets you simply save the group without having to select each individual. In addition, if you sent items to users that you have not yet defined as a group, you can save the group later if you still have the sent item. See *Save As Group*.

# GroupWise Designer

Use GroupWise Designer to create group item views, personal item views, calendar views, and print views. The GroupWise Designer is a separate application from GroupWise and is currently not a native Power Macintosh application.

## Concepts

### *How Can I Use GroupWise Designer?*

Whenever you open a new mail message, appointment, task, note, phone message, or your Calendar, you are opening a view. A view is a template for creating items you send to other users or to yourself. A view can also be a template that lets you see what you have received, as in Calendar. A print view or print form lets you print selected calendar items in a custom format.

GroupWise Designer lets you create custom views that you can use or send to other users. If you are sending the view to someone using GroupWise for Macintosh or

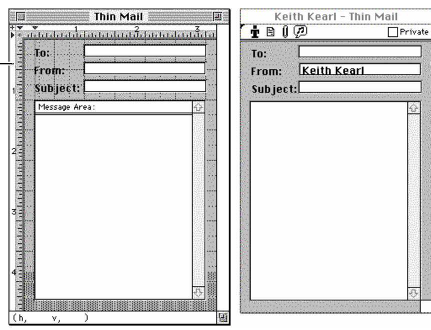
Windows, the view looks the same to that user. However, if you send the view to someone using GroupWise for DOS, the recipient receives your message in a standard item view.

Here are a few examples:

- Put your company logo on your item views
- Create a calendar view that includes the In Box along with the Appointment, Task, and Note lists
- Create items that include check boxes, pop-up menus, and so forth
- Include a movie in the view that plays each time the view is opened
- Express yourself through your item views

### *Controls*

Controls are GroupWise indicators for objects that perform a specific function in GroupWise.




*A message box as it appears in GroupWise Designer*

*A view in GroupWise*

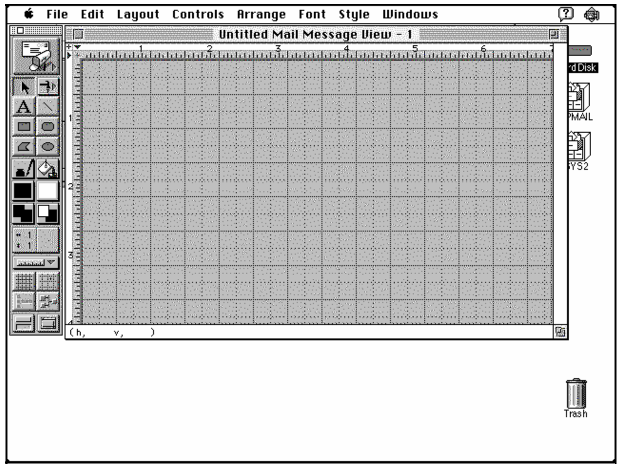
GroupWise Designer lets you include the following controls:

- address field
- message box
- attachments box
- pop-up menu
- check box
- button
- in box
- out box
- combined list box
- folder list box
- appointment list box
- note list box
- task list box
- monthly calendar
- date text
- command button
- custom list

You place a control in the view by opening the Control palette, choosing the control, then clicking and dragging where you want the control in the view. You can change the size, color, and font attributes of some controls by selecting the control and then changing the options on the palette. You can change control options by double-clicking the control, then choosing the option from the dialog box that appears.

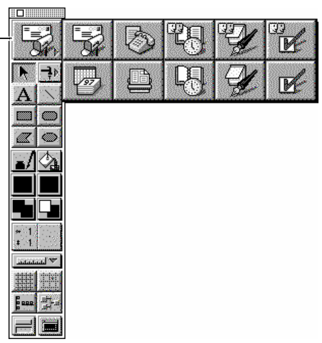
## Creating a View

**1** Double-click the **GroupWise Designer** icon in the GroupWise 4.1 folder.




**2** Choose the **New View** palette, then choose a tool for the view you want to create.

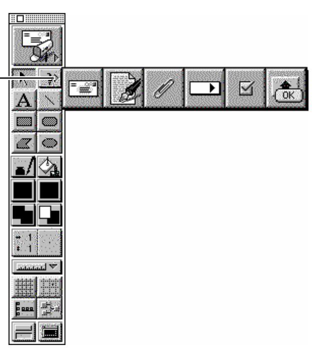
*New View palette*



**3** Choose tools from the tool palette to create lines, shapes, text, and so forth.

**4** Choose the **Controls** palette, then choose a tool to add address boxes, message boxes, buttons, and so forth to the view.

*Controls palette*



**5** When you have finished creating the view, choose the **File** menu, then choose **Save** to open the Save dialog box.

GroupWise Designer saves the view to the :GroupWise 4.1:Languages:US:Custom views folder by default. GroupWise will look into this folder to find your custom views. If you save a view in another folder, it will not display in GroupWise.

6 Type the view name, then click **Save**.

7 Choose the **File** menu, then choose **Quit** to exit GroupWise Designer.

## Additional Information

### *Getting Help in GroupWise Designer*

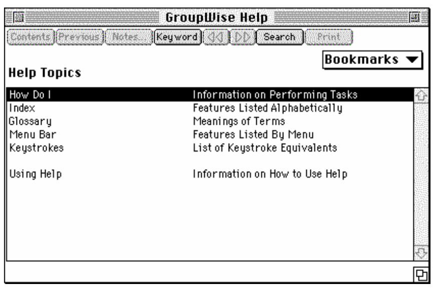
You can access the online documentation for GroupWise Designer by choosing the n menu, then choosing **Designer Help**. You can also get Balloon Help for the Designer features and tools.

# Help

## Opening the Online Help

1 Choose the n menu or the Help menu at the top right of the screen, then choose GroupWise Help.

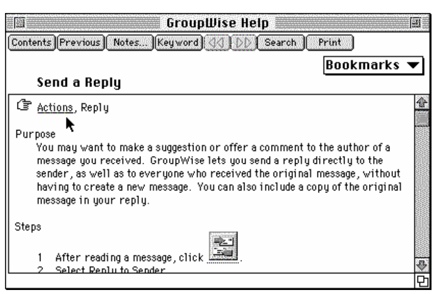
The Help Topics screen appears with a list of often-used Help categories.




2 Click a category, then click the topic you want to open.

Balloon explanations are available for terms or items that appear with a dotted underline. To open the balloon, point to the item and hold down the mouse button.

You can access information about any term or item that appears with a solid underline; to do so, click the underlined item.




### *Move Through the Online Help*

In addition to clicking underlined topic names, you can move through the Help system by using buttons.

| **To move to:** | **Do this:** |
|---|---|
| The last Help screen you looked at | Click the **Previous** button in the Help window. |
| The main list of Help topics | Click the **Topics** button. |
| The Help index | Click the **Keyword** button. |

Use the Backward and Forward Browse buttons as available to move through screens that contain sequential information.

## Searching the Help System

To search the Help system for all topics that include a specific word or phrase,

1 Click the **Search** button in the Help window.

2 In the Search For box, type the word or phrase you want to search for.

3 If you want to search titles of Help topics, click **Titles**.

4 If you want to search the text of the Help topics, make sure the **Text** check box is selected.

5 If you want to search for text exactly as you typed it, including capitalization, make sure the **Case Sensitive** check box is selected.

6 Click **Start Search**.

When the search is complete, the topics containing the search text appear in the Topics list. You can click any of the listed topics to open them.

## Adding a Note to the Online Help

1 Click the **Notes** button.

2 Type the note that you want to attach to the current Help topic, then click **OK**.

The text of the note is stored in the GroupWise 4.1:Languages:US:GroupWise Help:note file. An icon appears next to the topic name.

**Read a Note** • To read a note that has been attached to a Help topic, click the icon next to the topic name.

**Delete a Note** • To delete a note that has been attached to a Help topic, open the note, select all of the text in the note, press **delete**, then click **OK** to close the Note window.

## Print a Help Topic

To print the text of the current Help topic,

1 Click **Print**.

The options available vary according to the system version and printer you use.

2 Select any options you want from the Print dialog box, then click **Print**.

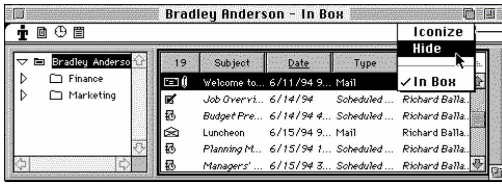
# Hide

Use Hide to conceal a window from your desktop. If you hide an item, the subject line appears in the Window menu. You may want to hide a window that takes a long time opening because of a large information size. This way, the window opens immediately when you select it from the Window menu.

## Hiding a Window

1 Click the window you want to conceal.

**2** Choose the Window pop-up menu, then choose **Hide**.




*Window pop-up menu*

To open the item view, choose the **Window** menu, then choose the item.

# Iconize

Use Iconize to reduce any active GroupWise window into an icon on your desktop.

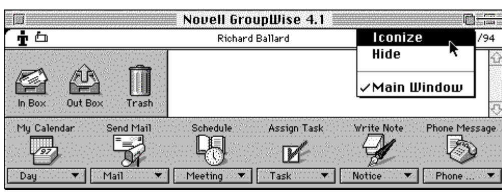
## Iconizing a Window

**1** Click the window you want to iconize.

**2** Choose the **Window** menu, then choose **Iconize**.

*or*

Choose the Window pop-up menu, then choose **Iconize**.




*Window pop-up menu*

To open the iconized window, double-click it.

# In Box

Use the In Box to open, read, delete, and get information about items you have received.

## Concepts

***The GroupWise Mailbox***

All of your items, whether you send them or receive them, are saved in your GroupWise mailbox on the network. Like a desk mailbox, your GroupWise mailbox is divided into three sections: one bin for outgoing items, one for incoming items, and one for personal items. The In Box lets you view incoming and personal items. However, to see the personal items you will need to adjust the In Box filter. See *Filter*.

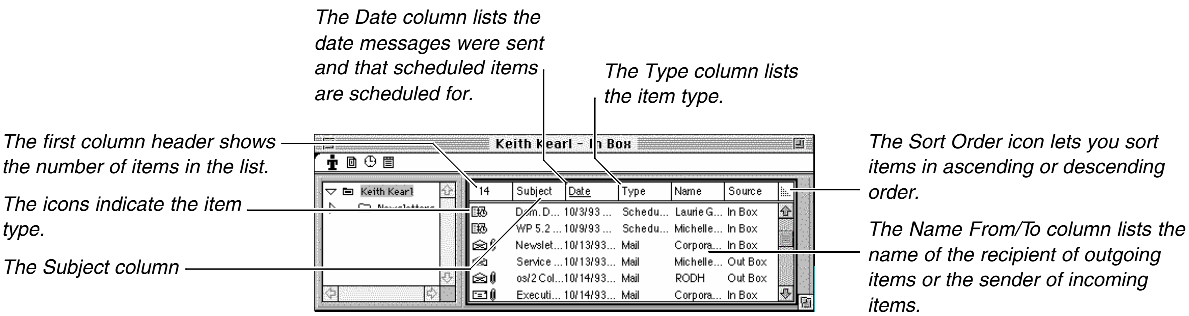
### *The In Box List Boxes*

The In Box includes two list boxes, one for folders and one for items.


The Folder list box displays all of your folders. You can move items into folders to organize your correspondence. See *Folders*.

### *Item List Box Columns*

The Item List box columns contain information on the items you have received. You can manipulate the columns to customize how you view your list of items. The List Type menu lets you view incoming items, outgoing items, or both in the Item list box. See *Additional Information* later in this section.




*The Item list box above is displaying the Combined List.*

## Reading an Item

1 Double-click **In Box** in the Main Window.

2 Double-click the item you want to read.

3 When you are done, click the close box to close the item.

## Deleting an Item

1 Double-click **In Box** in the Main Window.

2 Select the item you want to delete.

3 Choose the **Actions** menu, then choose **Delete**.

The item is moved from the In Box to the Trash.

## Changing the List Type

You can also display outgoing items, or both incoming and outgoing items in your Item list box. Displaying both your incoming and outgoing mail in the same Item list box may help you better track your correspondence.

1 Open the **In Box**.

2 Choose List Type, then choose **Out Box** for outgoing items or **Combined List** to display both incoming and outgoing items.

## Additional Information

### *In Box Indicators*

The In Box includes indicators that help you determine the item type and what has been done with the item. The following table describes each indicator.

| Indicator | What it Means |
|---|---|
| [ICON NOT SHOWN] and [ICON NOT SHOWN] | Unopened/opened mail |
| [ICON NOT SHOWN] and [ICON NOT SHOWN] | Unopened/opened appointment |
| [ICON NOT SHOWN] and [ICON NOT SHOWN] | Unopened/opened task |
| [ICON NOT SHOWN] and [ICON NOT SHOWN] | Unopened/opened note |
| [ICON NOT SHOWN] and [ICON NOT SHOWN] | Unopened/opened phone message |
| | Attached file |
| [ICON NOT SHOWN] | Attached sound annotation |
| | Private |
| red item icon | High-priority |
| grey item icon | Low-priority |
| double arrow | Reply requested |

### *Getting Information About an Item*

Get Info lets you find out when an item was sent to you, who else it was sent to, and what options the sender used to send the item. See *Get Info*.

### *Manipulating Column Headers*

By manipulating the column headers, you can sort the columns by different criteria, reverse the sort order, and remove columns completely.

| Task | Steps | Hints |
|---|---|---|
| Sort by another column | Click the column header you want to sort by. | The list is sorted by the column with the underlined column header. |
| Reverse the sort order | Click the Sort Order icon. | The Sort Order icon is inverted. The default setting is ascending order, such as first to last. |
| Move a column | Drag the column header to a new location on the header row. | When you begin dragging, the pointer becomes a hand. |
| Widen a column | Drag the line separating the two columns until the column is wider. | When you place the pointer over the line, the pointer changes to a double-arrow pointer. |
| Delete a column | Drag the column header from the header row. | When you begin dragging, the pointer becomes a hand. |
| Restore all deleted columns | c-click the header row. | The deleted columns are restored. Any other changes, such as column width or sort order, are not returned to their defaults. |

| Task | Steps | Hints |
| --- | --- | --- |
| Restore a deleted column | Option-click the header row, then choose the header you want. | You can move the restored column header to a new location on the header row. |

### *Filtering Items*

You can filter items so only certain types are shown. For example, you can display just the items that you have not opened or accepted. See *Filter*.

By default, GroupWise filters out all accepted appointments, tasks, and notes from your In Box. For example, when you receive an appointment request, then accept it, it disappears from your In Box to make room for other items. The appointment continues to appear in the Appointments list in your Calendar.

### *Deleting Multiple Items*

You can select a range of items by Shift-clicking or select multiple items by c-clicking the items you want. To select all items, choose the **Edit** menu, then choose **Select All**.

### *Expanding a Box*

You can expand the Item list box or Folder list box to the size of the In Box window. You can also expand any box in an opened item to the size of the item view. Choose the **Edit** menu, then choose **Expand**. **Option-c**-click the box you want to expand. To restore the list box to its original size, choose the **Edit** menu, then choose **Contract**, or **Option-c**-click the box again.

### *Switching to a Standard View*

If you receive an item that has a custom view, you can switch to a standard view by holding down the **Option** key and double-clicking the item in the In Box.

# Log In

Use Log In to connect your computer to your GroupWise mailbox so you can receive and send items.

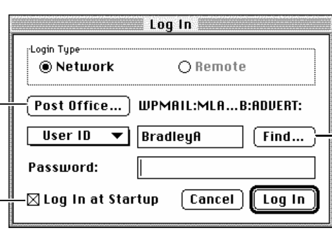
## Concepts

### *The Log In Dialog Box*

The first time you start GroupWise, the Log In dialog box appears. The Log In dialog box lets you choose to bypass the Log In dialog box in the future, type a password if you have one, choose the post office server, and select your username.

*Post Office lets you choose the directory where your mailbox is located.*

*Log In at Startup lets you bypass the Log In dialog box.*




*Click to locate your user ID.*

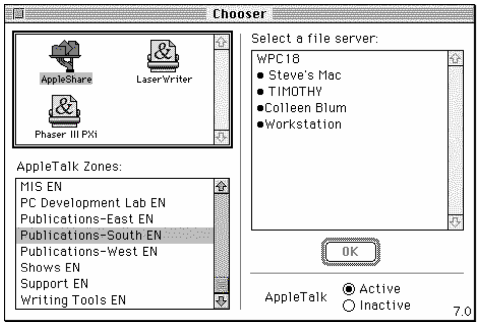
### *Password and Log In at Startup*

If you select **Log In at Startup** in the Log In dialog box, then set a password, you are not prompted for your password when you start up GroupWise. Therefore, others can get access to your mailbox if they start up GroupWise from your computer. To keep others from opening your mailbox while you are away, set a password and don't select **Log In at Startup**. Setting a mailbox password increases the security of your mailbox. In addition, you may receive a routed item that requires your mailbox password before you can open it.

## Logging In the First Time

1 If you have not yet mounted the server where your post office is located, choose the n menu, then choose **Chooser**.

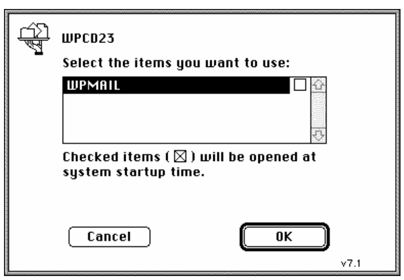
If you don't know which zone, server, or volume contains your post office, contact your system administrator.




2 Click the AppleTalk zone where your post office is located, click **AppleShare**, then double-click your post office file server.

3 Type your user ID and password for that server, then click **OK**.

4 Select the correct server volume, then click the box to the right of the server name to have the volume open each time you start your computer.

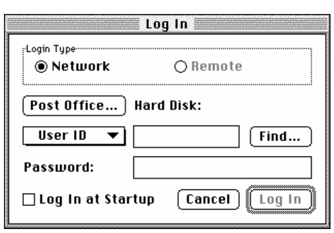



5 Click **OK**, then click the close box to close Chooser.

The mounted file server is placed on your System desktop.

For more information about Chooser, see your Macintosh user's guide.

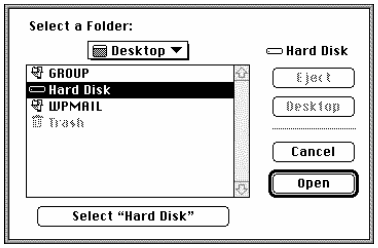
6 Double-click the **GroupWise** icon to start up GroupWise and open the Log In dialog box.




7 Make sure **Network** is selected, then click **Post Office**.

The directory dialog box lets you choose the folder the post office is located in.

**8** Click **Desktop** to list the mounted servers, then double-click the server that contains your post office.

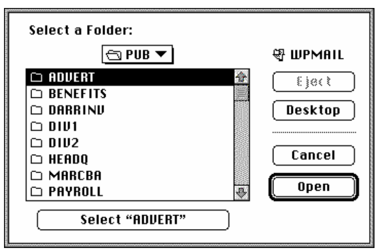



**9** Continue double-clicking folders until you find the post office folder.

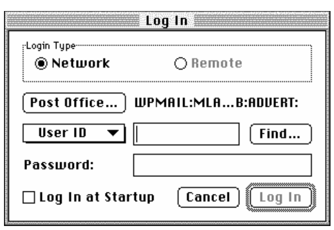
If you see files such as OFFILES, OFMSG, OFNOTIFY, and so forth, you have gone too far. Use the directory title menu to close the current folder.

**10** Single-click the post office folder, then click **Select**.

IMPORTANT: If you double-click the post office folder, you will open it, not select it. You must single-click the folder, then click the **Select "*post office*"** button. For example, if the post office folder is GroupWise4, click **GroupWise4**, then click the **Select "GroupWise4"** button.




The directory dialog box closes. The path to the folder is displayed next to the Post Office button.




**11** Click **Find**, select your name from the user list box, then click **OK**.

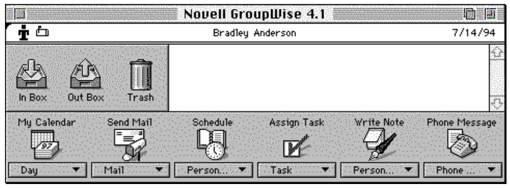
You can also type your name to search for your user ID in the list.

**12** If you have been assigned a password, type it in the Password box.

**13** If you want to bypass the Log In dialog box when you start GroupWise, click **Log In at Startup**.

**14** Click **Log In**.

Your name appears in the status bar of the Main Window.




If your name doesn't appear in the Main Window, you may have clicked **Cancel** instead of **OK**. To open the Log In dialog box, choose the **File** menu, then choose **Log In**.

GroupWise saves your log in information and mounts the file server for you the next time you start GroupWise.

## Logging In When GroupWise is Open

1. Choose the **File** menu, then choose **Log In**.
2. Click **Find**, select your user name, then click **OK**.
3. Type your password if you have one.
4. If you want to bypass the Log In dialog box in the future, click **Log In at Startup**.
5. Click **Log In**.

Your name appears in the status bar of the Main Window.

## Setting a Log In Password

1. Start GroupWise, choose the **Edit** menu, then choose **Preferences**.
2. Click **Environment**, then click **Change Password**.
3. Type the current password, if you have one, in the **Old Password** box.
4. Press **Tab**, type the new password in the **New Password** box, then click **OK**.
5. Click **OK** to close the verification dialog box.
6. Type the new password again, then click **OK**.

