

Novell® GroupWise®  
7.0



**GroupWise is the place to go for your connection and personal-organization needs!**

**The following tips are for helping you use GroupWise e-mail, calendar, and other important aspects of GroupWise Client to get you started.**

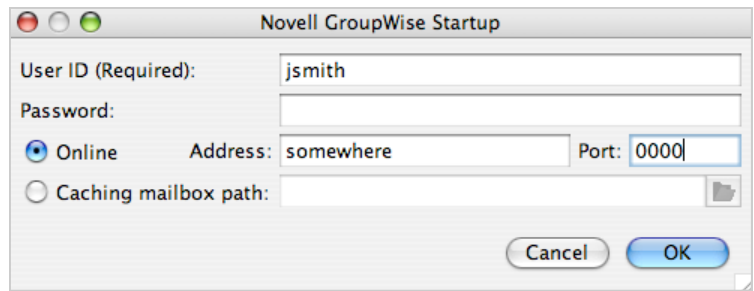


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# Login, Passwords, and Security

When accessing GroupWise client, this will be the window that appears. Your login information is your VU username and password that you have set up in the Identity Manager.



Don't choose any option that allows GroupWise or your computer to remember your password. Your information will not be secure.

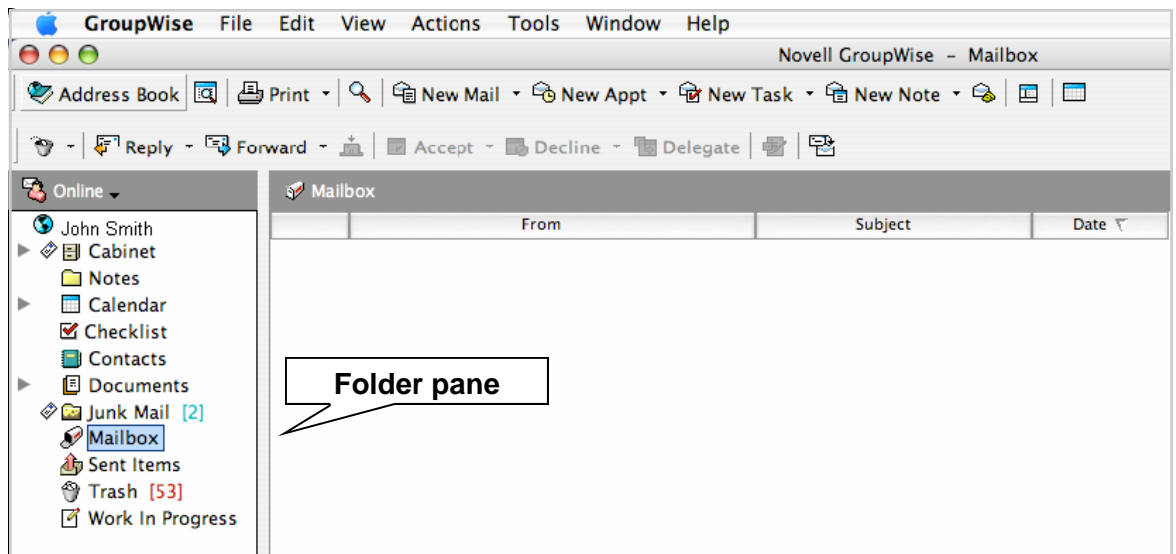
**If you forget your password go to <http://www.valpo.edu/it/valponet>. Enter your username and click on the *Forgot Password?* link.**

## Main Window

Every aspect of GroupWise is accessible from the Main window. The **menu toolbar** allows for the view of all GroupWise functions. The **toolbar** contains main functions. The **folder pane** displays all of your GroupWise folders.

