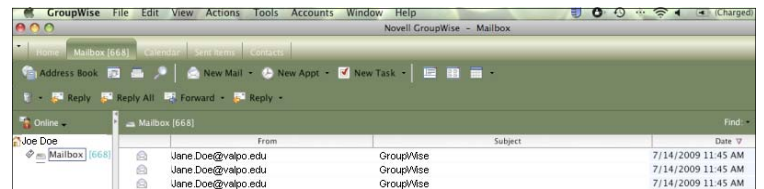


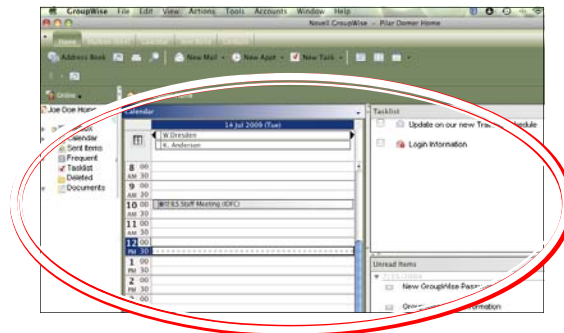
The **Nav Bar** (Navigation Bar) contains tabs to shortcuts of commonly used folders in GroupWise. This feature has been available in the Windows version of GroupWise, it is new to the Mac client. The tabs include: **Home**, **Mailbox**, **Calendar**, **Sent Items**, **Contacts**.



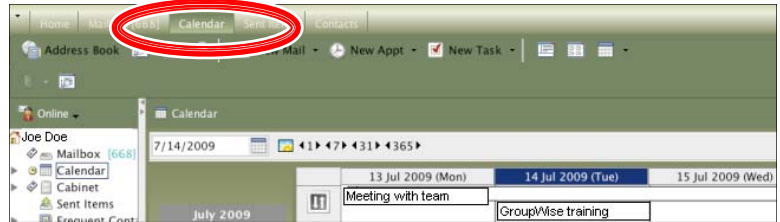
The **Mailbox** view displays messages sent to you along with other information related to those messages. To display the **Mailbox** view, click the **Mailbox** tab on the **Nav bar**.



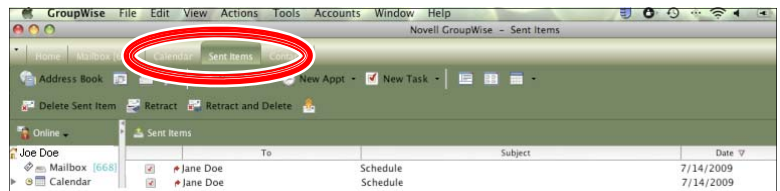
The **Home** view allows you to customize GroupWise to display information in a column using panels. To open the **Home** view, click on the **Home** tab on the **Nav bar**.



The **Calendar** view displays your calendars. To open the **Calendar** view click the **Calendar** tab on the **Nav bar**.



Click the **Sent Items** tab to view all sent items. (If a sent item is moved to another folder, it no longer displays in the **Sent Items** folder).



The **Frequent Contacts** tab gives you quick access to your most frequently used or most recently used entries.