IMPORTANT: If you set a password and later forget it, you will not have access to any of your items.

## Additional Information

### *Overriding Log In at Startup*

If you have selected **Log In at Startup**, but need to open the Log In dialog box, you can do one of the following: hold down c when you are starting up GroupWise, or log out (don't quit GroupWise), then log in again.

### *Logging in to GroupWise from Another Computer*

You can log in to GroupWise from more than one computer at a time. If you need to log in from another computer, do it as you would from your own computer. You are then logged in to GroupWise on that machine.

### *Changing the Owner of a Workstation*

If you log in to a workstation that another user has previously logged in to GroupWise with, a change owner dialog box opens and allows you to specify yourself as the owner of the workstation.

# Log Out

Use Log Out to disconnect your computer from your GroupWise mailbox. When you are logged out you cannot send or receive items until you log in again.

## Concepts

### *GroupWise Security*

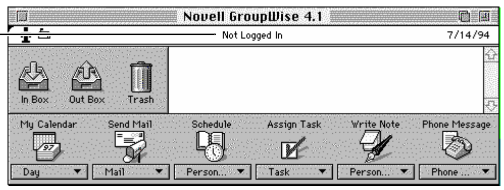
Log Out can help to keep others from reading items in your mailbox and sending items in your name. However, to maintain that security you must set a password for logging in. See *Log In*.

## Logging Out of GroupWise

**1** Choose the **File** menu, then choose **Log Out**.

Log Out does not close GroupWise. You know that you are logged out when Not Logged In replaces your name on the status bar of the Main Window. See *Quitting GroupWise* below.

*After you have logged out, Not Logged In appears in the Main Window.*




## Quitting GroupWise

When you quit GroupWise, you are automatically logged out of your GroupWise mailbox. To quit GroupWise,

**1** Choose the **File** menu, then choose **Quit**.

## Additional Information

### *Logging in from Another Computer*

You can open your GroupWise mailbox from any user's computer that runs GroupWise. To do so, the owner of the computer must log out of GroupWise so you can log in to your GroupWise mailbox. You can log in to GroupWise from an unlimited number of computers at one time.

# Mail

Use Mail to send messages, attached files, sounds, and more to other GroupWise users.

## Concepts

### *The Mail View*

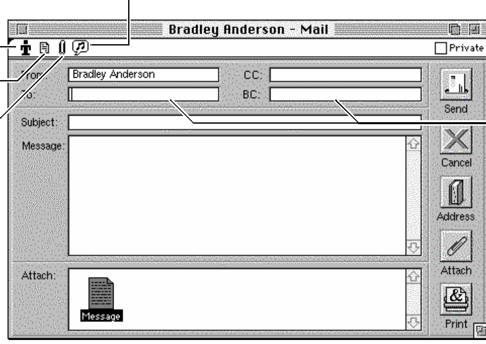
Mail views include different tools to help you prepare and send a message.

*Sound menu*

*Proxy menu*

*Mail View menu*

*Attachment menu*




*Address boxes*

## Sending Mail

1 Double-click **Send Mail** in the Main Window.

2 Click **Address** to open the Address Book.

3 Drag the users in the user list that you want to the Send To, Carbon Copy, and Blind Copy boxes.

4 Click **OK** to close the Address Book and move the names to the address boxes in the view.

5 Type an explanation of the message in the Subject box.

6 Type the message in the Message box.

7 If you want to include an attachment with the message, click **Attach**, double-click the file you want to attach, then click **Done**.

8 If you want to change the send options for the mail message, choose the **Edit** menu, then choose **Options**. Set the options you want, then click **OK**. See *Options* and *Send Preferences*.

9 Click **Send**.

GroupWise places the item in the In Boxes of the users listed in the address boxes. You retain a copy in your Out Box.

## Reading Mail

1 Double-click **In Box** in the Main Window.

The icon next to the mail message indicates whether it has been opened or not. A mail message that has not been opened is indicated with a closed envelope [ICON NOT SHOWN]. A mail message that has been opened is indicated with an opened envelope [ICON NOT SHOWN].

2 Double-click the mail message you want to read.

3 When you are done, click the close box to close the item.

## Additional Information

### *Attaching Files and Sounds*

You can attach as many files and sound files as you want to a mail message. See *Attach Files* and *Sounds*.

### *Keeping Mail Private*

If you want to keep your proxies from reading a mail message, click **Private** when you create the message or when you receive it. Proxies cannot see items marked Private unless you specify that they can in the Access List. See *Environment Preferences*.

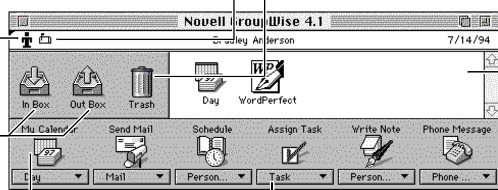
# Main Window

The Main Window lets you easily open the In Box, Out Box, Trash, any calendar view, and any new mail, appointment, task, note, or phone message view. You can also place views, templates, or applications on the Shelf within the Main Window to help automate your correspondence.

## Concepts

### *Accessing Icons and Pop-up Menus*

The Main Window appears when you start GroupWise. It gives you access to many GroupWise features through icons and pop-up menus.




### *Opening Views*

The pop-up menus under the icons display the name of the view that the icon opens. For example, if the My Calendar pop-up menu displays Week, the Week view opens when you double-click the **My Calendar** icon.

When you choose a view from a pop-up menu, the view opens. If you want, you can press **Option** to choose a different view from the pop-up menu without opening the view. That view will open when you double-click the icon.

If you choose the **File** menu, choose **New Item**, then choose an item type, GroupWise opens the view displayed in the corresponding item view pop-up menu.

## Opening the Main Window

1 Choose the **Window** menu, then choose **Main Window**.

## Opening a New Item

1 Choose an item view pop-up menu in the Main Window, then choose the item you want.

*or*

Double-click the item view icon to open the view that is already displayed in the pop-up menu.

# Note

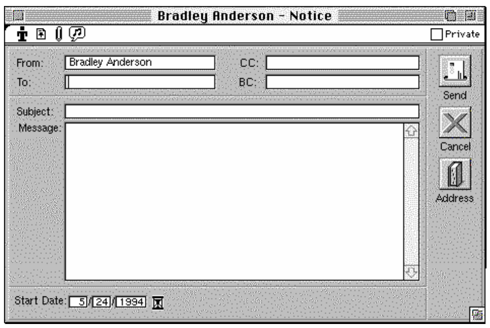
Use Note to send a reminder for a specific day. When you send a note to yourself or another user, GroupWise attaches the note to the date you specify. For example, you might want a note to appear as a reminder on a specific date, such as a birthday, an upcoming deadline, a holiday, and so forth.

The way you send a note is very much the same as sending any other item. The differences are in the options that are unique to each item, such as scheduling the date in a note. This section explains how to use the options unique to Note. If you need help sending an item, see *Send*.

## Concepts

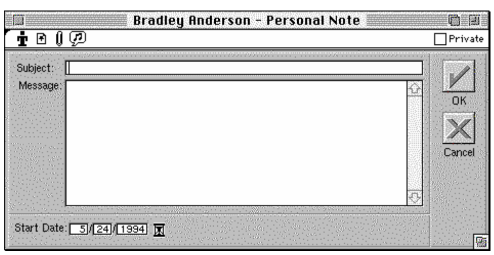
### *Notice*

A notice is a group note that can be sent to yourself or any other GroupWise user. A notice is placed in your Out Box when you send it, and in your Calendar and In Box when you receive it.



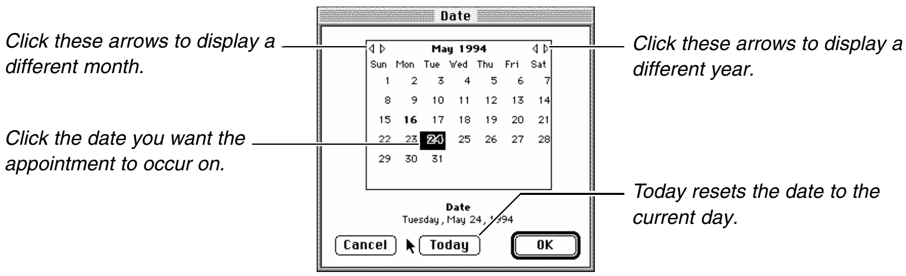

### *Personal Note*

A personal note is placed only in your Calendar. It is not placed in your In Box or Out Box unless you use Filter. See *Filter*. You can distinguish a personal note from a group note by the absence of address boxes.




## Manually Setting the Date

You can post the note on a specific date in your calendar. To open the Date dialog box, 1 Click Start Date in a group note.




2 Click **OK**.

3 Complete your note, then click **Send**.

## Creating a Personal Note

1 Choose the **My Calendar** pop-up menu in the Main Window, then choose **Day**.

2 Double-click the **Notes** list box.

3 Click Start Date , click the date you want, then click **OK**.

*or*

To create recurring notes, choose the **Actions** menu, then choose **Auto-Date** to open the Auto-Date dialog box. Create an auto-date definition, then choose **OK**. See *Auto-Date*.

4 Complete your note, then click **OK**.

## Additional Information

### *Note Indicators*

As explained below, the note indicators in your In Box or Calendar show the status of each note.

| Indicator | What it Means |
|---|---|
| [ICON NOT SHOWN] (Appears only in your In Box.) | You have not yet opened the note. |
| [ICON NOT SHOWN] (Appears only in your In Box.) | You have opened the note. |
| and the item is listed in italicized text. (Appears only in your Calendar.) | You have not yet accepted or declined the group note. |
| and the item is listed in plain text. (Appears in your Calendar.) | You have accepted the group note. |

When you decline a note, the item is moved to the Trash. If you later want to accept a declined note, you can undelete it, and then accept it. See *Accept*, *Decline*, and *Trash*.

### *Delegating a Note*

When a user assigns a note to you, you have the option of delegating the note to another user. When you delegate a note, both the receiver and the original sender receive notification of the delegation. See *Delegate*.

### *Rescheduling a Note*

You can reschedule a note for another date if you scheduled the original note. See *Calendar*.

### *Recurring Notes*

You can use one note view to schedule recurring notes. For example, you can create a definition using Auto-Date that schedules a note for every third Friday of each month. See *Auto-Date*.

# Notification Preferences

Use Notification Preferences to subscribe to another user's notification, to set alarm and notification settings, and to select notification sound options.

## Concepts

### *Notification Preferences Items*

Notification Preferences includes Universal Settings, Extended Settings, and Alarm, High Priority , Normal Priority, Low Priority, and Return Receipt settings. You can use Universal Settings to give Alarm, High Priority, Normal Priority, Low Priority, and Return Receipt the same settings.

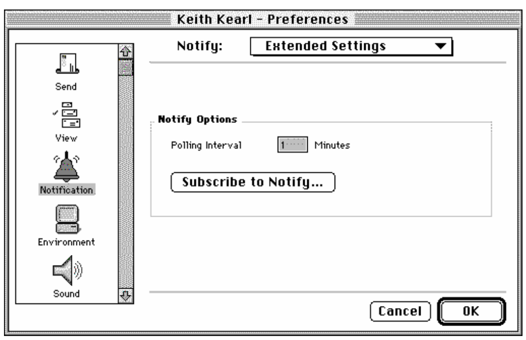
A dash (-) in a radio button or check box indicates that at least one item type is set differently from the others. For example, if you selected Play Custom Sound for high priority items and Don't Play Sound for normal and low priority items, the Play Custom Sound and Don't Play Sound radio buttons in Universal Settings would contain dashes.

## Setting the Polling Interval

The Polling Interval lets you specify how often Notify checks your GroupWise mailbox for new items.

**1** Choose the **Edit** menu, then choose **Preferences**.

**2** Click **Notification** in the icon list box, choose the **Notify** pop-up menu, then choose **Extended Settings**.




**3** Type the number of minutes in the **Polling Interval** box.

**4** When you are finished making all Preferences changes, click **OK**.

## Subscribing to Another User's Notification

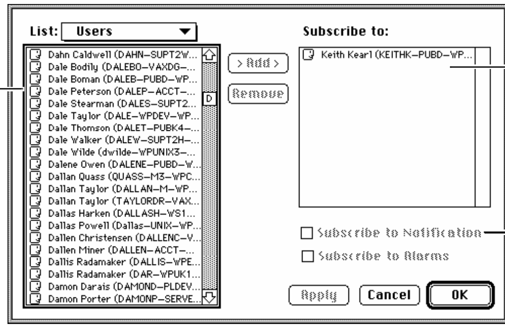
When you are a proxy for another user, you can receive that user's notification if the user has given you those rights. See *Proxy* and *Environment Preferences*. The Notification list lets you choose to receive the other user's notification on your computer.

**1** Choose the **Edit** menu, then choose **Preferences**.

**2** Click **Notification** in the icon list box, choose the **Notify** pop-up menu, then choose **Extended Settings**.

3 Click **Subscribe to Notify**.

*The Users list box lists all the users in your GroupWise system.*




*The Subscribe to list box lists the users whose notification you want to subscribe to.*

*The subscription options let you receive notification of incoming items, alarms, or both.*

4 Double-click the users in the Users list who you serve as a proxy for.

*or*

Choose the **List** pop-up menu, choose **Resources**, then double-click the resources you own to add them to the **Subscribe to** list box.

5 Select a user or resource from the **Subscribe to** list box.

If you have already selected subscription options for the user, the options you chose are checked. If you choose multiple users, a dash (-) in the box indicates that the option is selected for one or more users, but not for all users.

6 Select the notify subscription options you want, then click **Apply**.

7 When you are finished, click **OK** to return to the Preferences dialog box.

8 When you are finished making all Preferences changes, click **OK**.

## Setting the Notification Display Preferences

When GroupWise places an item in your In Box, or when an alarm sounds to remind you of an appointment, you receive a notification. GroupWise can notify you in three ways, none of which is exclusive of the others: a sound, a dialog box, or a small icon.

You can set the Notification Display options for Alarm; High, Normal, and Low priority items; and Return Receipts. Each notification type has the same options. You can set the options for the notification types as a group or separately.

1 Choose the **Edit** menu, then choose **Preferences**.

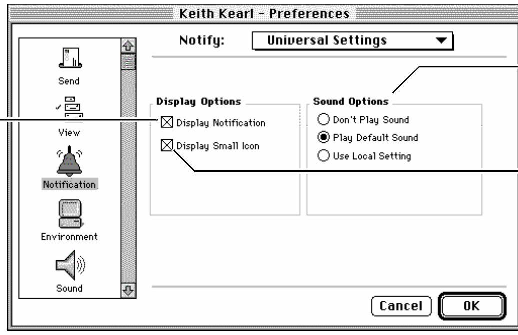
2 Click **Notification** in the icon list box.

3 To give all of the notification types the same setting, make sure **Universal Settings** is chosen in the Notify pop-up menu, then select the settings you want.

*or*

To choose the settings separately, choose the **Notify** menu, then choose **Alarm**, **High Priority**, **Normal Priority**, **Low Priority**, or **Return Receipt**.

In Universal Settings, if one of the check boxes displays a dash (-), the settings for one or more of the notification types is different.




**4** Select the display options you want, then click **OK**.

## Setting the Notification Sound Preferences

The Notification Sound options let you select whether Notify plays a sound when you receive an item, and what sound Notify plays.

**1** Choose the **Edit** menu, then choose **Preferences**.

**2** Click **Notification** in the icon list box.

**3** To give all of the notification types the same setting, make sure **Universal Settings** is chosen in the Notify pop-up menu, then select the settings you want.

*or*

To choose the settings separately, choose the **Notify** menu, then choose **Alarm**, **High Priority**, **Normal Priority**, **Low Priority**, or **Return Receipt**.

The Sound Options settings are explained below.

- Don't Play Sound turns off sound notification for the item.
- Play Default Sound plays the default sound for the item.
- Play Custom Sound lets you record a sound or select a sound from your files.

IMPORTANT: You cannot specify custom sounds from Universal Settings. You must specify the sounds for the individual notification types separately.

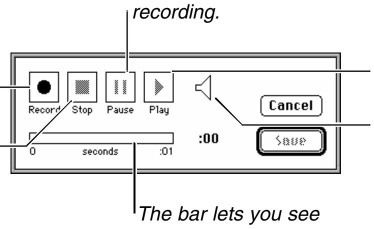
**4** When you are finished, click **OK**.

### *Recording a Custom Sound*

**1** Choose the **Edit** menu, choose **Preferences**, then choose **Notification** from the icon list box.

**2** Choose the **Notify** pop-up menu, choose the notification type you want, then click **Play Custom Sound**.

3 Click **Record Custom Sound** to open the Record dialog box.




4 Click **Record** to begin recording, then click **Stop** when you have finished.

5 Click **Save** to close the dialog box and save the sound.

You can click **Play Custom Sound** to listen to the sound you selected.

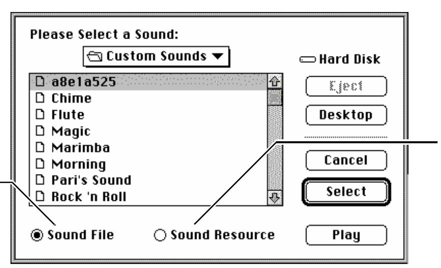
6 When you are finished changing Preferences, click **OK**.

### *Selecting a Custom Sound*

1 Choose the **Edit** menu, choose **Preferences**, then click **Notification** from the icon list box.

2 Choose the **Notify** pop-up menu, choose the notification type you want, then click **Play Custom Sound**.

3 Click **Select Custom Sound**.




IMPORTANT: GroupWise plays only “SND” sound resources.

4 If you want a sound file, select **Sound File**, then select the file in the directory list box.

*or*

If you want a sound resource, find the application you want to use the sound from, choose **Open**, then select the sound you want.

5 If you want to listen to the sound before you open it, click **Play**.

6 Click **Select** to choose the sound for the custom notification sound.

You can click **Play Custom Sound** to listen to the sound you selected.

7 When you are finished changing Preferences, click **OK**.

# Notify

Notify alerts you when you receive an item from another user.

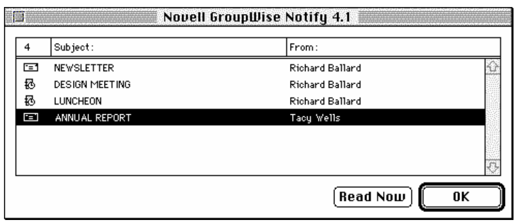
## Concepts

When GroupWise places an item in your In Box, you receive a notification. GroupWise can notify you in three ways, none of which is exclusive of the others: a sound, a dialog box, or a small icon. See *Notification Preferences*.

You can also receive alarms and notifications for another user if that user gives you those rights. You can decide to receive the alarms and notification in the Notification list. You do not need to log in as the user's proxy to receive his or her notifications and alarms. See *Proxy*, *Environment Preferences*, and *Notification Preferences*.

## Receiving Notification

When you receive an item, whether or not GroupWise is open, the Notify dialog box opens and displays the items you have not yet opened. The most recently received item is selected.




**1** Click **OK** to close the Notify dialog box.

*or*

Select an item or multiple items, then click **Read Now**. If GroupWise is not open, it starts up and then opens the item or items you selected.

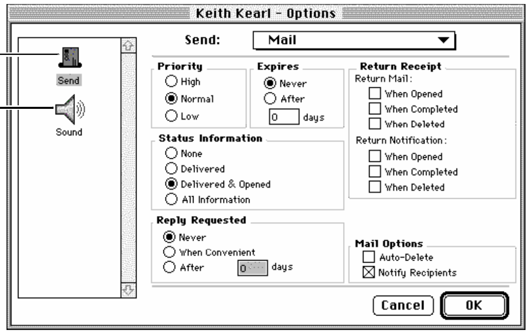
# Options

Use Options when you are creating an item to apply send and sound settings to the current item before you send it. The Options setting you choose will override the Send Preferences setting for the current item only.

## Setting the Options for an Item

**1** Choose an item view pop-up menu in the Main Window, then choose the view you want.

2 Choose the **Edit** menu, then choose **Options** to open the Options dialog box.




3 Click **Send** or **Sound** in the icon list box, then select the settings you want.

The Send options are explained in *Send Preferences*. The Sound options are explained in *Sound Preferences*.

# Out Box

Use the Out Box to display, read, retract, and get information about items you have sent to other users.

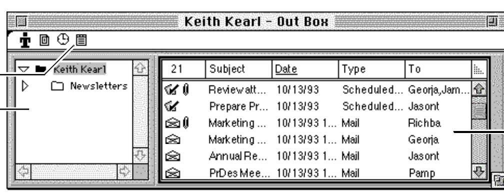
## Concepts

### *The GroupWise Mailbox*

All of your items, whether you send them or receive them, are saved in your GroupWise mailbox on the network. Like a desk mailbox, your GroupWise mailbox is divided into three bins: one bin for outgoing items, one for incoming items, and one for personal items. The Out Box lets you view outgoing items.

### *The Out Box List Boxes*

The Out Box includes two list boxes—one for folders and one for items.

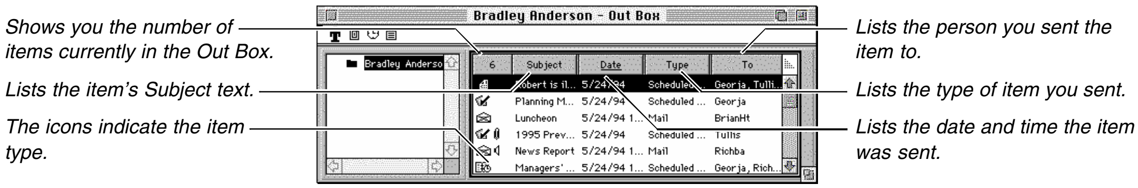



The Folder list box displays all of your folders. You can move items into folders so you can organize your correspondence. See *Folders*.