Menu Toolbar

Toolbar



Folder pane


# Sending Mail

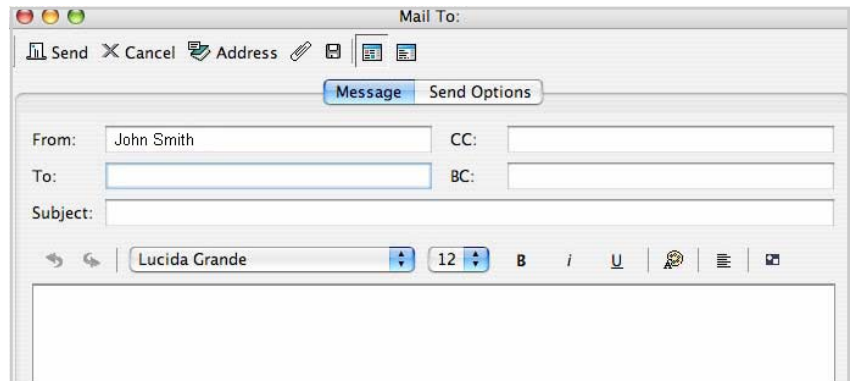
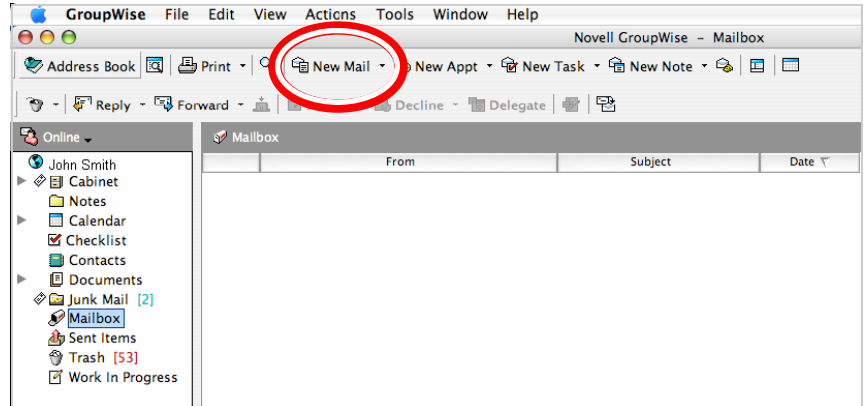
To create new mail:  
click on the **New Mail** button in the toolbar.

A **Mail To:** window will appear.


Your name will automatically be added to the **From:** field.

Add the e-mail address of the recipient in the **To:** field.

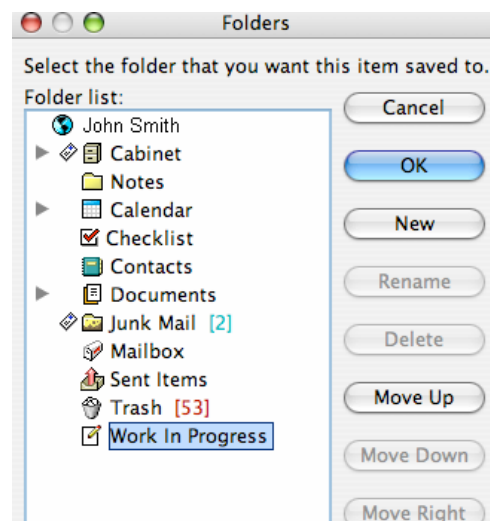
When you are done writing the e-mail you can send it by pushing the  button.






# Saving a Draft

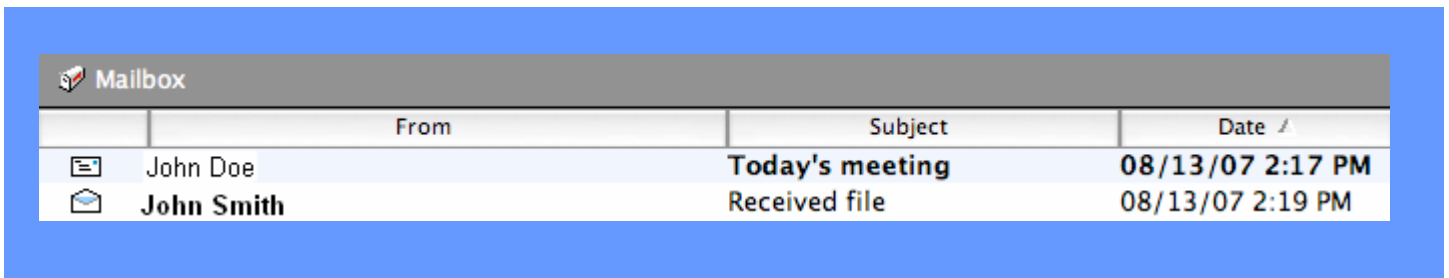
If you would like to save a draft of your e-mail to continue later click on the save  button.