The Item list box lets you view the items you have sent. The List Type menu lets you view incoming items, outgoing items, or both in the Item list box.

### *Item List Box Columns*

The Item List box columns contain information on the items you have sent. You can manipulate the columns to customize how you view your list of items. See *Additional Information* later in this section.




## Reading an Item

**1** Double-click **Out Box** in the Main Window.

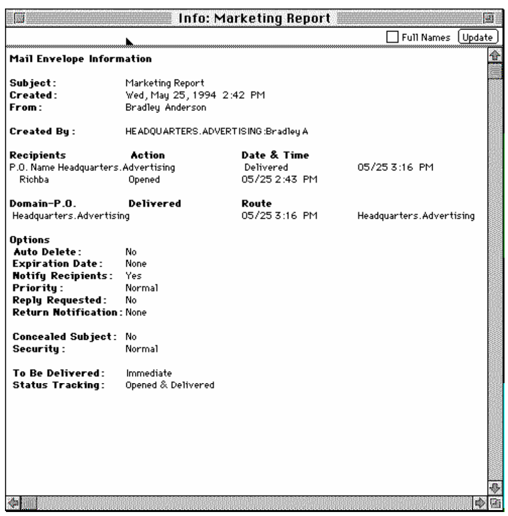
**2** Select the item, choose the **Actions** menu, then choose **Read**.

**3** When you are finished, click the close box to close the item.

## Tracking an Item

**1** Double-click **Out Box** in the Main Window.

**2** Double-click the item to open the Info window.




The window lists who the item was sent to and the actions the recipients have taken with the item (for example, opened, completed, deleted). See *Get Info*.

## Retracting an Item

**1** Double-click **Out Box** in the Main Window.

**2** Select the item you want to retract.

**3** Choose the **Actions** menu, then choose **Delete** to open the Delete dialog box.

**4** Select the deletion mode you want.

| **Deletion Mode** | **What is Deleted** |
|---|---|
| This Out Box | The selected item in your Out Box. The recipients' copies of the item are not deleted. |

| Deletion Mode | What is Deleted |
|---|---|
| All In Boxes | The copies of this item that you sent to other users. The item is not deleted from your mailbox. Mail and phone messages are deleted if they have not been opened. Appointments, notes, and tasks can be deleted at any time. |
| All Mailboxes | All copies of the item, except mail, notes, and phone messages which have already been opened. |

5 Click **OK**.

GroupWise deletes the item according to the mode you selected.

## Resending an Item

1 Double-click **Out Box** in the Main Window.

2 Select the item you want to resend, choose the **Actions** menu, then choose **Read**.

3 Edit the item.

4 Click **Send**.

A dialog box opens asking if you want to retract the original item.

5 Click **Retract** to send the revised item and delete the original item.
*or*
Click **Don't Retract** to send the revised item without deleting the original item.

6 Click the close box to close the Out Box.

## Additional Information

### *Manipulating Column Headers*

By manipulating the column headers, you can sort the columns by different criteria, reverse the sort order, and remove columns completely.

| Task | Steps | Hints |
|---|---|---|
| Sort by another column | Click the column header you want to sort by. | The list is sorted by the column with the underlined column header. |
| Reverse the sort order | Click the Sort Order icon. | The Sort Order icon is inverted. The default setting is ascending order, such as first to last. |
| Move a column | Drag the column header to a new location on the header row. | When you begin dragging, the pointer becomes a hand. |
| Widen a column | Drag the line separating the two columns until the column is wider. | When you place the pointer over the line, the pointer changes to a double-arrow pointer. |
| Delete a column | Drag the column header from the header row. | When you begin dragging, the pointer becomes a hand. |
| Restore all deleted columns | c-click the header row. | The deleted columns are restored. Any other changes, such as column width or sort order, are not returned to their defaults. |
| Restore a deleted column | Option-click the header row, then choose the column header you want. | You can move the restored column header to a new location on the header row. |

### *Filtering Items*

You can filter items so only certain types are shown. For example, you can display just the appointments that you have sent. See *Filter*.

### *Expanding a Box*

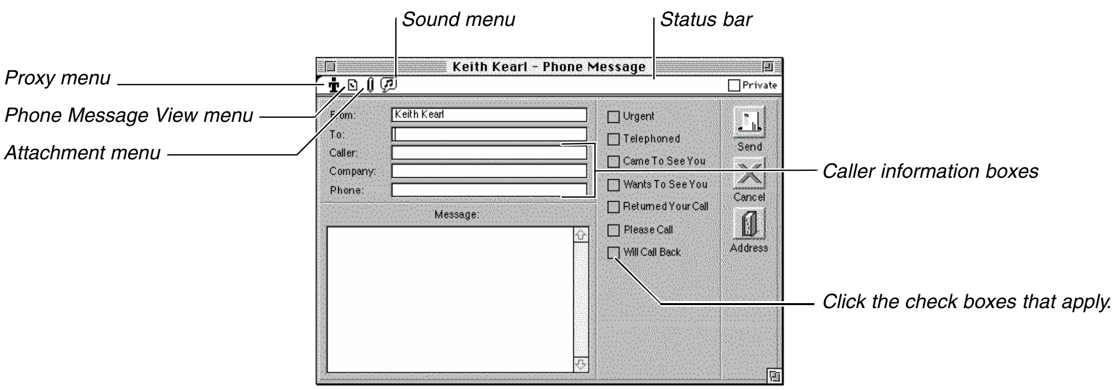
You can expand the Item list box or Folder list box to the size of the Out Box window. Option-c-click the box you want to expand. To restore the list box to its original size, Option-c-click the box again.

# Phone Message

Use Phone Message to fill in and send information about a phone call or office visit. The phone message view includes fields and check boxes that match the information on most phone message pads.

## Sending a Phone Message

1 Double-click **Phone Message** in the Main Window.




2 Click **Address** to open the Address Book.

3 Double-click the username you want, then click **OK**.

4 Type any needed information in the caller information boxes.

5 Click the check boxes that pertain to the message.

6 Type a message in the Message box.

7 Click **Send**.

The phone message is placed in the In Box of the user listed in the To box. It is also placed in your Out Box.

## Reading a Phone Message

1 Double-click **In Box** in the Main Window.

Phone messages are marked by a telephone icon l. Once the item has been opened, the phone receiver is moved off the phone d.

2 Double-click the phone message you want to open.

3 When you are finished, click the close box to close the phone message.

## Additional Information

### *Keeping a Phone Message Private*

If you want to keep your proxies from reading your phone messages, click **Private** when you create the phone message or when you receive it. Proxies cannot access items marked Private unless you specify they can in the Access List. See *Environment Preferences* and *Private*.

### *Attaching Files and Sounds*

You can attach as many files and sound files as you want to a phone message. See *Attach Files*, *Sounds*, and *Sound Preferences*.

# Preferences

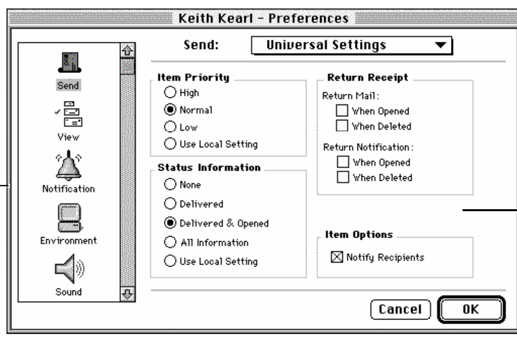
Use Preferences to change the default settings for sending items, notification, launch associations, sound, archiving, and other general settings. Settings that appear gray are locked out by your system administrator.

## Specifying Preferences

**1** Choose the **Edit** menu, then choose **Preferences**.

**2** Click the category icon you want, then change the settings you want.

*The icon list box*




*The Preferences settings*

**3** When you are finished changing the Preferences settings, click **OK**.

See the reference section which corresponds to each preferences icon for more information.

# Print

You can print items, attachments, a list of scheduled items, and Calendar forms. You can also send your Calendar to a printer on the gateway you specify.

## Printing Current Items

**1** Double-click **In Box** or **Out Box**.

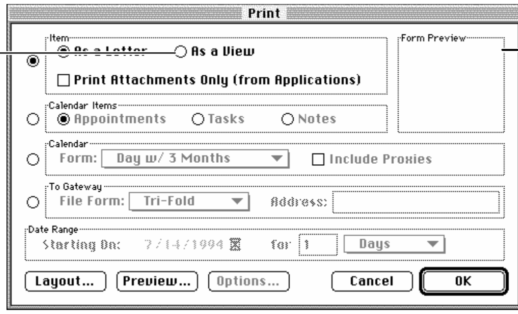
**2** Select the item(s) you want to print.

*or*

Open the item you want to print.

3 Choose the **File** menu, then choose **Print**.

Prints the item as shown on your monitor




Gives you a print preview of the form

4 Select the Item options you want, then click **OK**.

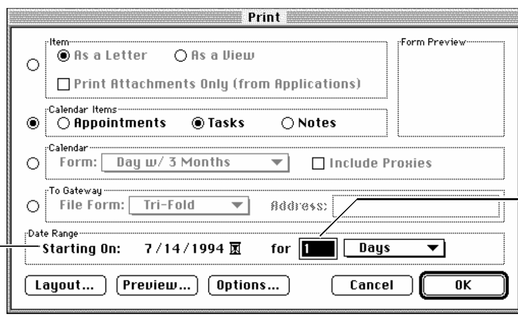
5 Select the Print options you want, then click **Print**.

## Printing Calendar Items

You can print a list of appointments, tasks, or notes.

1 Choose the **File** menu, then choose **Print**.

2 Select **Calendar Items**, then select an item type.




Specify the number of days, weeks, or months

Click to specify the starting date

3 Specify the **Date Range**, then click **OK**.

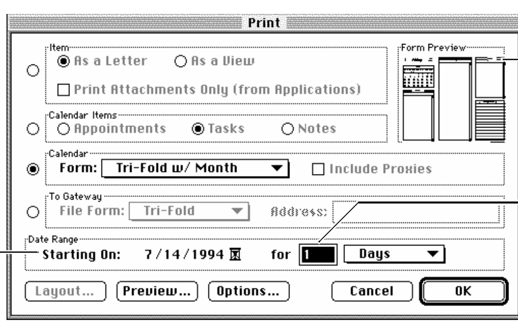
4 Select the print options you want, then click **Print**.

## Printing Calendar Forms

You can print your Calendar in a variety of planner forms.

1 Choose the **File** menu, then choose **Print**.

2 Select **Calendar**, then select a form.




Shows what the form looks like

Specify the number of days, weeks, or months

Click to specify the starting date

If you want to include the calendar items of people you are proxying for, make sure those usernames are in your proxy list before selecting **Include Proxies** or the **Proxy** form. See *Proxy*.

**3** Specify the **Date Range**, then click **OK**.

**4** Select the print options you want, then click **Print**.

## Printing to Gateways

Use To Gateway to send a Calendar form or text file to a printer (such as a DOS printer) or fax machine on the gateway you specify. You can print a Multi User form for all the users in your proxy list.

**1** Choose the **File** menu, then choose **Print**.

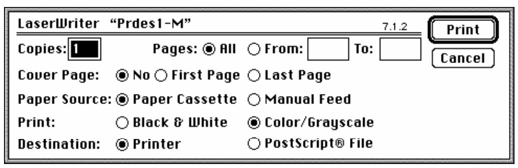
**2** Select **To Gateway**, select a form, then type the gateway address in the Address box.

A preview of the form you select displays in the Form Preview box.

**3** Specify the **Date Range**, then click **OK**.

## Additional Information

### *Standard Macintosh Print Dialog Box*




The standard Macintosh Print dialog box is part of the Macintosh System and varies depending on the printer driver you have selected in Chooser. For more information, see your system administrator or your Macintosh user's guide.

### *Page Layout Options*

When you print an item or a list of Calendar items, you can click Layout and select the following options.

| **Option** | **Description** |
|---|---|
| Create/Edit | Displays the current header or footer in the pop-up menu. Changes that you make to the Font, Size, Align, Insert, and style options apply to the displayed header or footer only.<br>Choose the **Create/Edit** pop-up menu, choose the header or footer you want to define, then type the header or footer text in the text box below the pop-up menu. |
| On | Select this option to print the current header or footer.<br>To print multiple headers or footers, select a header or footer, select **On**, then repeat this process for other headers and footers you want to print. |
| Font | Changes the font of the current header or footer. |
| Size | Changes the font size of the current header or footer. |
| Align | Places the current header at the top left, center, or right of the page, or places the current footer at the bottom left, center, or right of the page. |

| Option | Description |
|---|---|
| Insert | Places a code where your insertion point is in the text box. For example, if you choose Page Number, a code instructing GroupWise to print the page numbers is inserted in the current header or footer. |
| Style options | Bolds, underlines, shadows, italicizes, or outlines the current header or footer. |
| Margins | Specifies the unit of measurement for the top, bottom, left and right margins. |
| CC: After Message | Prints carbon copy user IDs at the end of the message. Applies to printing current items only. |
| Page Borders | Prints a single line border at the margins of the document. |
| List Attachments | Prints icon, size, and type descriptions of the message and attachment at the end of the message. |
| Reset | Clears all previous settings. |

### *Print Preferences Options*

Print Preferences options are available when you print Calendar items, forms, or when printing to a gateway.

| Option | Description |
|---|---|
| Appointments | Lets you print appointments in a graphic or list format. Also gives you the choice of including or excluding location and message information.<br>If you print to a gateway, you can include separator lines between appointments. |
| Tasks | Grids for Priority lets you print an additional column that lists the task priorities.<br>Explanation refers to the message in the task. |
| Notes | Explanation refers to the message in the note. |
| Month | Lets you print a six-week month calendar and choose where to print the day number. |
| Miscellaneous | If your calendar items need more space than the form assigns, use Overflow Control to indicate how you want to print those items.<br>Choose **None** to print items that fit in the box and leave out the rest.<br>Choose **Mark Only** to print items that fit in the box and place a folded corner at the bottom of the box to indicate that more items exist.<br>Choose **Full** to print all items by printing more pages if needed. |
| Other Print To Gateway Options | You can choose the page size or orientation, and specify what information you want to include in the Calendar form you print to the gateway, such as a header or footer. |

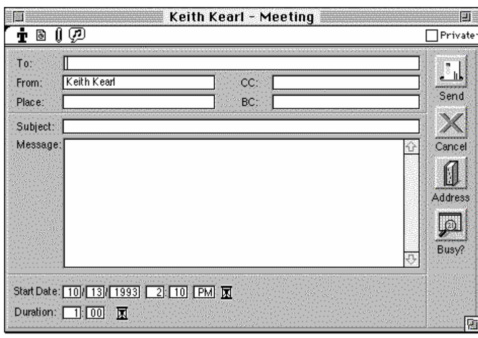
# Private

Use the Private check box to prevent unauthorized proxies from opening items you send or receive. Proxies cannot access items marked Private unless you give them those rights in the Access List. See *Environment Preferences*.

If you mark an item Private when you send it, neither your proxy nor the recipient's proxy can open the item without rights. A proxy who has subscribed to your notification does not receive notification when you receive an item marked Private. If you mark an item Private when you receive it, it is protected from your unauthorized proxies, but not from the sender's. See *Proxy*.

## Marking Items You Send Private

**1** Choose a group view from an item view pop-up menu in the Main Window.




*The Private check box*

**2** Click **Private** on the status bar.

An 'x' appears in the check box to remind you that the item is marked Private.

**3** Complete the item, then click **Send**.

## Marking Received Items Private

**1** Double-click **In Box** or **My Calendar** in the Main Window, then double-click the item to open it.

**2** Click **Private** on the status bar of the item.

**3** Click the close box when you have finished reading the item.

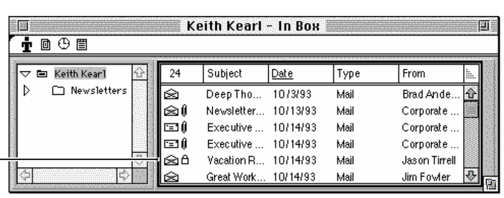
## Additional Information

### *Private Appointments*

When you mark an appointment Private, the appointment description is not listed when your proxy opens your Calendar. However, the scheduled time is blocked out so your proxy won't accept or create conflicting appointments.

### *The Private Indicator*

When you mark an item Private, GroupWise places a padlock icon next to the item icon in the Item list box.




*This item is marked Private.*

# Proxy

Use Proxy to access the mailbox of a user who has given you access rights.

## Concepts

### *How Can I Use Proxy?*

If you are an administrative assistant or receptionist, you may be asked to accept, decline, and schedule meetings or screen mail in someone's behalf. The person you are a proxy for can assign to you the rights you need. For example, your manager might give you read/write access to her appointments so you can manage her schedule and schedule meetings, but not read her mail.

If you proxy for several users, you can have multiple windows open, each displaying items for different users.

To act as a proxy, you must have an account on the same post office as the user for whom you are a proxy.

### *Having Someone Act As Your Proxy*

If you want someone to act as a proxy for you, you must first give him or her rights in your Access List. See *Environment Preferences*. The person who will act as your proxy should then add your name to his or her proxy list.

Withholding read privileges from a proxy hides item types you specify. For example, if you give a proxy read access to all items except appointments, the proxy cannot see the appointments in your Item list box. If you withhold Private rights, all items marked Private in your mailbox are hidden from your proxy. See *Private*.

## Adding a User to Your Proxy List

You can choose **Proxy** from the **File** menu in any window or choose Proxy in most views or windows.

**1** Choose Proxy in the Main Window, then choose **Proxy**.

The Proxy menu is also available in the In Box, Out Box, Trash, Rule List, Address Book, and all calendar and item views.

*The Proxy menu*


**2** Click **Find**, select the user in the list box who has given you proxy rights, then click **OK**.

**3** Click **Proxy at Startup** if you want to add the user to your proxy list each time you start up GroupWise.

**4** Click **Proxy** to close the Proxy dialog box and add the user to your proxy list.

## Acting as a Proxy

You can choose **Proxy** from the **File** menu in any window, or if you have already proxied for a user, you can choose that user by choosing the Proxy menu to display the user's name.

1 Choose Proxy in almost any view or window, then choose the user for whom you want to act as a proxy.

The user's name replaces your name in the view or window status bar. You can also proxy for multiple users. See *Additional Information* below.

2 When you want to return to your own mailbox, choose Proxy again, then choose your own name.

## Additional Information

### *Proxy for Multiple Users*

You can look at several In Boxes, Out Boxes, calendars, or Trash windows at a time if you are a proxy for several people. For example, if you proxy for Anne, Thomas, and Tiffany, you can open three calendars, one for each of them.

To open multiple windows from the Main Window, hold down **Option** and double-click the window you want. When you have the three windows open, follow the steps in *Adding a User to Your Proxy List* and *Acting as a Proxy* above.

### *Multi-user Calendar*

If you are a proxy for several users and need to keep track of scheduling conflicts, you can see their appointments, tasks, or notes in a single place.

To display a multi-user list of appointments, tasks, or notes, open a view of your Calendar. Click the **Appointments**, **Tasks**, or **Notes** box. Choose the Calendar Display menu (on the status bar), then choose **Multi User**. Select the users you want, then click **OK**. See *Print* to print a Calendar form for your proxies.

### *Archiving Items*

Generally you should not archive items while you are acting as a proxy for another user. If you do, you will archive items from the other user's mailbox to your Archive folder, which is located on your hard drive by default. If this happens, the other user no longer has access to the items you archived.

If you must archive for the other user, you may consider publishing the Archive folder or placing it on a network file server that both you (the proxy) and the other user have access to. See *Archive* and *Environment Preferences*.

# Read

Use Read to view the contents of items listed in a calendar view or in the In Box, Out Box, Combined List, or Trash.

## Reading an Item

1 Double-click **In Box**, **Out Box**, **My Calendar**, or **Trash** in the Main Window.

2 Double-click the item.

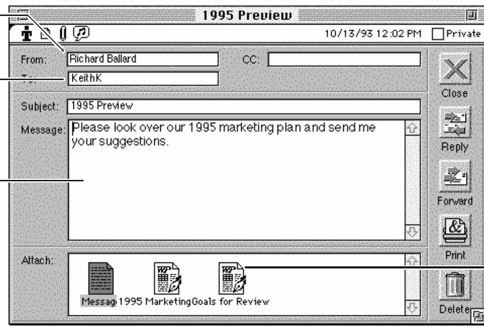
*or*

If you want to read an item from the Out Box, select the item, choose the **Actions** menu, then choose **Read**.

*The sender's name appears in the From box.*

*Your username appears in either the To or CC address box.*

*The message appears in the Message box.*




*Double-click an attachment to read it.*

3 When you have finished viewing the item, click the close box.

## Resending an Item

1 Double-click **Out Box** in the Main Window.

2 Select the item you want to resend in the Item list box.

3 Choose the **Actions** menu, then choose **Read** to open the item view you already sent.

4 Edit the item, then click **Send**.

An alert box will appear that asks you if you want to retract the original item.

5 Click **Retract** to retract the original item you sent and send the edited copy.

*or*

Click **Don't Retract** to keep the original item you sent and send the edited copy.

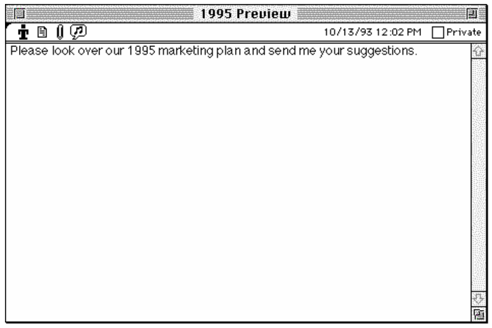
Mail and phone messages are not retracted if they have already been opened. Appointments, notes, and tasks can be retracted at any time.

## Additional Information

### *Expanding the Message and Attach Boxes*

You can expand any box (for example, the Message box or Address box) to fill an entire window or view.

To expand the box or to restore a view, choose the Edit menu, then choose Expand. You can also Option-c-click a box.




### *Reading Multiple Items*

If you are reading an item, you can choose the **Actions** menu, then choose **Next** to read the next item or **Previous** to read the previous item in the list box.

You can also open multiple items by Shift-clicking to select a range of items or c-clicking to select multiple items, then double-clicking one of the selected items. GroupWise opens all the items you selected.

### *Copying Text From an Item*

You cannot change the text in an item you receive. However, you can copy selected text in the address boxes, Subject box, or Message box to the Clipboard to use in another item or application.

### *Routing Slip*

If you receive a routed item, clicking Completed when the item is opened will send it to the next person on the routing list.

If a routed item requires a password for you to complete it, but you do not have a mailbox password set up, see *Environment Preferences*.

### *Switching to a Standard View*

If you receive an item that has a custom view, you can switch to a standard view by holding down the **Option** key and double-clicking the item in the In Box.

# Reply

Use Reply to respond directly to the person who sent an item to you. You can also reply to the sender and all the recipients of the item. When you reply, GroupWise opens a mail view and addresses it to the person you are replying to.

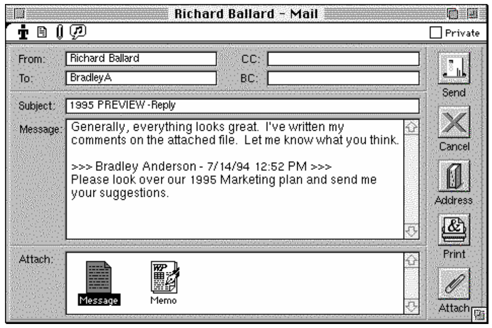
## Replying

Replying to All includes the sender and everyone who received the item.

1. Double-click **In Box** or **My Calendar** in the Main Window, then double-click the item to open it.
2. Hold down **Option** and choose the **Actions** menu, then choose **Reply** to open the Reply dialog box.
3. Select **Reply to Sender** or **Reply to All**.
4. If you want, click **Include Message Text**, then click **OK**.

GroupWise opens a new mail view that is already addressed to the sender of the item or the sender and each recipient of the original item.

If you chose to include the message text, GroupWise opens a new mail view that is already addressed to the sender of the item. The original message text appears after a separator in the Message box.




5 Type your message, then click **Send**.

6 Click the close box in the original item to close it.

### Additional Information

*Editing the Reply Address and Subject Boxes*

You can edit the contents of the address and subject boxes of a reply. For example, if you want to reply to all but one or two of the users the original message was addressed to, you can delete those users from the To box. You can also cut users from the To box and paste them to the CC or BC boxes.

# Resources

Use Resources to reserve conference rooms, slide projectors, video machines, and so on for meetings. If you are the owner of a resource, you are responsible for accepting or declining requests for it.

### Concepts

*What a Resource Is*

Resources are items that can be scheduled for different uses. They can be anything from a room to an overhead projector to a car. The system administrator defines resources by giving them an identifying name and assigning them to users. When the system administrator creates a resource definition, full proxy rights are given to the *owner* of that resource. The owner uses those proxy rights to receive notification of and accept or decline appointments.

### Scheduling a Resource

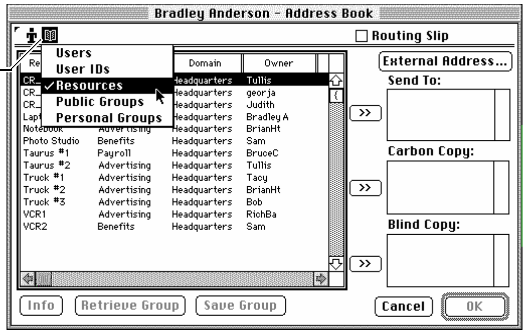
1 Choose the **Schedule** pop-up menu, then choose **Meeting**.

2 Click **Address**.

3 Drag the users you want to the Send To, Carbon Copy, or Blind Copy boxes.

4 Choose Address List, then choose **Resources** to open the Resources list.

The Address List menu




5 Double-click the Resources you want to use.

6 When you are finished, click **OK**.

If you include a location resource (such as a room) in an appointment, and your system administrator has defined the room as a place, GroupWise lists it in the Place box when you tab to it.

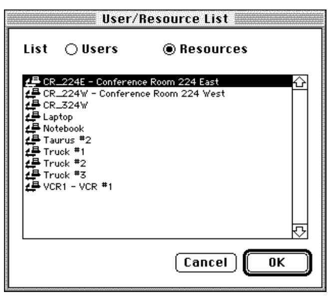
7 When you are finished, click **Send**.

## Proxying a Resource

1 Choose Proxy in the Main Window, then choose **Proxy** to open the Proxy dialog box.

2 Click **Find**.

3 Select **Resources**, then select the resource you own from the resource list.




You can only proxy resources that are on your post office.

4 Click **OK**.

5 Click **Proxy at Startup** to add the resource to your proxy list each time you start GroupWise.

6 Click **Proxy** to close the Proxy dialog box and add the resource to your proxy list.

## Receiving Notification for a Resource

1 Choose the **Edit** menu, then choose **Preferences**.

2 Click **Notification** in the icon list box.

3 Choose the **Notify** pop-up menu, then choose **Extended Settings**.

4 Click **Subscribe to Notify**.

5 Choose the **List** pop-up menu, then choose **Resources** to open the resource list.

6 Double-click the resource you own to place it in the Subscribe to box.

7 Select the resource, then select **Subscribe to Notification** to receive notification when a user requests the resource.

8 Select **Subscribe to Alarms** to receive notification of appointments the resource is scheduled for.

9 When you are finished, click **OK** to close the Subscribe to Notify dialog box, then click **OK** again to close the Preferences dialog box.

## Accepting and Declining Resource Requests

1 Double-click **In Box** in the Main Window.

2 Choose Proxy, then choose the resource.

The name on the title bar changes to the resource name. The items in the Item list box belong to the resource.

3 Double-click the item in the Item list box, click **Accept** or **Decline**, then click **Accept** or **Decline** again in the dialog box that appears.

## Creating an Automatic Accept or Decline Rule

As the owner of the resource, you have full proxy rights to that resource. Therefore, you can create rules for the resource. The rules described below accept or decline requests for the resource. The Accept rule accepts if the resource is not scheduled for the time requested. The Decline rule declines if there is a schedule conflict.

1 Choose the **Tools** menu, then choose **Rules** to open the Rule List.

2 Choose Proxy in the Rules window, then choose the resource.

3 Click **Create** to open the Rule dialog box.

4 Type a name for the rule in the **Rule Name** box.

5 Click **Appointment** in the Item Type box.

6 Click **Item Options**.

7 If you are creating an Accept rule, select **No Appointment Conflicts** in the Appointment Status box.

*or*

If you are creating a Decline rule, select **Appointment Conflicts** in the Appointment Status box.

8 Click **OK** to close the Item Options dialog box.

9 Choose the **Add** pop-up menu.

10 If you are creating an Accept rule, choose **Accept** to open the Accept dialog box.

*or*

If you are creating a Decline rule, choose **Delete/Decline** to open the Decline dialog box.

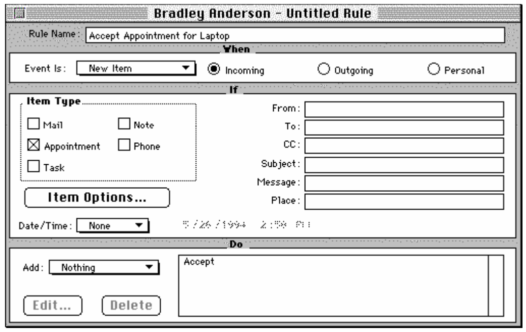
11 If you want, type a response in the Comments to Sender box.

12 Click **Accept** to add Accept to the Do list box.

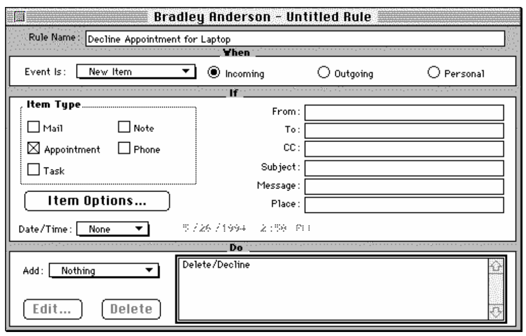
*or*

Click **Decline** to add Delete/Decline to the Do list box.

If you created an Accept rule, it should look similar to the illustration below.




If you created a Decline rule, it should look similar to the illustration below.




**13** Choose the **File** menu, then choose **Save** to save the rule.

**14** Click the close box to close the Rule dialog box, then click the close box to close the Rule List dialog box.

# Retrieve

Use Retrieve to open a text file into the Message box of an item. For example, you can retrieve a WordPerfect text file into your item as the message.

## Concepts

### *Retrieve Compared to Attach*

Retrieve and Attach serve different functions in GroupWise. Retrieve lets you open a text file into the Message box of an item. Therefore, you can create a message in a separate word processor. However, some of the formatting codes may be lost.

Attach lets you include a file with the item you send, but the attachment does not appear in the Message box of the item. However, attaching a file retains all your formatting codes. If you want to read an attachment, double-click it in the Attach box or launch its associated application to open the file. See *Attach*.

## Retrieving a File Into an Item

**1** Choose the view you want from any item view pop-up menu in the Main Window.

**2** Place the insertion point in the Message box where you want to insert the file.

**3** Choose the **File** menu, then choose **Retrieve**.

4 Use the directory dialog box to select the file you want, then click **Open** to retrieve the file.

GroupWise inserts the file in the Message box beginning at the insertion point.

# Routing Slip

Use Routing Slip to send a task or a mail message to several people consecutively.

## Concepts

### *How Can I Use Routing Slip?*

You could write a letter, attach it to an item, then route it through your editor, your immediate supervisor, and your department supervisor for changes, comments, and approval. You could add yourself as the last person on the routing slip to receive the item and the final copy of the revised attachment. Routing slips are useful because once a user marks the item completed, the item goes to the next person on the list.

As the originator of the routed item, you can check the item's routing status from the item's Info window.

## Creating a Routing Slip

1 Choose the **Send Mail** or **Assign Task** pop-up menu, then choose a group view.

2 Choose the **Actions** menu, then choose **Routing Slip**.

The To box changes to the Route box.

3 Click **Address** to open the Address Book.

4 Double-click the usernames in the order you want the item routed, then click **OK**.

Add your name on the bottom of the list if you want the item returned to you.

If you want to require the recipients to enter their mailbox pasword to complete the routed item, see *Requiring a Password* below.

5 Finish filling in the item, then click **Send**.

The item is sent to the first user in the Route box.

## Completing a Routed Item

1 Double-click **In Box** or **My Calendar** in the Main Window, then double-click the item to open it.

2 When you are ready to send the item to the next user, click **Completed** in the status bar.

3 If the sender required a completion password, type your mailbox password at the prompt.

GroupWise sends the item to the next person on the routing slip. See *Completed*.

4 Click **Close**.

## Editing an Attachment to a Routed Item

1 Double-click **In Box** or **My Calendar** in the Main Window, then double-click the item to open it.

2 Click the attachment in the Attach box, choose Attachment, then choose **Launch**.

The application associated with the attachment launches and opens the attachment. If the application doesn't launch, you may need to set up the launch association. See *Environment Preferences*.

**3** Make the changes you need, then save the file.

The file is saved to a subfolder in the System Folder:Preferences:WordPerfect:GroupWise: Routed Items folder.

IMPORTANT: If any recipients in the route are using GroupWise for DOS or Windows, you need to save the file in WP51, WP60, or DOS format.

**4** If you want to retain a copy of the attachment, save another copy of the file to a different folder.

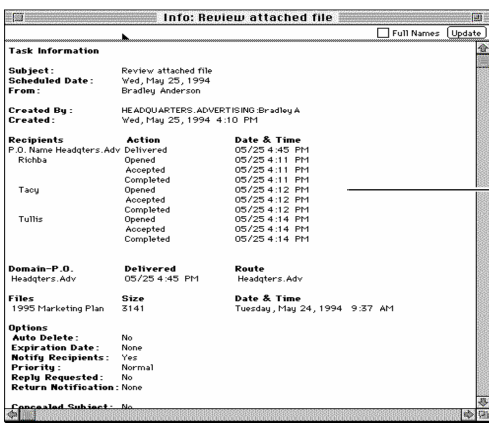
**5** Quit the application, then click **Completed** in the status bar of the routed item to send the edited attachment to the next user.

**6** If the sender required a completion password, type your mailbox password at the prompt.

## Additional Information

### *Checking Completion Status*

If you want to see which recipients of a routed item you sent have completed the item and who currently has the item, double-click **Out Box** in the Main Window, then double-click the item to open the Info window. Check the Action column to see the item status (Opened, Completed, and so on). See *Get Info*.




*Users who have sent the item on have Completed by their names.*

### *Routing to WP Office 3.x Users*

If one of the recipients of the routing slip is using a version of WP Office prior to 4.0, GroupWise delivers a copy of the item to the user, marks the item completed, and routes the item to the next recipient.

### *Requiring a Password*

For security, you can require recipients to enter their mailbox passwords before they can open the routing slip. When you are ready to send the routing slip, choose the **Edit** menu, then choose **Options**. Choose the **Send** pop-up menu, choose **Extended Settings**, then click **Require Password to "Complete" Routed Items**.

If you receive a routed item that requires a password, but you do not have a mailbox password set up, see *Environment Preferences*.

### *Deleting a Routed Item*

If you attempt to delete a routed item that has not been marked completed, a dialog box informs you that the item is routed. If you decide to delete the item anyway, the item is not passed on to the next user. You must mark the item complete before you delete it if you don't want to stop the routing of the item.

# Rules

Use Rules to define a set of conditions and actions to be performed when an item meets those conditions. You can specify such actions as moving items to folders, forwarding and replying to items, and deleting items. Rules can help you organize your mailbox, automate your mailbox when you are away, or delete unwanted items.

## Concepts

### *How Can I Use Rules?*

Rules can automate many tasks, whether your computer is on or off. Here are some examples:

- Move items to a folder depending on the sender, recipient, subject, and so forth
- Delete unwanted items before they reach your In Box
- Delegate tasks and appointments while you are on vacation
- Decline conflicting appointments
- Archive all items placed in a folder

### *Rules Execution Order*

GroupWise checks and executes rules in the order that they are displayed in the Rules List dialog box. When you create a new rule, it is added to the bottom of the list. If you want to have it checked and executed earlier in the order, you can drag the rule to a new position.

## Creating a Rule

1. Choose the **Tools** menu, then choose **Rules** to open the Rule List dialog box.
2. Click **Create** to open a new Rule window.
3. Type a name in the Rule Name box.
4. Choose the **Event Is** pop-up menu, then choose the event that you want to start the rule.

The following table explains what the events are and the options available with each event.

| Event | Description | Associated Options |
|---|---|---|
| New Item | The rule is triggered when a new item is placed in your GroupWise mailbox. | Incoming, Outgoing, or Personal |
| Log In | The rule is triggered when you log in to GroupWise. | Incoming, Outgoing, or Personal |
| Log Out | The rule is triggered when you log out of GroupWise. | Incoming, Outgoing, or Personal |
| New Item in Folder | The rule is triggered when an item is placed in a specific folder. | Apply to Folder |
| Open Folder | The rule is triggered when you open a specific folder. | Apply to Folder |
| Close Folder | The rule is triggered when you close a specific folder. | Apply to Folder |

| Event | Description | Associated Options |
|---|---|---|
| User-Activated | The rule can only be triggered when you select the rule in the Rule List, then click **Execute**. | No options |

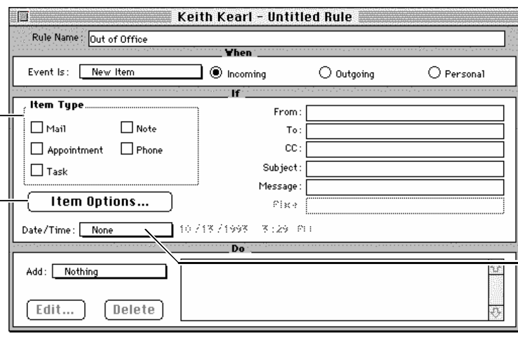
5 If you chose **New Item**, **Log In**, or **Log Out**, select **Incoming**, **Outgoing**, or **Personal** to indicate the source of the message.

6 If you chose **New Item in Folder**, **Open Folder**, or **Close Folder**, click **Apply to Folder**, select a folder, then click **OK** to display the folder name in the Apply to Folder box.

7 Select the item types you want the rule to act on from the **Item Type** box in the If section.

*The Item Type box lets you select the items affected by the rule.*

*Item Options lets you open a dialog box that lists item attributes.*




*The Date/Time pop-up menu lets you define the range of time the item is scheduled for.*

If you select some item types alone, additional boxes are added that you can use to further define the rule.

8 Define the item attributes by typing the user ID, subject, and so forth in the boxes to the right of the item type.

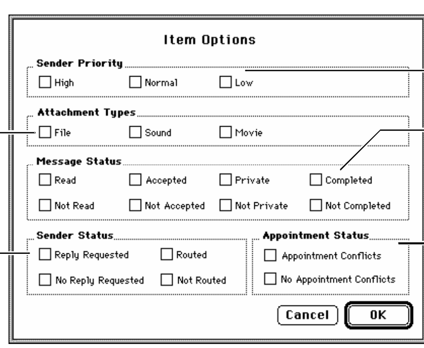
The rule searches for text strings in matching text boxes in items. The strings are not case-sensitive. You can also use wildcard characters (* and ?), and boolean operators [, (or), ¦ (and), & (and), and ! (not)].

9 If you want the rule to pertain only to appointments, tasks, and notes that are scheduled within a certain range of time, choose the **Date/Time** pop-up menu, choose a range, then type the date and time in the fields.

10 You can define more attributes by clicking **Item Options**, then selecting the options the items must include to be affected by the rule.

*The rule can be set to work on those items that include a specific file type.*

*You can have the rule act on items according to the send options the sender specified.*



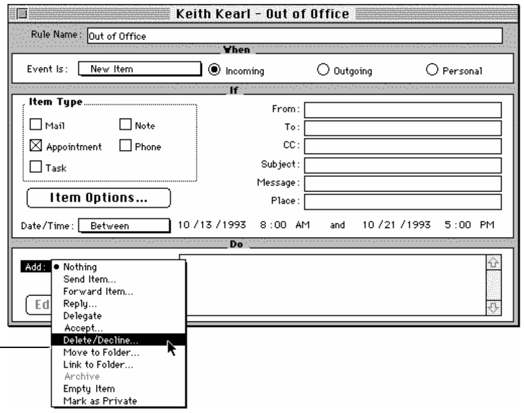

*Sender priority is the priority the sender gives the item.*

*You can specify rule actions according to what you have done to the item.*

*Appointment status lets you set up rules that accept or decline appointments depending on your schedule.*

11 Click **OK** to close the Item Options dialog box.

**12** Choose the **Add** pop-up menu, then choose the action you want the rule to perform.




*The Add pop-up menu*

The following table explains each action and gives the step required to prepare the action for the rule. The actions cannot be performed if an item does not match both the When and If criteria. When an item matches the criteria, GroupWise automatically performs the action you specify.

For example, if the rule is triggered when you receive an item from a specific person, and the action for the rule is Delete, GroupWise deletes the item without prompting you first.

| Action | Result | Steps |
|---|---|---|
| Send Item | Sends an item that you prepare in advance when an item matches the When and If criteria. | The Mail view appears. Type the information, including the address and message. You can also include attachments. Click **OK** to save the message and add Send to the Do list box. |
| Forward Item | Forwards each item that matches the When and If criteria to another user. | The Mail view appears. Type the information, including the address and message. You can also include attachments. Click **OK** to save the message and add Forward to the Do list box. |
| Reply | Sends a reply to the sender of each message that matches the When and If criteria. | The Mail view appears. Type a message. You can include CC or BC addresses, but not the To address. Select **Reply to Sender** or **Reply to All**. You can also include attachments. Click **OK** to add Reply to All or Reply to Sender to the Do list box. |
| Delegate | Reassigns each appointment or task that matches the When and If criteria. | The Delegate dialog box appears. Select a user, users, or group name, then type messages of no more than 240 characters in the Comments to Sender and Comments to Recipient boxes. Click **OK** to add Delegate to the Do list box. |

| Action | Result | Steps |
|---|---|---|
| Accept | Accepts each appointment, task, or note that matches the When and If criteria. | The Accept dialog box appears. Type a message of no more than 240 characters in the Comments to Sender box, then click **Accept** to add Accept to the Do list box. |
| Delete/Decline | Declines each appointment, task, or note, or deletes each mail or phone message that matches the When and If criteria. | The Decline dialog box appears. Type a message of no more than 240 characters in the Comments to Sender box, then click **Decline** to add Delete/Decline to the Do list box. |
| Move to Folder | Moves each item that matches the When and If criteria to a folder you select. | The Folder dialog box appears. Select the folder you want the item moved to, then click **OK** to add Move to Folder to the Do list box. |
| Link to Folder | Copies each item that matches the When and If criteria to the folder you select. | The Folder dialog box appears. Select the folder you want the item linked to, then click **OK** to add Link to Folder to the Do list box. |
| Archive | Moves each item that matches the When and If criteria to the Archive folder. | None |
| Empty Item | Puts all items that match the criteria into the Trash, then empties them from your Trash immediately. | None |
| Mark as Private | Marks Private each item that matches the When and If criteria. | None |

13 When you are finished, choose the **File** menu, then choose **Save.**

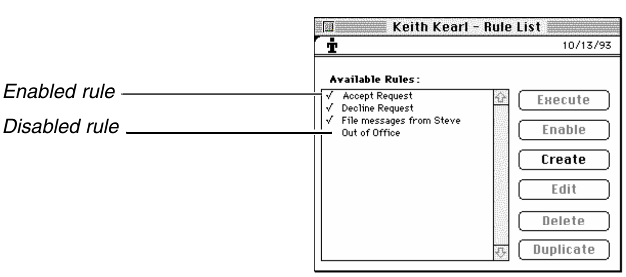
14 Click the close box to close the Rule window.