A **Folders** window will appear and the **Work in Progress** folder will be highlighted. Click **OK** to save your draft in this folder. You can access the draft any time from the folders pane in GroupWise.



## Receiving Mail

- To view received mail click on  **Mailbox** in the Folders pane
- In the Mailbox view received mail is listed.
- An unread message is **bold** and is marked with an unopened envelope icon. 
- To view a message double click on its subject line.
- After a message is viewed it is marked with an opened envelope icon. 




## Replying to a Message

Reply to a message by clicking on the **Reply** button when the message is open.

A reply window will appear. Make sure the **Reply to Sender** radio button is selected.

The *Reply to all* selection is if a message has been sent to more than one person and you want to reply to the sender and all who the message was sent to.

Click **OK**.

When you are finished writing your reply click the  **Send** button.



## Forwarding a Message

To forward a message click on the  **Forward** button.

In the new window that appears enter who you want the recipients of the message to be in the **To:** field and click on the **Send** button.

## Message Attachments

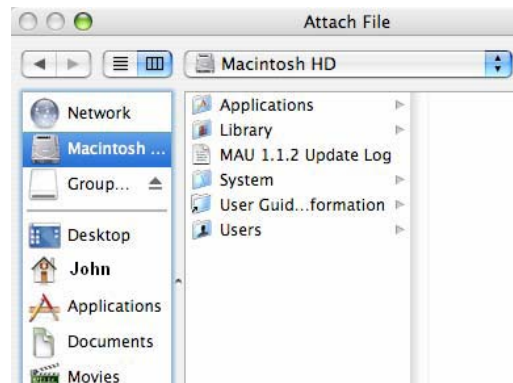
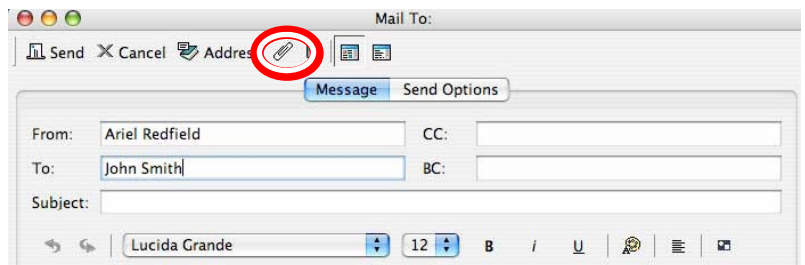
To add an attachment to a message:

- Click on the **Attachment** button in an opened message draft.


A browser will appear.

- Find the file you want to attach in the browser and click on it.
- Be sure that the file you have selected appears right pane
- Click on **OPEN**.

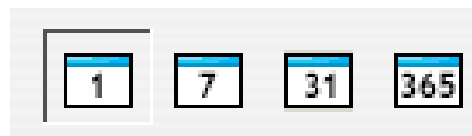
The file is now attached to the e-mail.



## Using the Calendar

To view your calendar click on  **Calendar** in the Folders pane.

In the Calendar view, you can choose to view your calendar by day, month, and year. To change views click the corresponding button on the top.



## Calendar (continued)

To create a new appointment:

- Double click the time slot in which you want the appointment to start.

A **Posted Appointment** window will appear

- Type the information you want to include in the appointment such as **subject** and **place**.
- Be sure the desired duration is shown in the **Duration** field
- To change the duration of your appointment click on the clock button next to the duration field



A **Time Input** window will appear

- In the Time Input window adjust the arrows to indicate the start and end of your appointment
- Be sure the information is correct—check this by reading the text in the right side of the window
- Click **OK** to save the information and close the window.
- In the Posted Appointment window click on **Post** to save and post your appointment and close the window.



Your appointment will be clearly visible in the Calendar views.

- To edit an existing appointment double click on the box that shows the appointment in the calendar view
- Be sure to click on **Post** when you are finished to save your changes