15 Click the close box to close the Rule List dialog box.

## Enabling a Rule

A rule must be enabled before it can be triggered by an event. When a rule is enabled it is marked by a check.

1 Choose the **Tools** menu, then choose **Rules** to open the Rule List dialog box.




2 Select the rule you want to activate, then click **Enable**.

## Disabling a Rule

When you disable the rule, the rule cannot be triggered by an event. However, the rule is still listed in the Rule List so you can enable the rule when you need it again.

1. Choose the **Tools** menu, then choose **Rules** to open the Rule List dialog box.
2. Select the rule you want to disable, then click **Disable**.

The check mark next to the rule disappears.

## Bypassing Log In Rules

You can temporarily bypass log in rules you have created without disabling them.

1. Hold down the letter **R** while logging in.

## Manually Executing a Rule

You can trigger a rule without waiting for the triggering event to happen. Also, if you chose **User Activated** as the triggering event, the only way the rule can be triggered is if you trigger it manually.

To trigger a rule manually, you must first select the items or folders the rule will work with in the In Box or Out Box.

1. Double-click **In Box** or **Out Box** in the Main Window.
2. Select the Item list box, the Folder list box, or the items or folders in either box that you want to apply the rule to.
3. Choose the **Tools** menu, then choose **Rules** to open the Rule List dialog box.
4. Select the rule you want to trigger.

Any rule can be triggered manually whether it is enabled or disabled.

5. Click **Execute**.

GroupWise triggers the rule to run on the selected folders or items.

## Modifying a Rule

1. Choose the **Tools** menu, then choose **Rules** to display the Rule List dialog box.
2. Select the rule you want to modify.
3. If you want to save the original rule, click **Duplicate**, type a name, then click **OK** .
4. Click **Edit**, then modify the rule.

See *Creating a Rule* earlier in this section.

5. Choose the **File** menu, then choose **Save** to save the changes to the rule.
6. Click the close box to close the Rule List.

## Creating Rules for Your Archive Mailbox

You can create rules to act on your archive mailbox.

For example, if you archive frequently you could create a rule that directs archived messages to particular folders, depending on the sender.

1. Choose the **File** menu, then choose **Open Archive**.
2. Choose the **Tools** menu, then choose **Rules**.
3. Click  in the Rule List, then choose your archive mailbox (the mailbox name will be your name with the word “Archive” added to the end).
4. Create and use rules for your archive mailbox as you would for your mailbox.

# Save

Save lets you store items and attachments on your computer. You can open saved items in GroupWise or retrieve them in a word processor as text files.

If you save an item you have sent or received, Save leaves the item in your mailbox and saves a copy in another location in text format. Attachments are saved in their original format.

IMPORTANT: GroupWise supports Apple's Drag and Drop extension if you have Finder 7.1.3 (found in System 7 Pro). If you do not have Finder 7.1.3, you will get the Save dialog box when you drag an attachment to the desktop. For more information on Drag and Drop, see your Macintosh user's guide.

## Saving an Item

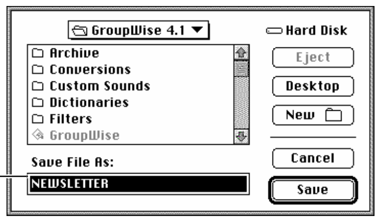
**1** Double-click **In Box** or **Out Box** in the Main Window, then select an item.

*or*

Choose a view from an item view pop-up menu, then fill in the information.

**2** Choose the **File** menu, then choose **Save**.

*The file will have the same name as the item unless you type in a new name.*




**3** Select the folder you want to save the item in, then click **Save**.

If the item has attachments, they are not saved with the item.

## Saving an Attachment

**1** Double-click **In Box** or **Out Box**, then open the item that includes the attachment.

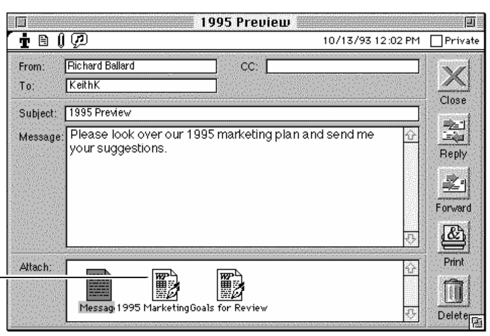
Items that include attachments are marked with a paper clip icon as well as the item icon.

**2** Select the attachment's icon in the Attach box.

*or*

Choose Attachment, then choose the attachment.

*Attachment icon*



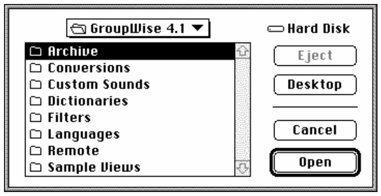

**3** Choose the **File** menu, then choose **Save**.

**4** Select the folder you want to save the item in, then click **Save**.

When you save an attachment, GroupWise saves the file under the attachment name in the current folder unless you specify otherwise. Saved attachments can be opened with the application they were created in. See *Environment Preferences*.

## Opening a Saved Item

**1** Choose the **File** menu, then choose **Open Saved** to open a directory dialog box.




**2** Use the directory dialog box to find the item you want to open.

**3** Double-click the item.

You can resend this item as you would any item in your Out Box. See *Out Box*.

**4** When you have finished viewing the saved item, click the close box.

## Additional Information

### *Selecting Multiple Items*

You can select several items to save them at the same time. To select a range of items, **Shift**-click the first and last items in the range. To select multiple items or attachments, **c**-click the items or attachments.

### *Open Saved WP Office 4.0 Items*

Do not use GroupWise to open items that were saved in WP Office 4.0 or 4.0a format. Instead, use Retrieve to bring the text into a new item.

# Save As Group

If someone sends you an item addressed to a group you want to create for yourself, GroupWise lets you simply save the group without having to select each individual. In addition, if you sent items to users that you have not yet defined as a group, you can save the group later if you still have the outgoing item.

## Saving a Personal Group

**1** Open the item you want.

**2** Choose the **Actions** menu, then choose **Save As Group**.

**3** Type a name for this personal group, then click **OK**.

If you want to edit the group, you can use Retrieve Group in the Address Book to make changes. See *Group*.

# Send

Use Send to send a mail or phone message, schedule an appointment, assign a task, or post a note. The process for sending is basically the same for all item types. The differences are in the options that are unique to each item, such as scheduling a date in an appointment or filling in the Caller text box in a phone message. If you need more information about an item type, see the reference section for that item. The section will also explain the options unique to that item type.

## Sending an Item

1 Choose the item you want to send in the Main Window.

You can either double-click the appropriate icon or choose the view from the pop-up menu below the appropriate icon. Either method opens the item view.

2 If you don't know the user IDs, click **Address** to open the Address Book, double-click the names to place them in the Send To box, then click **OK**.

*or*

If you know the user IDs, type them in the To box, separating the names with a comma.

3 Type an explanation in the Subject box.

4 Type a message in the Message box.

5 If the item has more options, such as Priority or Start and End date, fill in the appropriate options.

See *Appointments*, *Mail*, *Notes*, *Phone Message*, or *Task* to learn about the options available for each item type.

6 If you want to attach a file, choose the **File** menu, choose **Attach**, then choose **File**. Select the file in the list box, click **Add**, then click **Done**. See *Attach*.

7 If you want to change the send options, choose the **Edit** menu, then choose **Options**. Set the options you want for the item, then click **OK**. See *Options* and *Send Preferences*.

8 When you are finished preparing the item, click **Send**.

# Send Preferences

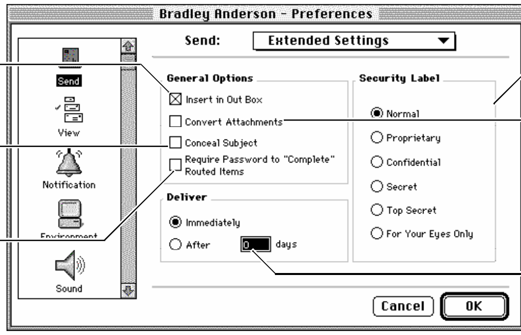
Use Send Preferences to choose the default settings for sending items. Send Preferences lets you change Universal Settings, Extended Settings, and Mail, Appointment, Task, and Note settings.

## Setting Extended Send Preferences

The Extended Settings apply to all items you send.

1 Choose the **Edit** menu, then choose **Preferences**.

**2** Make sure **Send** is selected in the icon list box, choose the **Send** pop-up menu, then choose **Extended Settings**.




**3** Select the options you want to apply to each item you send, then click **OK**.

## Setting Send Preferences for All Item Types

The Send Preferences for Mail, Appointment, Task, and Note are very similar. Universal Settings lets you set the preferences for all item types to the same setting. Most items have at least one setting that is unique to that item. Those settings are explained in *Setting Send Preferences for a Single Item Type* below.

**1** Choose the **Edit** menu, then choose **Preferences**.

**2** Make sure the **Send** category is selected in the icon list box.

**3** Make sure **Universal Settings** is chosen in the **Send** pop-up menu.

**4** Select the settings you want all item types to have.

A dash (-) in a radio button or check box indicates that at least one item type is set differently from the others. For example, if you selected a high item priority setting for appointments and a low item priority for notes, the High and Low radio buttons in Universal Settings would contain dashes.

| **Option** | **Description** |
|---|---|
| Item Priority | Item Priority options let you assign a priority to each item type. The items you send are grayed to indicate low priority, or colored red (inverted on a black and white monitor) to show high priority. |
| Status Information | Status Information lets you choose the level of information you want returned about recipients' actions. When you select more status tracking, the server works harder on sending the status messages and can slow down GroupWise. |
| Return Receipt | Return Receipt sends you a notification when a recipient opens or deletes any item you sent them. You can choose to receive a mail message or just a notification. If you are setting preferences for an Appointment, Task, or Note, the When Accepted or When Declined options are available for Return Mail. If you select the Return Mail options, a mail message containing the recipient's comment appears in your mailbox when the recipient accepts or declines the appointment, task, or note. |

| | |
|---|---|
| Item Options | Notify Recipients in Item Options lets you include a notification when users receive an item from you. Users are notified according to the Notification preferences they selected. See *Notification Preferences* and *Notify*. If you do not want to notify recipients of items you send, do not click Notify Recipients. |

5 When you are finished making all Preferences changes, click **OK**.

## Setting Send Preferences for a Single Item Type

When you set a send preference for a single item type, such as mail, the corresponding radio button or check box in Universal Settings displays a dash (-) to show that at least one item type has a different setting.

1 Choose the **Edit** menu, then choose **Preferences**.

2 Make sure the **Send** category is selected in the icon list box.

3 Choose the **Send** pop-up menu, then choose an item type.

4 Change the settings you want.

The options that apply to all item types are explained in *Setting Send Preferences for All Item Types* above. Settings that are specific to a single item type are explained below.

5 When you are finished making all Preferences changes, click **OK**.

### *Additional Mail Send Preferences*

**Expires** • Expires lets you have your items deleted from all In Boxes of users who have not opened them after a specified number of days. When a message expires, it is also deleted from your Out Box.

If you do not want your items to expire, select **Never**.

**Reply Requested** • Reply Requested lets you place a reply request with each item you send. Recipients will be asked to reply to your items within the number of days you specify or when it is convenient for them, whichever you choose in Preferences.

If a recipient attempts to delete a reply-requested item, the recipient is reminded that a reply has been requested for that item, and the recipient must confirm or cancel the deletion.

**Return Receipt** • You can have GroupWise send you notification when a routed mail message is marked Completed.

**Mail Options** • Auto-Delete removes items from your Out Box and empties them from the Trash after all the recipients have deleted the item from their In Box.

Auto-Delete will not work if the Status Information is set to None and there are no recipients on other hosts. If you delete an item from the In Boxes of all recipients but leave the message in your Out Box, the Auto-Delete setting is cleared.

### *Additional Appointment Send Preferences*

**Event Length** • Event Length lets you choose whether GroupWise displays End Date or Duration when you send an appointment.

**Return Receipt** • You can have GroupWise send you notification or mail when a user accepts or declines the appointment you sent.

**Appointment Options** • Default Length for an Appointment lets you specify the average length for scheduled appointments. For example, if you type **60** in the minutes box, when you open a new appointment view the default duration is 60 minutes.

### *Additional Task Send Preferences*

**Define Event Length** • Define Event Length lets you choose whether GroupWise displays Due in or Due on for the end date when you send a task.

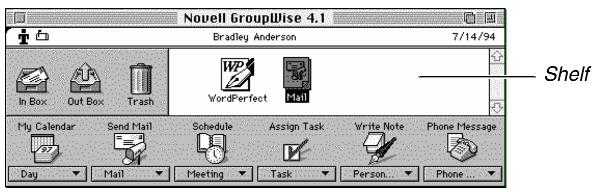
**Return Receipt** • You can have GroupWise send you notification or mail when a user accepts, completes, or declines the task you sent.

# Set/Clear Startup

Use Set Startup to have GroupWise open a Shelf item for you when starting GroupWise. For example, you can have an application open whenever you start GroupWise. When you no longer want that item to open when starting GroupWise, use Clear Startup. See *Shelf* for information on what you can place on the Shelf.

## Setting a Startup Item

1 Select an item on the Shelf in the Main Window.




2 Choose the **Edit** menu, then choose **Set Startup**.

The startup item's description is *italicized*.

## Clearing a Startup Item

1 Click an empty area on the Shelf to make sure no icons are selected.

2 Choose the **Edit** menu, then choose **Clear Startup**.

The startup item's description should appear as plain text.

# Shelf

Use the Shelf to automate some of your tasks. You can place views, templates, users, groups, and applications on the Shelf so you can open them quickly. You can drag any icon in the Main Window to the Shelf.

## Concepts

### *How Can I Use the Shelf?*

The Shelf lets you put all of your most-used applications and views where they are easily accessible. For example, if you like to prepare important messages in WordPerfect, rather than GroupWise, you can place WordPerfect on the Shelf for easy access. Or, if you frequently send information updates to several people, you can create a pre-addressed template to put on your Shelf. When you send the update using the template, you won't have to fill out the Address or Subject boxes.

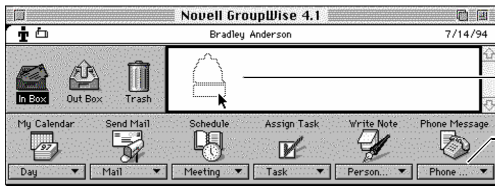
## Placing an Icon on the Shelf

You can drag any view or item to the Shelf to create a shelf icon.

1 Drag the **In Box** or **Out Box** icon to the Shelf.

*or*

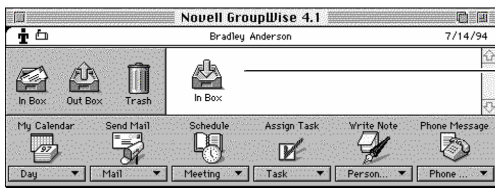
Press **Option** and choose a view from any of the item view pop-up menus in the Main Window, then drag the icon to the Shelf.




*The In Box is being dragged to the Shelf.*

*Item view pop-up menu*

When you release the mouse, the icon changes to a shelf icon. You can double-click the icon to open the view.




*Shelf icon*

## Placing User Icons on the Shelf

You can also turn the Shelf into a mini address book by placing the user and group icons you use most often on the Shelf.

1 Choose the **Tools** menu, then choose **Address Book**.

2 Drag the users you want to the Shelf.

*or*

Choose Address List, choose **Personal Groups** or **Public Groups**, then drag the groups you want to the Shelf.

When you're sending an item, you can drag the user or group icons from the Shelf to the address boxes in the item.

## Creating a Template

1 Choose an item view pop-up menu in the Main Window, then choose a group view.

2 Enter the user IDs for the address, type the subject and message, and choose any send options.

3 Press **Shift** while dragging the view to the Shelf.

When you double-click the icon, the view opens with all of the information you previously included.

## Saving a Filtered Item List

1 Double-click **In Box** or **Out Box** in the Main Window.

2 Choose the **Tools** menu, then choose **Filter**.

3 Choose the filter options you want, then click **OK**.

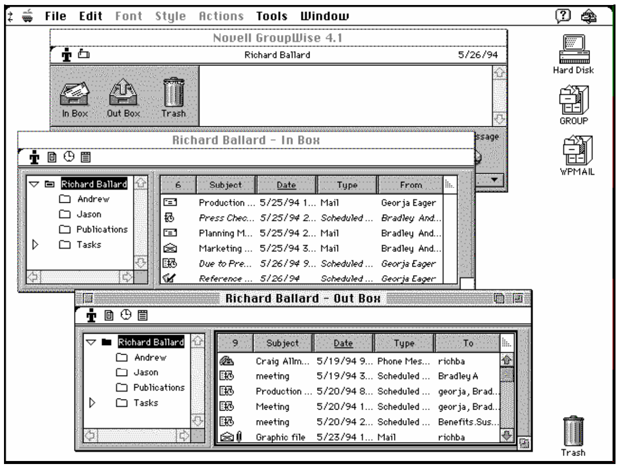
4 Press **Shift** while dragging the title bar of the window containing the filtered Item list box to the Shelf.

When you double-click the In Box or Out Box icon, the filter reverts to the default. However, when you double-click the new shelf icon, the Item list you filtered opens with the filter still active.

## Combining Views on the Shelf

You can combine views into one shelf icon. For example, you could combine your day calendar and your week calendar, then set the startup view on that shelf icon. You would then see both views at once when you start GroupWise.

**1** Open any two (or more) windows.




*You can open any combination of the In Box, Out Box, and calendar views.*

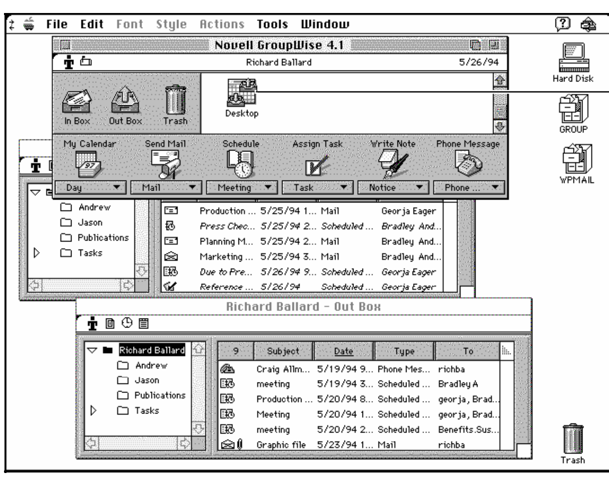
**2** Arrange the windows how you want them to appear.

**3** Press **Shift** while dragging one of the windows to the Shelf.

An icon appears on the Shelf.

**4** Press **Shift** while dragging the remaining views to the new shelf icon.

The views remain open when you drop them on the icon. The icon changes to a desktop icon to indicate that it opens more than one view.




*This icon opens a combined view.*

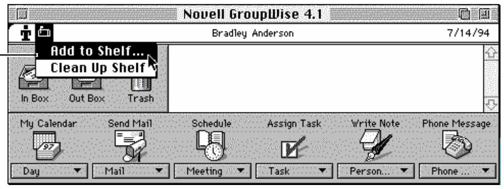
When you double-click the icon, all of the views open in the arrangement you created.

## Adding an Application to the Shelf

You can launch any application from the Shelf.

**1** Choose Mailbox on the status bar, then choose **Add to Shelf**.

*Mailbox menu*




**2** Double-click the application you want to add to the Shelf.

You can also drag an application from the desktop and drop it on the Shelf if you are using System 7 Pro or higher.

The application icon is placed on the Shelf.

## Changing a Shelf Icon Name

**1** Select the icon name.

**2** Type a new name for the icon.

## Placing Another User’s Calendar on Your Shelf

If you have access rights to another user’s mailbox, you can place that user’s Calendar on your own shelf. For example, if you own a resource and need to accept other users’ requests for that resource, you can create a shelf icon that automatically opens the resource's In Box or Calendar.

**1** Make sure you are acting as the user’s proxy. See *Proxy*.

**2** Press **Option** and choose a Calendar view in the Main Window.

This lets you change the current Calendar view without opening the view.

**3** Drag the My Calendar icon to the Shelf.

You can now open the the other user’s Calendar from your Shelf.

## Deleting an Icon from the Shelf

**1** Drag the icon to the Trash in the Main Window.

*or*

**Shift**-click or click and drag to select multiple icons on the Shelf, then press **Delete**.

## Setting the Startup View

**1** Select the icon on the Shelf that you want to have open when GroupWise starts up.

The startup icon must open a calendar view, the In Box, Out Box, or a desktop (combined) view.

**2** Choose the **Edit** menu, then choose **Set Startup**.

The name of the selected icon changes to italics to show that it is set to open the startup view.

## Canceling the Startup View

**1** Click an empty area on the Shelf to make sure that no icons are selected.

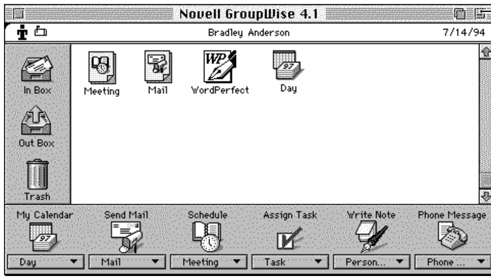
**2** Choose the **Edit** menu, then choose **Clear Startup**.

The name of the startup view changes to plain text.

## Additional Information

### *Expanding the Shelf*

You can expand the Shelf to see more of your icons. Click the zoom box to expand the Shelf or return it to its original size.




*The zoom box*

### *Changing Size and Position of Shelf Items*

GroupWise remembers the size and position changes you make to Shelf items. For example, if you open and change the size and position of a filtered In Box you have on the Shelf, that filtered In Box displays in the new position and in the new size when you open it again.

### *Snapping to Grid*

You can force a Shelf icon to conform to a grid on the Shelf. To snap to grid, **c**-drag the icon in the Shelf.

### *Highlight Color*

When you drag a window or view to the Shelf, the Shelf borders are highlighted. You can select this highlight color by choosing the n menu, then choosing **Control Panels**. Double-click **Color**, choose the **Window color** pop-up menu, then choose the color you want.

# Sound

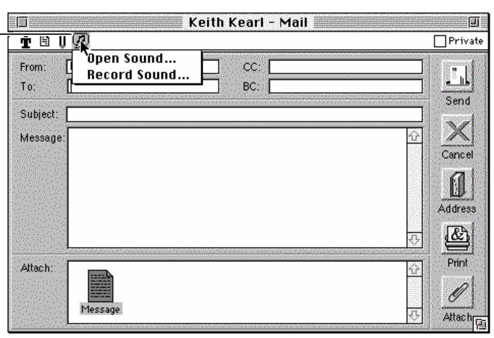
The Sound menu lets you record and attach sounds to an item.

## Attaching an Existing Sound

**1** Choose a view from any item view pop-up menu in the Main Window.

**2** Choose Sound , then choose **Open Sound**.

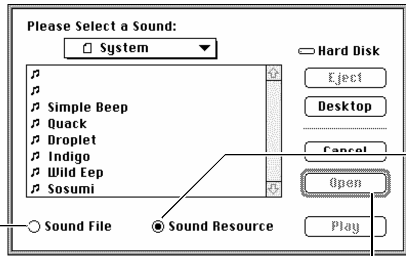
*The Sound menu lets you choose or record a sound file to attach to an item.*



3 If you want a sound file, select **Sound File**, then locate the file in the directory list box.

*or*

If you want a sound resource, select **Sound Resource**, find the application that includes the sound resource, click **Open**, then locate the sound you want.




*A sound file is not part of an application.*

*A sound resource is a sound that is used in an application. Resource files are preceded by a note symbol.*

*Open changes to Select when you select a sound.*

IMPORTANT: GroupWise plays only “SND” sound resources.

4 If you want to listen to the sound before you open it, select the sound, then click **Play**.

5 Click **Select** to choose the sound.

The pointer changes to a balloon with notes in it.

6 Click the place in the item where you want the sound indicator.

You can drag the indicator anywhere on the item after you have placed it. You can drag it off the item if you decide to delete it.

7 After you have finished typing the information in the item, click **Send**.

## Attaching a Recorded Sound

Sounds you record are saved as temporary files and cannot be reused unless you have previously selected **Save recorded sounds** in Sound Preferences. See *Sound Preferences*.

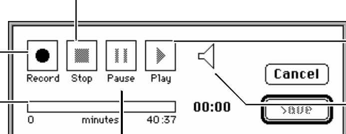
1 Choose the view from any item view pop-up menu in the Main Window.

2 Choose Sound, then choose **Record Sound** to open the record dialog box.

If you selected **Save recorded sounds** in Sound Preferences, a directory dialog box opens when you begin recording. Open the folder where you want to save the sound, type a name for the sound, then click **Save** to open the Record dialog box. When you finish recording and click **Save**, GroupWise saves the sound in the folder you selected.

3 Click **Record** to begin recording, then click **Stop** when you have finished.

*Stop lets you end recording.*




*Record lets you begin recording.*

*The bar lets you see how much time your sound takes to play.*

*Play lets you listen to the sound you recorded.*

*The speaker shows the sound level from your microphone.*

*Pause lets you stop and then resume recording.*

4 Click **Save** to close the dialog box.

The pointer changes to a balloon with notes in it.

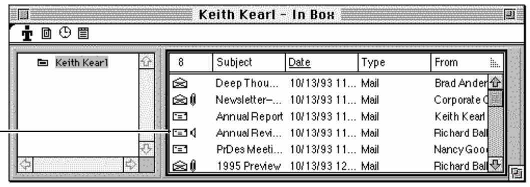
5 Click the place in the item where you want the sound indicator.

6 After you have finished typing the information in the item, click **Send**.

## Playing an Attached Sound

1 Double-click **In Box** or **My Calendar** in the Main Window.

*This item includes an attached sound.*

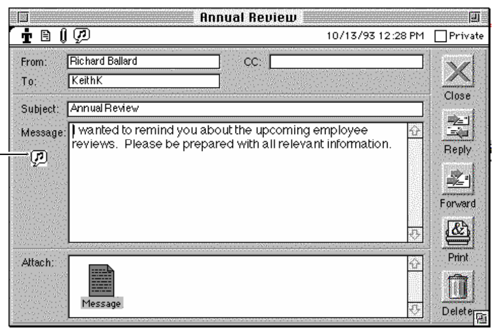



2 Double-click the item that includes the attachment.

If you selected **Play attached sounds when opened** in Sound Preferences, the sound plays when you open the item. See *Sound Preferences*.

3 Double-click the sound indicator to play the sound.

*You can double-click the sound indicator to play the attached sound.*




If you selected **Save item sounds** in Sound Preferences, a directory dialog box opens so you can name and save the sound before you listen to it.

4 When you are finished, click the close box to close the item.

# Sound Preferences

Use Sound Preferences to choose how GroupWise records and plays sounds. If you want to know how to record or attach sounds to an item, see *Attach Sounds*.

## Choosing the Sound Preferences

1 Choose the **Edit** menu, then choose **Preferences** to open the Preferences dialog box.

2 Click **Sound** in the icon list box.

3 Select **Best**, **Better**, or **Good** in the Record Quality box.

Best requires the most memory and Good requires the least.

4 Select **Record to memory** or **Record to disk** in the Record Method box.

Record to memory records your sounds to RAM. Record to disk records your sounds to your hard drive.

**5** Click **Save recorded sounds** to save all the sounds you record in GroupWise.

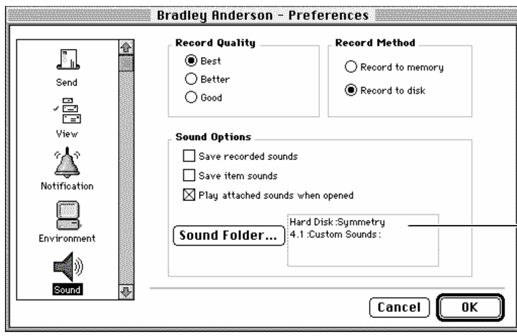
When **Save recorded sounds** is selected, a directory dialog box opens each time you choose to record a sound to attach to an item. After you save the sound, the Record dialog box opens.

**6** Click **Save item sounds** to save all the sound attachments you receive.

When **Save item sounds** is selected and you receive an item that includes a sound, a directory dialog box opens when you click the sound indicator so you can save the sound.

**7** Click **Play attached sounds when opened** to play any attached sounds when you open an item.

**8** To select the folder for storing sounds, click **Sound Folder**.

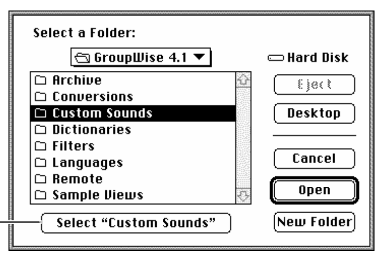



*The path to the folder appears in the box.*

**9** Use the directory list box to locate the folder you want.

**10** When you have found the folder you want to save your sound files in, click the folder, then click the **Select** button below the directory list box.

*You can click the Select button to select the folder where you want to save sound files.*




The directory dialog box closes and the path to the folder appears in the box to the right of the button.

**11** Click **OK** to close the Preferences dialog box.

# Spell Check

Use Spell Check to check for misspelled words, duplicate words, and irregular capitalization in the text boxes of an item you are sending.

## Concepts

### *How Spell Check Searches Dictionaries*

Spell Check searches two dictionary files: the main dictionary and the supplementary dictionary . When you spell-check a document, Spell Check first checks to see if a word or phrase is listed in the supplementary dictionary you create. If the word is not found in the supplementary dictionary, Spell Check looks in the main dictionary you select.

### *Main Dictionaries*

The main dictionary file shipped with GroupWise is USA-Dictionary. You may use a third-party dictionary of your choice. For example, if you work in the medical profession, you might want to use a compatible medical dictionary.

### *Supplementary Dictionary*

During a spell-check session, you can add words and phrases that you want Spell Check to skip into the supplementary dictionary (USA-User Dictionary) found in your GroupWise folder.

For example, when Spell Check stops on a word that you know is spelled correctly (such as your last name), you can add the word to the supplementary dictionary.

## Spell-Checking Text in an Item

1 Place the insertion point in the box you want to spell-check.

*or*

Select the word or text you want to spell-check.

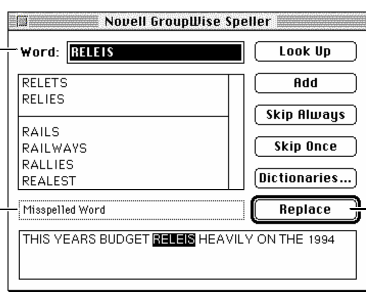
2 Choose the **Tools** menu, then choose **Spell Check**.

3 Click **Start**.

When Spell Check finds a word not listed in the dictionary it is using, the word displays in the Word box. Possible replacement words display in the list box below the Word box.

*The Word box displays the misspelled word or lets you type a word you want to look up.*

*The display box tells you the current status of the spell-check.*




*Replace takes the place of Start.*

4 Select a replacement word, then click **Replace**.

*or*

If you want to edit the word displayed, type the correct spelling in the Word box, then click **Replace**.

*or*

If you want to leave the word with the current spelling, click **Skip Once** or **Skip Always** to skip over the word. If you want to add the word to your supplementary dictionary, click **Add**.

If you click **Skip Once**, Spell Check skips this occurrence of the word but will stop the next time it encounters the same word.

If you click **Skip Always**, Spell Check skips all occurrences of the word in this box or selected text.

When Spell Check has checked all the words in the box or selected text, the display box shows the number of words checked.

5 Click the close box to close Spell Check.

## Looking Up a Word

If you are not certain of the spelling for a word, you can look up the word by typing a pattern that approximates the word. You can insert one of two different wild cards into the word pattern: a question mark (?) represents a single letter, while an asterisk (*) represents zero or more letters in succession. Spell Check will look for the word according to the characters and wild cards you have typed, then give you a list of possible spellings for the word. For example, if you type b?g, Spell Check will find several matches, including beg, big, bog, and bug.

1 Choose the **Tools** menu, then choose **Spell Check**.

   *or*

   If you want to use Spell Check independently of GroupWise, open the GroupWise folder and double-click **GroupWise Speller**.

2 Type a pattern in the text box that approximates the word you want to find.

3 Click **Look Up**, then click the close box to close Spell Check.

## Additional Information

### *Errors Spell Check Can't Find*

Note that Spell Check can't detect an error caused by a correctly spelled word in the wrong context. For example, if you typed "cut *an* paste," Spell Check would not catch the error because there is an English word spelled "an."

### *Other Ways to Use Spell Check*

You can select a word and then start Spell Check; only that word is checked.

You can run Spell Check independently of GroupWise to find a correct spelling for a document in another application, but not to check text. Open the GroupWise folder and double-click **GroupWise Spell Check**. Look up the word, cut the correct spelling to the Clipboard, and then paste it into a document in the other application.

### *Locating a Dictionary*

If you have deleted or moved USA-Dictionary, you may get an error message when you try to use Spell Check. If you have deleted the dictionary, you will probably have to re-install GroupWise or use another dictionary. If you have moved the dictionary, click **OK** in the error message dialog box. Use the dialog box that appears to locate the dictionary. Click the dictionary, then click **Open**. GroupWise Spell Check remembers the new location so that you won't have to locate the dictionary again.

### *Changing Dictionaries*

1 Choose the **Tools** menu, then choose **Spell Check**.

2 Choose the **File** menu, then choose **Open Dictionary** to open a directory dialog box.

3 Select the dictionary you want to use, then click **Open**.

The currently opened dictionary automatically closes when the new dictionary opens. Spell Check uses this dictionary until you open a new one.

# Style

The Style menu lets you choose the style, color, and justification of any text you type in the Message box. In addition, you can bold, italicize, and underline text in the Subject box.

## Concepts

### *Text Styles*

GroupWise includes the standard Macintosh text styles. You can choose plain text, or you can bold, italicize, underline, outline, or shadow your text.

Outlined text looks like this.

Shadowed text looks like this.

You can choose one style only or a combination of styles, such as Underline and Shadow. Chosen styles are marked with a check in the menu. A dash indicates that the style is used in part of the selected text. For example, if you select three words and one is italicized, a dash appears next to Italics in the Style menu.

### *Text Color*

When you choose the **Style** menu, then choose **Color**, a color palette, circle, or list opens depending on what color options you've selected in your control panel. You can use the color palette, circle, or list to apply colors to text. You can change the color as many times as you want. To return the text to its default color, choose black from the color palette.

### *Text Justification*

You can determine whether you want the text justification to be flush left, flush right, or centered. The default setting is flush left.

## Applying Style to Message Text

1. Choose the view you want from any item view pop-up menu in the Main Window.
2. Click the **Message** box.
3. Choose the style, color, or justification you want from the **Style** menu, then type your message.

The text you type appears in the style, color, and justification you chose. You can also change the style of selected text in the message.

## Applying Style to Subject Text

1. Choose the view you want from any item view pop-up menu in the Main Window.
2. Click the **Subject** box.
3. Choose the **Style** menu, then choose **Italic**, **Bold**, or **Underline**.

The text you type appears in the style you chose. You can also change the style of selected text in the Subject box.

## Turning Off the Text Style

Plain Text turns off the style code; it does not turn off the color or change the justification of the text.

1 Choose the view you want from any item view pop-up menu in the Main Window.

2 Choose the **Style** menu, then choose **Plain Text**.

# Task

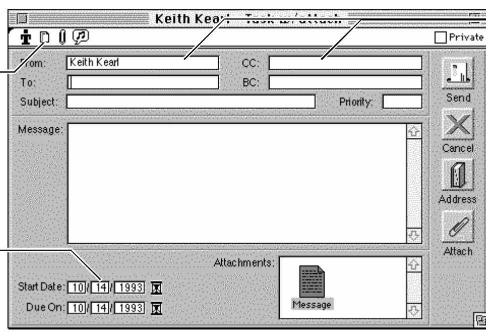
Use Task to add items you need to do to your own Task list or to the Task list that belongs to another user.

The way you send a Task is very much the same as sending any other item. The differences are in the options that are unique to each item, such as specifying the priority for a task. This section explains how to use the options unique to Task. If you need help sending an item, see *Send*.

## Concepts

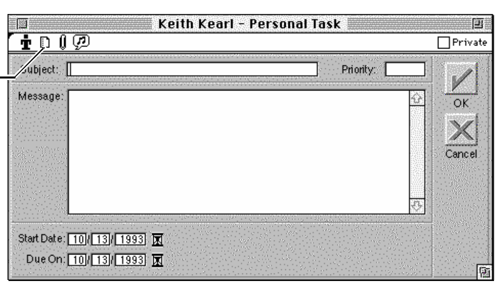
### *Group Tasks*

You can send group tasks to yourself and other GroupWise users. Group tasks are placed in your Out Box when you send them, and in your Calendar and In Box when you receive them. When you receive a task from another user, you have the option of accepting it or declining it.




### *Personal Tasks*

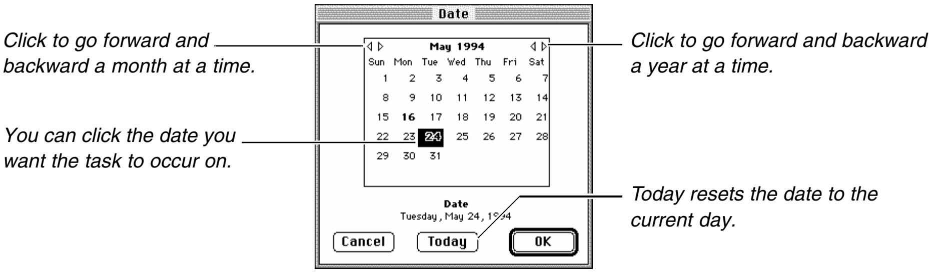
Personal tasks are placed only in your Calendar. They are not placed in your Out Box or in any other user's GroupWise mailbox. If you want to view personal tasks in the In Box, you need to change the In Box filter settings. See *Filter*. You can distinguish a personal task from a group task by the absence of address boxes.



## Manually Setting the Start and Due Dates

The Start Date for a task is the date that it first appears on the recipient's calendar. If the task is not completed it will be shown in normal text until the Due On date. After the Due On date, the uncompleted task will be displayed in red text. To set the Start Date and Due On date,

**1** Choose Start Date for either the Start Date or Due On box.




## Setting the Task Priority

Tasks can have two levels of priority. The first level is alphabetical; the second is numeric. For example, your tasks may have priorities such as A, A1, A2, B, B1, 1, 2, and so forth.

**1** Type the priority in the **Priority** box.

## Creating a Personal Task

**1** Choose the **My Calendar** pop-up list, then choose **Day**.

**2** Click the Task list box, then type a description of the task.

A text box appears as you begin typing.

**3** When you are finished, click outside the text box.

**4** To edit the description or add a priority, double-click the task to open the personal task view.

## Reading a Task

**1** Double-click **In Box** or **My Calendar** in the Main Window.

**2** Double-click the task in the Item list box or Task list box.

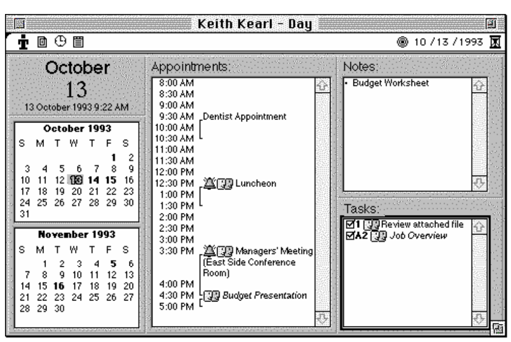
**3** When you are done, click the close box to close the item.

## Completing a Task

**1** Double-click **My Calendar**.

**2** If the Task list doesn't appear in the Calendar, click an Appointment or Note list, choose List Type, then choose **Task**.

**3** Click the check box next to the task.



If the task was assigned to you by another user, GroupWise updates the sender's Info window to show that you completed the item. See *Get Info*.

## Additional Information

### *Task Indicators*

As explained below, the task icons and text listed in your In Box or Calendar indicate the status of each task.

| Indicator | What it Means |
|---|---|
| [ICON NOT SHOWN] (Appears only in your In Box.) | You have not yet opened the task. |
| [ICON NOT SHOWN] (Appears only in your In Box.) | You have opened the task. |
| and italicized item description. (Appears in the Calendar.) | You have not yet accepted or declined the group task. |
| and item description in plain text. (Appears only in the Calendar.) | You have accepted the group task. |
| The item is listed in red text. (Appears in the Calendar.) | The task is overdue. |

When you decline a task, the item is moved to the Trash. If you later want to accept a declined task, you can undelete the task and then accept it. See *Accept*, *Decline*, and *Trash*.

IMPORTANT: After you accept a task it disappears from your In Box. If you need to open a task you have accepted, you can open it from the Calendar or change the Filter settings in the In Box. See *Filter*.

### *Rescheduling a Task*

You can reschedule a task for another day or time if you were the one who originally scheduled the task. The Calendar lets you drag the task to another date. See *Calendar*.

### *Routing a Task*

If you address a task with a routing slip, you can assign a task to several users in a specific order. When one user completes the task, it is automatically sent to the next on the list. See *Routing Slip*.

# Thesaurus

Use the Thesaurus to search for synonyms and antonyms of words in the text box of an item.

Thesaurus is a stand-alone application. You can open it in GroupWise or from the GroupWise folder.

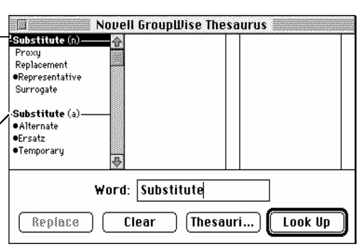
## Looking Up Words in a Message

1 Select the word you want to look up.

2 Choose the **Tools** menu, then choose **Thesaurus**.

*A headword is a word that can be looked up in the Thesaurus.*

*References are words or phrases found under a headword.*



If the word you are looking up is a headword, it appears at the top of the first column in the Thesaurus dialog box. Any synonyms or antonyms appear below the word. If the headword has a long list of reference words, you may need to scroll through the list.

If you want to replace the selected word in the text box with a word from the Thesaurus,

3 Click the desired replacement word.

4 Click **Replace**.

## Looking Up Other Words

1 Choose the **Tools** menu, then choose **Thesaurus**.

2 Type the word you want to look up in the **Word** box.

3 Click **Look Up**.

If the word you are looking up is a headword, it appears in the next available column with a list of reference words beneath it.

## Displaying Another Headword

Some of the words in the reference list are preceded by bullets. A bullet indicates that the word is also a headword. You can display a list of reference words for that headword in the next column.

1 Select a word in the item, choose the **Tools** menu, then choose **Thesaurus**.

2 Double-click any bulleted word.

If all three columns are full, the list in the third column is replaced.

You can clear the Thesaurus dialog box of all previous headwords and reference lists by clicking **Clear**.

## Additional Information

### *No Such Headword*

Occasionally you will hear a beep when you try to look up a word. The beep means that the word is not defined as a headword in the Thesaurus. When this happens, you might want to look up a similar word or another form of the word. For example, if you look up “unattractive,” you will hear a beep. You can look up “ugly” instead. When the Thesaurus locates “ugly,” “unattractive” is listed as one of the references.

### *Using the Thesaurus For Other Applications*

You can run the Thesaurus independently of GroupWise to find a word for a document in another application. Open the **GroupWise** folder and double-click **GroupWise Thesaurus**. Type the word in the Word box, click **Look Up**, click the word you want to use, copy the word to the Clipboard, and then paste it into a document in the other application.

### *Locating a Thesaurus*

If you have deleted or moved your thesaurus, you will get an error message when you try to use the Thesaurus. If you have deleted the thesaurus, you will probably have to re-install GroupWise in order to use the Thesaurus. If you have moved the thesaurus, click **OK** in the error message dialog box. Use the dialog box that appears to locate the thesaurus. Select the thesaurus, then click **Open**. GroupWise remembers the new location so that you won’t have to locate the thesaurus again.

# Trash

Use Trash to recover items you have deleted from your In Box, Out Box, or Calendar. When you delete items, they are placed in the Trash.

## Deleting an Item

1 Double-click **In Box**, **Out Box**, or **My Calendar** in the Main Window.

2 Select the item in the Item list box or a Calendar list box.

3 Choose the **Actions** menu, then choose **Delete**.

The item is removed from the Item list box or Calendar list box and placed in the Trash.

## Reading a Deleted Item

1 Double-click **Trash** in the Main Window.

2 Double-click the item to read it.

3 Click the close box to close the item.

4 Click the close box to close the Trash.

## Undeleting an Item

1 Double-click **Trash** in the Main Window.

2 Select the item, choose the **Actions** menu, then choose **Undelete**.

The selected item is returned to the folder from which it was deleted. If that folder no longer exists, the item is placed in the root folder.

3 Click the close box to close the Trash.

## Emptying Selected Items from the Trash

1 Double-click **Trash** in the Main Window.

2 To empty one item, select the item, choose the **Edit** menu, then choose **Empty Selected Items**.

*or*

**Shift**-click or c-click to select multiple items, choose the **Edit** menu, then choose **Empty Selected Items**.

The selected item is removed from the Trash and cannot be recovered.

## Emptying the Trash

1 Choose the **Edit** menu, then choose **Empty Trash**.

All items in the Trash are removed and cannot be recovered.

## Additional Information

### *The Trash List Box*

The column headers, list box, and icons in the Trash list box work the same as in the Item list box. You can move headers, sort by a different column, reverse the sort order and so forth. See *Item List Box*.

### *Dragging to Delete*

You can delete items from the Item list box, Calendar list box, or Shelf by dragging their icons to the Trash in the Main Window. You cannot delete items by dragging them to the Macintosh System Trash.

# View Preferences

Use View Preferences to change various display options in GroupWise.

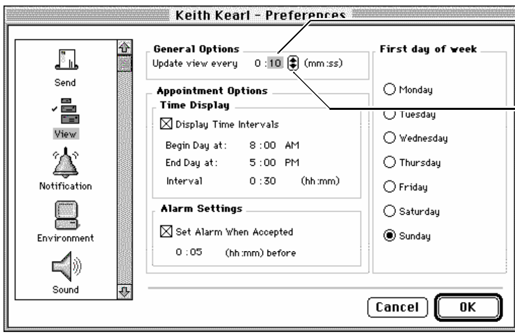
## Changing the Update View Interval

Update View lets you specify how frequently GroupWise checks your mailbox for incoming items and displays them in the In Box or Calendar. The shorter the interval, the more your computer is dedicated to checking for new items, and the slower it becomes.

1 Choose the **Edit** menu, then choose **Preferences**.

2 Click **View** in the icon list box.

3 Click the **Update view every** field and type the new interval time.




*You can change the interval time by clicking the time and typing a new time.*

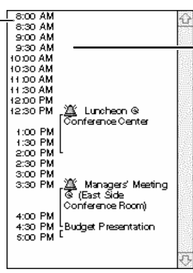
*You can also use the arrows to change the time setting.*

4 When you are finished changing Preferences settings, click **OK**.

## Modifying the Appointment Time Display

Use Time Display in Appointment Options to specify the earliest time displayed in the Appointment list in Calendar. You can also set the time intervals that the Appointment list displays.

*The default start time in the Appointment list in Calendar is 8:00 AM.*




*The default interval is 30 minutes.*

1 Choose the **Edit** menu, then choose **Preferences**.

2 Click **View** in the icon list box.

3 Select **Display Time Intervals** to display all times when the Appointment list is in List mode.

If Display Time Intervals is not selected, times are only displayed for scheduled appointment times.

4 Click the **Begin Day at** field, then type the earliest time you want the Appointments list to display.

5 Click the **Interval** time field, then type the time interval you want displayed.

6 When you are finished making all Preferences changes, click **OK**.

## Choosing the Appointment Alarm Settings

The Alarm Settings options in the Appointment View preferences let you set the default reminder alarm. The reminder alarm lets you know that an appointment is about to begin.

1 Choose the **Edit** menu, then choose **Preferences**.

2 Click **View** in the icon list box.

3 Click **Set Alarm When Accepted** to set the alarm each time you accept an appointment.

4 Click the time fields and type the amount of time you want the alarm to sound before the appointment starts.

5 When you are finished making all Preferences changes, click **OK**.

## Setting the First Day of the Week

First day of week lets you change the day that GroupWise displays first in the calendar views.

1 Choose the **Edit** menu, then choose **Preferences**.

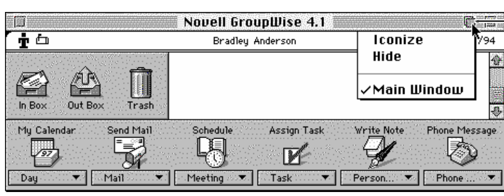
2 Click **View** in the icon list box.

3 Click the day you want to appear as the first day of the week.

4 When you are finished making all Preferences changes, click **OK**.

# Window Menu

Use the Window Menu to open the Main Window, In Box, Out Box, Trash, Calendar, or to bring any open view to the front. In addition, you can reduce a window or view to an icon on the desktop or hide a window or view. See *Iconize* and *Hide*.




*The Window menu is also available as an icon.*

## Opening a View

1 Choose the **Window** menu, then choose **Main Window**, **In Box**, **Out Box**, **Trash**, or **Calendar**.

A check mark is placed in the menu next to the name of the active window.

## Bringing a View to the Front

Each time you open a new view, it is added to the Window menu. To bring a view to the front,

1 Choose the **Window** menu, then choose the view.

# Appendix

# Appendix A: Addressing

The Address and item sections in Reference explain how to address an item by choosing user IDs from the Address Book or by typing the user IDs in the address boxes. This appendix explains how to type an address to a user who is not on your post office.

GroupWise allows for multiple post offices and domains. Normally, your System Administrator will include each connected domain so all users are listed in the Address Book. However, the System Administrator can exclude users from the Address Book who don't want to be listed. You can still send items to those users if you type the full address.

## Absolute Addressing

Absolute addressing is like addressing a letter (for example, Lia Elstead, 121 Liberty Street, Kanoa, Utah, 88434). Each GroupWise user and resource has an absolute address consisting of the user's or resource's domain, post office, and ID. If you don't know the absolute address of a user, contact your System Administrator. To use the absolute address, you must type it in the address box using the syntax shown below.

```
domain.po.userID
```

When typing addresses for multiple users in different post offices, separate the addresses with commas, as shown below.

```
domain.po1.userID, domain.po2.userID
```

If multiple users are on the same post office, you can place all the users in that post office in parentheses and separate them with commas.

```
domain.po(user1ID, user2ID, user3ID)
```

## Explicit Addressing

Explicit addressing is used when you need to address an item through a gateway or through one or more domains to reach the recipient's domain. An explicit address describes the pathway from your domain to the recipient's in the same way you would give someone directions to a hotel (for example, go to the park, turn right and go to the cathedral, turn left and go three blocks, turn left and you will see the hotel).

Explicit addressing includes each gateway, domain, and post office the item passes through before it reaches its destination. A path from one domain to another is designated by a colon. A path from a domain to a post office, and a post office to a user, is designated by a period, as illustrated below.

```
domain:domain:domain.po.userID
```

You can also reverse the order of the address and separate the domains, post office, and user ID with the @ symbol.

```
userID@po@domain@domain
```

If you do not know the explicit address for a user, contact your System Administrator.

If you need to address an item through a gateway (such as a gateway for sending a fax), you will need to use explicit addressing. The syntax for addressing an item through a gateway depends on the gateway you are using. Contact your System Administrator for the syntax you need to use for the gateway you are using.

## Internet Addressing

You can address an item to an Internet user through a GroupWise gateway, such as the Simple Mail Transfer Protocol (SMTP) gateway.

The GroupWise SMTP Gateway provides the following flexible addressing options:

- gateway:“user@host”
- foreign domain:user@host
- post office@host
- The GroupWise Address Book (see *Address Book*)

Contact your system administrator to find out which addressing methods are available for your GroupWise system and the gateway or foreign domain names you need to use. For more information on available gateways, please call 1-800-861-2507.

## Creating an Address Alias

If you find that you are often typing the same address to send items, you can simplify sending items by creating an alias for the address. An alias is a personal group you create to simplify the name of a user whose address is across one or more gateways or domains, or in a different post office.

For example, instead of typing the address, telephone number, and options each time you send an item to a fax gateway, you can create a personal group for each number you fax to. When you want to address to the fax gateway and send to that number, you type the name of the personal group that contains the fax gateway information.

1. Choose the **Tools** menu, then choose **Address Book**.
2. Click **External Address**, type the address(es), then click **To**, **CC**, or **BC**.
3. Click **Save Group**, type a name for the group, then click **OK**.
4. Click **OK** when you are done.

# Appendix B: Error Messages

If a program or network error occurs while you are using GroupWise, an error message appears. Many of the error messages are self-explanatory; this appendix includes those messages which may need more explanation. These error messages are listed alphabetically.

There are many error messages that may occur while you are acting on an item. This would include accepting, deleting, sending, and so on. These error messages indicate an engine error or an error within your mailbox. When one of these messages appears, a number appears in the parentheses to help further identify the problem. If you receive one of these messages, tell your system administrator the error message and number you received.

### *Cannot find Post Office*

GroupWise could not find the post office directory during startup. The file server the post office is on may have been renamed, moved, or not working. Log in when you can find the server or when it starts working.

### *Cannot open preferences file; delete the preferences file and restart GroupWise*

The GroupWise Preferences file is corrupt. The GroupWise Preferences file is in System Folder:Preferences:WordPerfect:GroupWise. Drag the GroupWise Preferences file to the Trash, then start up GroupWise. GroupWise creates a new GroupWise Preferences file.

### *Cannot open the user's mailbox*

The user mailbox you were trying to open may be corrupt or the user may not exist. Contact your system administrator.

### *Cannot open the user's mailbox. Database creation in progress. Please try again later.*

Your mailbox database has not yet been created because this is the first time you have logged into the post office. Wait a few minutes to allow the database to be built, then try logging in again.

### *Cannot open user's settings; contact the system administrator*

Your preferences settings in your mailbox may be corrupt. Contact your system administrator.

### *Could not complete printing operation*

You may not have enough memory to print or your printer drivers may be corrupt. Close one or more windows or check your printer divers for corruption. You may need to reinstall your printer drivers.

### *Could not find item information*

The item may be corrupt. If you cannot get information for any other item, your mailbox may be corrupt or your system administrator may have deleted the information. Contact your system administrator.

### *Not enough memory to run GroupWise; increase application memory size*

To increase the application memory size, select the **GroupWise** icon, choose the **File** menu, then choose **Get Info** to open the Info window. The Current Size box displays the amount of random access memory allotted to GroupWise. Type a larger number in the box, then click the close box to close the window.

IMPORTANT: If you make the memory size too large, there may not be enough memory for other programs to run while GroupWise is running.

### *The attachment could not be opened because the application that created it could not be found*

You need to select an application in Launch Preferences to open the attachment. See *Environment Preferences* for more information.

### *The Language Module's version does not match this version of the application*

The language module must be the same version as GroupWise. For example, you cannot use a 4.0 version language module with GroupWise 4.1. You can find the language module in the GroupWise 4.1:Languages:GroupWise folder.

### *There is not enough memory to launch*

The applications you have running are taking too much memory to launch an application from the Shelf. Close an application, then try again to launch the application from the Shelf.

### *You are not authorized to reschedule the item*

To reschedule the item you must have created the item or have access rights from the creator to reschedule the item.

# Appendix C: International Affiliates

Novell GroupWise, formerly WP Office, can still be serviced through these International WordPerfect Offices and International Distributers. Please call these offices directly if you have questions regarding GroupWise.

## WordPerfect Offices

### *Asia (Covers Hong Kong, Indonesia, Malaysia, Philippines, Singapore, and Taiwan)*

WordPerfect Asia, Regional Office
75 Science Park Drive,
#02-04 CINTECH II
Singapore 0511

Tel: (65) 773 2622
Fax: (65) 773 1622

For toll free customer support from the following areas:
Hong Kong: 800 3350
Indonesia: 00800 656585
Malaysia: 800 1090
Singapore: 773 1400
Taiwan: 0080 651042

### *Austria*

WordPerfect Österreich
Theresianumgasse 7
A-1040 Vienna
Austria

Tel: (43 1) 504 5200
Fax: (43 1) 504 5211

### *Australia (Also covers New Guinea and New Caledonia)*

WordPerfect Pacific, Regional Office
Building 2
25 Sirius Road
Lane Cove NSW 2066
Australia

Tel: (61 2) 415 5222
Fax: (61 2) 418 7505

### *Belgium (Also covers Luxembourg)*

WordPerfect Belgium
Manhattan Office Tower
Avenue du Boulevard 21 bte 9
Bolwerklaan 21 bus 9
1210 Brussel
Belgium

Tel: (32 2) 217 48 54
Fax: (32 2) 218 83 53

### *Brazil*

WordPerfect Brasil
Rua Dr. Luiz Migliano, 1110, Conj. 601/602
São Paulo - SP
05711-001
Brasil

Tel: (55 11) 844 4938
Fax: (55 11) 844 4257

### *Chile*

WordPerfect Chile
Avda Pedro de Valdivia 176
Providencia
Santiago
Chile

Tel: (56 2) 233 6898
Fax: (56 2) 233 2611

### *Denmark*

WordPerfect Danmark
Helsingørsgade 52
3400 Hillerød
Denmark

Tel: (45) 42 25 11 99
Fax: (45) 42 25 00 58

### *Europe*

WordPerfect Europe, Regional Office
Barbizonlaan 25
2908 MB Capelle a/d IJssel
The Netherlands

Tel: (31) 10 40 70 100
Fax: (31) 10 45 66 255

### *Finland*

WordPerfect Finland
Sinimäentie 10 C
02630 Espoo
Finland

Tel: (358 0) 502 951
Fax: (358 0) 502 95300

### *France*

WordPerfect France
Les Fjords, Immeuble le Nobel
19, avenue de la Norvège
Z.A. de Courtabœuf
B.P. 353
91959 Les ULIS cedex
France

Tel: (33 1) 69 29 10 10
Fax: (33 1) 69 29 01 10

### *Germany*
WordPerfect Software GmbH
Frankfurter Straße 21-25
65760 Eschborn
Germany

Tel: (49 6196) 9 04 01
Fax: (49 6196) 4 60 03

### *Italy*
WordPerfect Italia
Corso Sempione, 2
20154 Milano
Italy

Tel: (39 2) 3310 6200
Fax: (39 2) 3310 6190

### *Japan*
WordPerfect Japan
Meisei Building 1F
8-9 Sakuragaoka
Shibuya-ku, Tokyo 150
Japan

Tel: (81 3) 3780 0515
Fax: (81 3) 5489 7349

### *Latin America*
WordPerfect América Latina,
Regional Office
1555 North Technology Way
Orem, Utah 84057-2399
U.S.A.

Tel: (801) 222 4200
Fax: (801) 222 4277

### *Mexico*
WordPerfect México
Rio de la Plata #32
Colonia Cuauhtémoc
México D.F. 06500
México

Tel: (52 5) 286 5680
Fax: (52 5) 286 5630

### *Netherlands*
WordPerfect Nederland
Barbizonlaan 25
2908 MB Capelle a/d IJssel
The Netherlands

Tel: (31) 10 40 70 100
Fax: (31) 10 45 66 255

Customer Support:
WP (10)-4070777
DP, OF, etc. (10)-4070766
VAX, DG, UNIX (10)-4070755

### *Norway*
WordPerfect Norge
Postboks 6779
Rodeløkka
0503 Oslo
Norway

Tel: (47 22) 22 40 10
Fax: (47 22) 22 40 13

### *Portugal*
WordPerfect Portugal
Rua Latino Coelho, Nº 1
Edifício Aviz, Bloco A3-9º Dtº
1100 Lisboa
Portugal

Tel: (351 1) 315 26 66
Fax: (351 1) 315 30 67

### *South Africa (Also covers Botswana, Lesotho, Malawi, Mozambique, Namibia, Swaziland, Zambia, and Zimbabwe)*
WordPerfect South Africa
395 Lansdowne Road
Lansdowne, 7780, Cape Town
South Africa

Tel: (27 21) 696 9290
Fax: (27 21) 696 9782

### *Spain*
WordPerfect Ibérica
Dr. Joaquín Albarrán, 13-15
08034 Barcelona
Spain

Tel: (34 3) 280 00 20
Fax: (34 3) 280 60 75

### *Sweden*
WordPerfect Sverige
Box 2063
172 02 Sundbyberg
Sweden

Tel: (46 8) 706 75 00
Fax: (46 8) 733 42 96

### *Switzerland*

WordPerfect Switzerland
Gewerbestrasse 16
3065 Bolligen
Switzerland

Tel: (41 31) 922 07 70
Fax: (41 31) 922 04 82

Customer Support:
(031) 922 11 22
BBS:
(031) 922 05 29

### *United Kingdom*

WordPerfect U.K., Regional Office
Unit 9, Weybridge Business Park
Addlestone Road
Addlestone
Surrey, KT15 2UU
United Kingdom

Tel: (44 932) 850500
Fax: (44 932) 843497

### *United States of America*

WordPerfect Corporation
1555 N. Technology Way
International Division Q1137
Orem, Utah 84507-2399
U.S.A.

Tel: (801) 222-4200
Fax: (801) 222-4277

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Distribuidora Nacional de Informática S.A.
Alcina 1748
1088 Buenos Aires
Argentina

Tel: (541) 372-5460, 375-1212
Fax: (541) 476-1443

### *Argentina*
SoftMart
Florida 686
3 Piso, Dept. B
1005 Buenos Aires
Argentina

Tel: (54 1) 322 3828
Fax: (54 1) 322 4617

### *Caribbean*
Merisel Latin America
2010 N.W. 84th Avenue
Miami, Florida 33122
U.S.A.

Tel: (305) 591 6873
Fax: (305) 599 7015

### *Central America*
Merisel Latin America
2010 N.W. 84th Avenue
Miami, Florida 33122
U.S.A.

Tel: (305) 591 6873
Fax: (305) 599 7015

### *CIS*
Merisel - C.A.T. Ltd.
Section 2nd
3, Kroutitskiy Val St.
Moscow 109044
Russia

Tel: (7095) 276 4714
Fax: (7095) 274 0097

### *Colombia*
L.A.S.C.
Carrera 18 No. 79-37
A.A. 8692 Bogota
Colombia

Tel: (57 1) 218 4511
Fax: (57 1) 611 0151

### *Croatia (Also covers Montenegro, Serbia, and Slovenia)*
Perpetuum d.o.o.
Paljetkova 18
41000 Zagreb
Croatia

Tel: (385 41) 328 494
Fax: (385 41) 324 287

### *Czech Republic (Also covers Slovak Republic)*
DCC (CSFR) Ltd.
Anglicka 19
120 00 Prague 2
Czech Republic

Tel: (42 2) 250 778
Fax: (42 2) 256 723

### *Egypt*
Phoenix
P.O. Box 92
11341 Heliopolis
Cairo
Egypt

Tel: (20 2) 302 0771
Fax: (20 2) 302 0771

### *Greece (Also covers Cyprus)*
M-DATA
Sygrou Ave. 314
Kallithea
176 73 Athens
Greece

Tel: (30 1) 959 0631
Fax: (30 1) 952 1545

### *Hungary*
Müszertechnika
Computer Rt.
MT-1075 Budapest
Király U. 1/D
Hungary

Tel: (36 1) 1221 623
Fax: (36 1) 1225 099

### *Iceland*
Einar J. Skúlason hf.
P.O. Box 8324
128 Reykjavik
Iceland

Tel: (354 1) 63 30 00
Fax: (354 1) 68 84 87

### *India*

Pertech Computers Limited
E-46/10
Okhla Industrial Area Phase II
New Delhi 110020
India

Tel: (91 11) 681 9105
Fax: (91 11) 681 7841

### *Israel*

Aztek Systems Ltd.
7 Derech Hashalom
P.O. Box 36528
61364 Tel Aviv
Israel

Tel: (972 3) 695 2406
Fax: (972 3) 691 8771

### *Kenya*

SYSCOM (Kenya Ltd.)
P.O. Box 21810
ABC Place, 2nd Floor
Waiyaki Way
Nairobi
Kenya

Tel: (254 2) 444 496
Fax: (254 2) 545 815

### *Korea*

AIT Korea (Applied Innovative Technology)
Seocho-Ku Seocho 3 Dong 1579-4
Jinsol Building, 2 Floor
Seoul, 137-073
Korea

Tel: (82 2) 522 1491
Fax: (82 2) 522 1495

### *New Zealand*

Number One Software Company
P.O. Box 28-349
Remuera
Auckland 5
New Zealand

Tel: (64 9) 522 0 522
Fax: (64 9) 520 1523

### *Nigeria*

Computer Solutions Ltd.
8, Alli Street (3rd Floor)
Tinubu Square
GPO Box 9706
Lagos
Nigeria

Tel: (234 1) 26 32 619
Fax: (234 1) 26 35 409

### *Nigeria (Ghana)*

Sparnoon Ltd
4, Penta Court
Station Road
Borehamwood
Herts, WD6 1SL
England

Tel: 44 (81) 207 6171
Fax: 44 (81) 207 5604

### *Peru*

Cibertec-Data S.A.
Los Laureles 391-399
Lima 27
Perú

Tel: (5114) 417828
Fax: (5114) 419331

### *Poland*

Pro-Test Spólka z o.o.
ul. Siedmiogrodzka 5
01-204 Warsaw
Poland

Tel: (48 22) 32 35 32
Fax: (48 22) 32 08 32

### *Saudi Arabia*

Saudisoft Co. Ltd.
#6 Salsabeel Street
Mushrefah District
Jeddah
Saudi Arabia

Tel: (966 2) 665 3470
Fax: (966 2) 669 4975

### *South America (Covers Ecuador, French Guiana, Guyana, Paraguay, Bolivia, Peru, and Suriname)*

MERISEL/IMS
8216 N.W. 14 Street
Miami, Florida 33126
U.S.A.

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Fax: (305) 599 7015

### *Turkey*

Opera Limited
Operatör Raif Bey Sok. No: 23/5
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Turkey

Tel: (90 212) 231 6167
Fax: (90 212) 246 5771

### *United Arab Emirates*

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Dubai
United Arab Emirates

Tel: (971 4) 526 619
Fax: (971 4) 524 256

### *Uruguay*

ATEL, S.A.
Canelones 1370 Piso 5
Montevideo 11.200
Uruguay

Tel: (5982) 92 21 18
Fax: (5982) 92 21 19

### *Venezuela*

ENIAC, C.A.
Edificio Polar, piso 5
Plaza Venezuela
Apartado 66685, Las Americas
Caracas 1061-A
Venezuela

Tel: (582) 574 6711
Fax: (582) 574 1605

### *Venezuela*

Grupo Beke Santos
Avenida Los Jabillos con Boulevard
de Sabana Grande, Edificio
Continental Piso #1
Caracas 1050
Venezuela

Tel: (582) 762 9971
Fax: (582) 762 3705

### *Venezuela*

Manapro Consultores C.A.
CCCT Torre C
Piso 7, Oficina C-704
Chuao, Caracas 1064-A
Venezuela

Tel: (582) 959 0770
Fax: (582) 261 8822

# Appendix D: Mailer

GroupWise supports Apple Computer's PowerTalk technology, which enables you to communicate with other PowerTalk users through electronic messages.

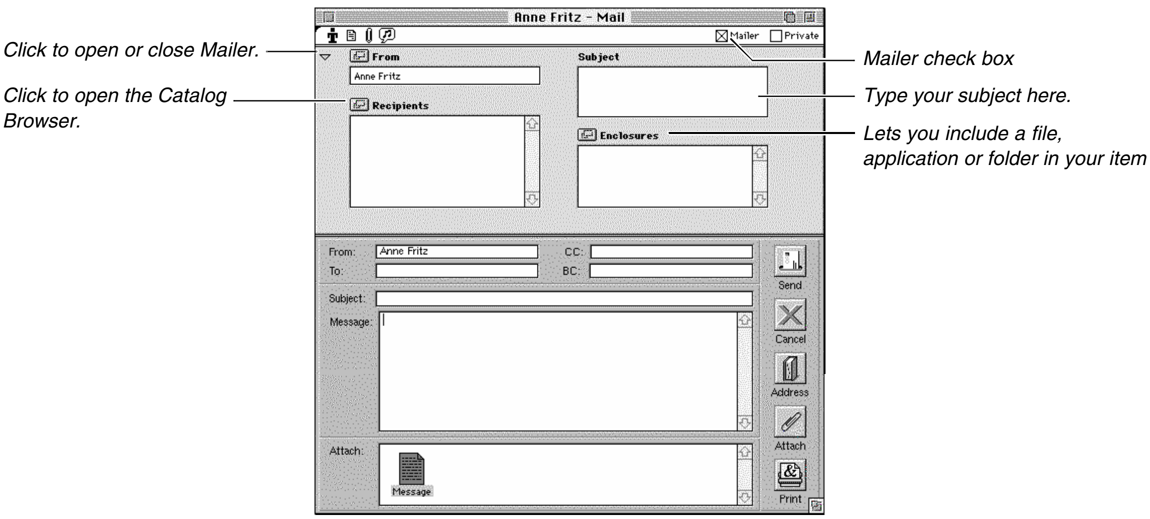
To use PowerTalk with GroupWise, you must install System 7 Pro with the PowerTalk system extensions and set up your PowerTalk Key Chain with an access code (password). After the PowerTalk extensions are properly installed, a Mailer check box appears on your outgoing messages. See the graphic below.

This section tells you how to use Mailer to send and read messages. For more information, see your *PowerTalk User's Guide*.

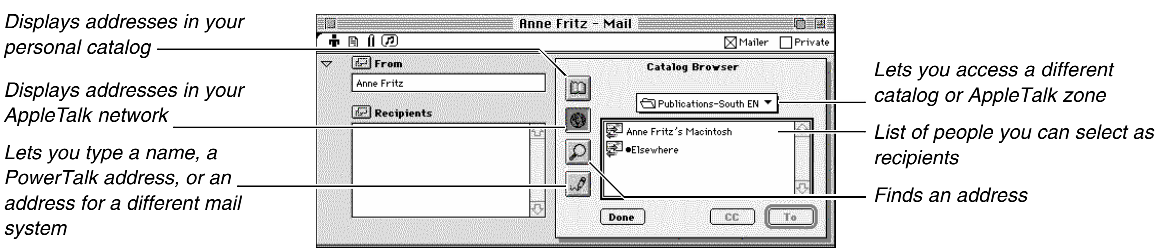
## Sending Mail with Mailer

**1** From the Main Window, choose an item view pop-up menu, then choose the item you want to send.

**2** Click the **Mailer** check box, then open the Mailer.




**3** Type your subject, then open the Catalog Browser.




**4** Select the recipients for your item, then click **To**.

*or*

If you want to send a carbon copy of the item to someone, select that recipient, then click **CC**.

*or*

If you want to send a blind copy of the item, select the recipient, hold down **Option**, then click **CC**. Other recipients will not be aware that a blind copy of the item is sent.

**5** After selecting all the recipients, click **Done**.

6 If you want to enclose documents with the item, find the files, applications, or folders on your hard disk, then drag them to the **Enclosures** box.

*or*

Click the Enclosures button, then use the directory dialog box to locate and specify the files you want to enclose.

You can include up to 50 enclosures.

7 Type your message, then click **Send**.

8 Choose the **Send as** pop-up menu, then choose a format.

*or*

Click **Multiple Formats**, then select the formats you want.

| Choose this format: | To: |
|---|---|
| AppleMail | Send a message to recipients who don't use GroupWise. |
| Snapshot | Send a PICT image of a document to the recipients. They will be able to copy and paste the document, but will not be able to edit it. |
| GroupWise 4.1 | Send a GroupWise item to recipients who use GroupWise. |

9 If you want to protect the message from changes, click **Sign Letter** to add a digital signature. For more information about creating and using a digital signature, see your *PowerTalk User's Guide*.

10 Select a priority, then click **Send**.

## Additional Information

### *Reading Mail*

If you receive mail sent through PowerTalk, open your PowerTalk In Tray (usually labeled with your username) on the desktop, then double-click the message you want to read. If the received mail is not in GroupWise format, it will be opened in the AppleMail application.

To open a non-GroupWise message in GroupWise rather than AppleMail, drag the message icon from your In Tray to the GroupWise icon in the GroupWise folder.

HINT: If you read a forwarded message, it may have multiple pages. Click the folded corner of the message (lower left corner) to turn the page.

# Appendix E: AppleScript

GroupWise is compatible with AppleScript, a system-level scripting language created by Apple Computer, Inc. AppleScript allows you to automate processes that involve GroupWise and other applications that support AppleScript.

### *How Can I Use AppleScript With GroupWise?*

You could write a script to take data from a spreadsheet application, create a chart, paste it into a word processing document, and attach it to a mail message.

IMPORTANT: AppleScript requires System 7 or later.

## Scripting

Scripts can be written and compiled using Apple Computer's Script Editor or a compatible third-party script editor. See the *AppleScript Getting Started Guide* (available from Apple Computer, Inc.) for details.

Apple Computer's Script Editor is available from Apple Computer, Inc., and is included with System 7 Pro and System 7.1.2.

When writing a script, use a *Tell statement* to give GroupWise a command or series of commands. A Tell statement tells GroupWise what to do and what object to use (such as an item view). In the following example, the Tell statement sends a command to GroupWise to create a new mail message.

```
Tell Application "GroupWise"
    make new window type 1
End Tell
```

A Tell statement can include several commands or events. For example, the following Tell statement sends a command to GroupWise to create a new mail message and address it to Anne.

```
Tell Application "GroupWise"
    make new window type 1
    set Recipient of window 1 to "Anne"
End Tell
```

When writing a script, you can use several methods— called reference forms— to specify the object you want to use or its location. You can reference an object by its number or its class. Here are some examples.

| **Reference form:** | **Examples:** |
|---|---|
| By number | **window 1** (the active window)<br>**window 2** (the window under the active window) |
| By class | **window type 1** (Mail)<br>**window type 2** (Appointment)<br>**window type 3** (Task)<br>**window type 4** (Note)<br>**window type 5** (Phone Message) |

You can find a sample script at the end of this section. See *Script Example* below.

For information about accessing the AppleScript commands you can use with GroupWise, see *Apple Events* below.

For more information about referencing objects, as well as all other AppleScript conventions, see the *AppleScript Getting Started Guide*.

## Apple Events

Apple Events are the tokens (commands) that allow AppleScript to function. Apple Events are grouped into suites that enable applications to perform certain functions in relation to other applications.

GroupWise contains an Apple Events Dictionary that provides a list of commands and classes of objects that are recognized by GroupWise for each suite in the Apple Events Dictionary. Use the Apple Events Dictionary as a reference when writing scripts that send events to GroupWise.

You can view and print the Apple Event Dictionary using the Script Editor that is included with System 7 Pro and System 7.1.2.

To open the GroupWise Apple Event Dictionary,

1 Launch the Script Editor.

2 Choose the **File** menu, then choose **Open Dictionary**.

3 Open the **GroupWise 4.1:Languages:GroupWise** folder.

4 Double-click the **US** language module in the folder.

5 Click the suite in the left side of the window to display the associated events.

If you want to display only selected events, you can c-click the events you want.

HINT: To print the selected suite, choose the **File** menu, then choose **Print**.

## Script Example

In the following examples, phrases that follow two dashes (--) are comments to explain the script statements. **Bolded** words indicate reserved AppleScript commands.

### *Script to Create a Mail Message*

-- This script tells GroupWise to create a mail message addressed to primary, carbon copy, and blind copy recipients. This script prompts for a message, attaches the selected file, marks the message private, and asks for a confirmation to send the message.

**Choose file**<br>
        -- Prompt the person running the script to choose a file to attach to the item.<br>
**set attach to result**<br>
        -- Place this file in the “attach” variable.<br>
**tell application “GroupWise”**<br>
        -- Activate GroupWise.<br>
    **make new window type 1 named “Mail”**<br>
        -- Open a new mail message with the view named “Mail.”<br>
    **set Recipient of window 1 to “Anne”**<br>
        -- Place the user ID, Anne, in the To box in the active window.<br>
    **set CC of window 1 to “Thomas”**<br>
        -- Place the user ID, Thomas, in the CC box in the active window.<br>
    **set BC of window 1 to “Tiffany”**<br>
        -- Place the user ID, Tiffany, in the BC box in the active window.<br>
    **set Subject of window 1 to “Monthly Meeting Reminder”**<br>
        -- Place the text in quotes in the Subject box in the active window.<br>
    **set Message of window 1 to getMessage() of me**<br>
        -- Use the getMessage() subroutine in this script to prompt for a message for the Message box in the active window.<br>
    **set Attachment of window 1 to attach**<br>
        -- Place the selected file in the Attachment box in the active window.<br>
    **set Private of window 1 to true**<br>
        -- Mark the item private.<br>
    **set send of window 1 to sendItem() of me**<br>
        -- Use the sendItem() subroutine to prompt the user to send the item.<br>
**end tell**<br>
        -- End of the tell statement.

**on getMessage()**

-- When the getMessage() subroutine is called, do the following commands.

**set msgDialog to display dialog “Type your message.” default answer “”**

-- Open a dialog that prompts the user to type a message.

**return text returned of msgDialog**

-- Return control of the typed text to the script, which places the typed message in the Message box in the active window.

**end getMessage**

-- End of this subroutine.

**on sendItem()**

-- When the sendItem() subroutine is called, do the following commands.

**set sendDialog to display dialog “Do you want to send this item?” buttons {“Yes”, “No”} default button 1**

-- Open a dialog that prompts the user to answer Yes or No to sending the item. This dialog’s default button is Yes.

**return button returned of sendDialog**

-- Return control of the answer to the script, which then sends the item if the answer is Yes, or cancel the action if the answer is No.

**end sendItem**

-- End of this subroutine.

## Additional Information

### *Error Messages*

| Error Number | Error Message |
|---|---|
| 1000 | Apple Event Dictionary not found.<br>Make sure that you have the GroupWise 4.1:Languages:GroupWise:US language module. If not, you may need to re-install GroupWise. |
| 1001 | Can’t create a new window.<br>Your computer memory may be low. Close all other applications and try again. You may also try increasing the memory allocated to GroupWise. |
| 1002 | Type of window requested not valid.<br>Check the window type in your script. GroupWise has five window types. See *Scripting* earlier in this section. |
| 1003 | Can’t send an item.<br>Try to send the item manually. If it works, review your script logic with the manual steps. If the script matches the manual steps, check with your system administrator. |
| 1004 | Can’t add attachment.<br>Your attachment may be too large and you may not have enough hard disk space. |
| 1005 | Error occurred while setting time.<br>You might have typed an invalid time and date format when scheduling an item. |
| 1006 | Can’t find a valid window.<br>Make sure you have not tried to perform an action on a window that does not exist. Try walking through the steps. |
| 1007 | Can’t find custom check box.<br>Make sure that your check box is named correctly. |
| 1008 | Can’t find object.<br>Check the names of the controls (for example, fields and buttons). |

# Glossary/ Index

# Glossary

**access rights** The privilege given to you by another user to read, write, or send items in his or her behalf. You could also be given the privilege to edit preferences and rules in the user's mailbox.

**address boxes** The To, CC, and BC boxes in an item where you type or place user IDs. GroupWise delivers the item to the users listed in the address boxes.

**Address Book** A list of users with their IDs and network information. The Address Book also lists personal groups, public groups, and resources.

**AppleTalk** A set of protocols that determines how information is transferred over a network. GroupWise requires an AppleTalk or AppleTalk-compatible network. GroupWise Remote does not need AppleTalk.

**application** A computer program such as WordPerfect or GroupWise.

**Calendar list box** The list box in a calendar view that can display your Appointment list, Task list, or Note list. You can choose which list the Calendar list box displays from the List Type menu on the calendar view status bar.

**calendar view** A view that you choose from the My Calendar pop-up menu in the Main Window to display your scheduled items. A calendar view can display the Calendar list box, Item list box, and Monthly Calendar box.

**choose** To use a mouse or the keyboard to pick a menu item or a dialog box option that initiates an immediate action.

**click** To press and release the mouse button.

**default** A setting, value, or response automatically provided unless a different setting, value, or response is specified by the user.

**desktop** The screen background and environment where applications are placed by the user.

**dialog box** A box that lets you select and activate options by choosing appropriate command buttons (such as OK), check boxes, and radio buttons. Some dialog boxes display warnings and messages before taking action.

**dimmed** The grayed appearance of an icon, menu option, command, or button that cannot be chosen or selected.

**domain** A collection of post offices serviced by one message server.

**double-click** To press and release the mouse button twice in rapid succession.

**drag** To move an object or to define an area by moving the mouse while you hold down the mouse button.

**e-mail** Electronic mail. A textual message sent by a user at one computer to a user at another computer.

**filename** The name given to a file or document. The name may include up to 31 characters.

**gateway** A connection between a GroupWise system and electronic mail system other than GroupWise.

**icon** A small graphic representing an application, option, pop-up menu, or command. You can activate an icon to bring about an action.

**initial settings** See *default*.

**item icon** A small graphic representing a GroupWise item type. For example, the item icon for a mail message listed in your In Box is an envelope.

**item list box** A GroupWise list box that displays items in the In Box or Out Box.

**item view** The template that appears when you open a new mail message, appointment, task, note, or phone message. Once you fill in and send the view, it is called an *item*.

**item view icon** An icon in the Main Window that opens an item view.

**item view pop-up menu** A pop-up menu in the Main Window that lists and opens item views.

**link** To connect an item to multiple folders.

**list box** A box that displays a list of choices. When a list is too long to display all choices, it has a scroll bar so that you can view additional items.

**mailbox** A personal GroupWise account. Your GroupWise mailbox contains all of your incoming, outgoing, and personal items.

**menu** A list of options displayed on-screen from which you can select a particular command or function.

**owner** The GroupWise user assigned responsibility to accept or decline event requests for a specific resource.

**path** The location of a file within a folder structure.

**personal group** A list of users you create that you can send items to.

**personal group list** The list of personal groups you create. When addressing an item, you can choose a personal group from the personal group list, which sends the item to each user included in the group.

**pop-up menu** A menu of options or commands available from a button. To choose an option, click the button, then drag to the option you want.

**post office** A post office is a directory structure on a network file server. It contains users' mailboxes.

**proxy list** A list of users who are given access rights by a user to his or her incoming, outgoing, or personal items.

**proxy rights** See *access rights*.

**recipient** The user or resource indicated to receive an item.

**scroll** To move through the text display of a window or list box by either clicking the arrows at the ends of a scroll bar or using your keyboard arrows.

**scroll bar** A scroll bar is a strip placed vertically at the right, or horizontally at the bottom of a window or list box. A scroll bar has a scroll arrow at either end and a scroll box which moves as the display moves.

**select** To highlight an option, object (such as a file, a directory, an icon, or a graphic), or a block of text that will be affected by the next action.

**system administrator** The person in charge of maintaining your computer system and the programs running on it.

**System Folder** A folder containing system files that the Macintosh uses to operate.

**title bar** The part of a window or view containing its title. You can move a window or view by dragging its title.

**toggle** To turn an option on and off with the same keystroke or button.

**user** A person who is registered on a post office and can use GroupWise to send and receive messages and requests.

**user ID** The name which identifies a specific user. For example, to send a message or event request, you must enter a user ID in the To, Carbon Copy, or Blind Copy boxes. Your system administrator assigns you a unique user ID for the message server on which you are registered.

**view** A type of GroupWise display. There are two types of views: item views and calendar views. When you open an item from the Main Window, GroupWise displays a message view containing buttons and text boxes for entering and sending information. When you open the Calendar, GroupWise displays a calendar view containing your schedule.

**window** A method of displaying an application or a document so that many of its elements appear graphically and many features are immediately available as on-screen choices. Each window has a title bar and a status bar and may contain a scroll bar.

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