

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 WebAccess to get you started.



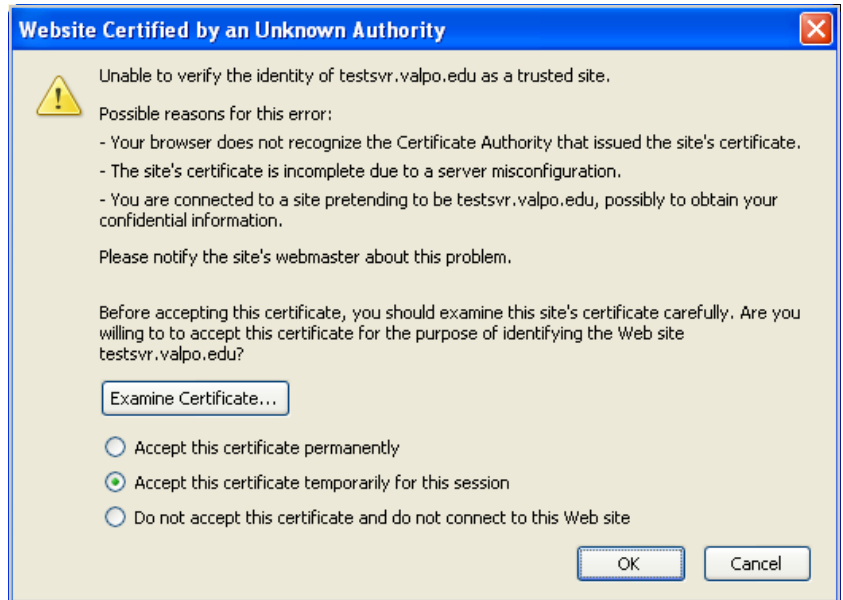
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Access and Login

- Type <http://groupwise.valpo.edu> into a browser.

Choose to accept permanently to stop seeing this box in the future or choose to temporarily accept for each session.



Your login information is your VU username and password that you have set up in the Identity Manager.

- Type your username and password in the appropriate fields.

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

- Click on **Login**.



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

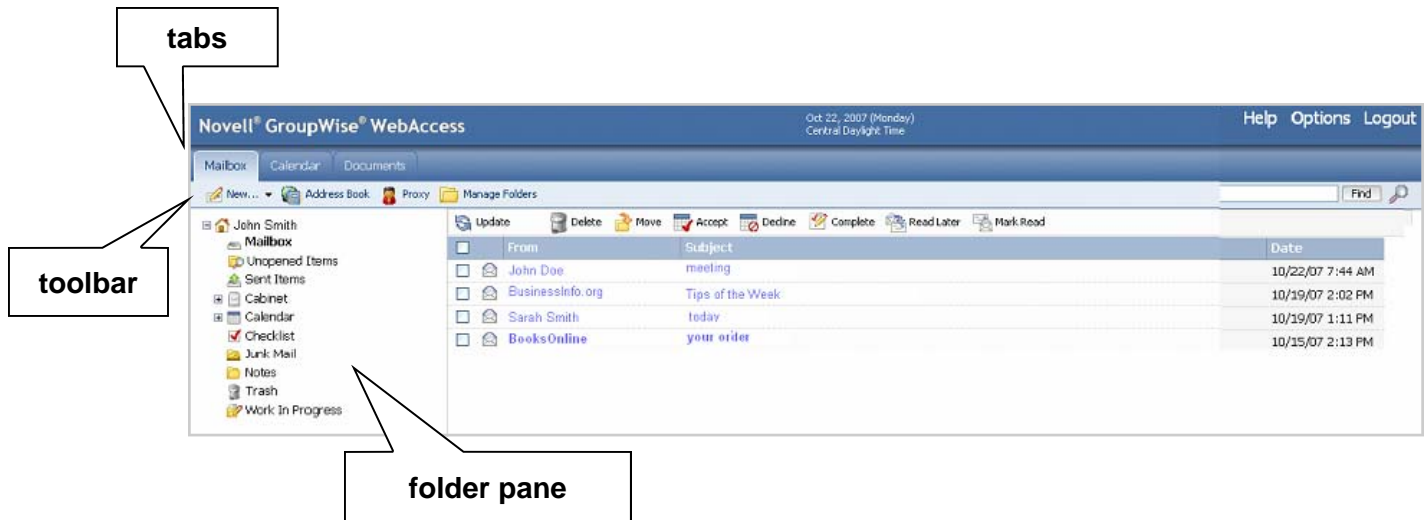
Main Window

Every aspect of GroupWise is accessible from the Main window.

The **tabs** allow for different views such as **Mailbox** and **Calendar**.

The **toolbar** contains main functions.

The **folder pane** displays all of your GroupWise folders.



Sending Mail


To create new mail:

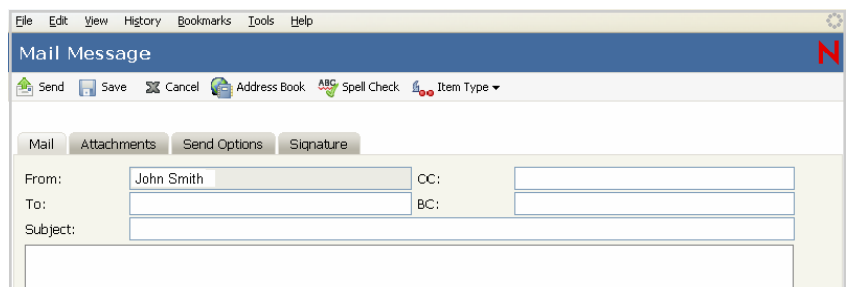
- Click on the **New** button in the toolbar.

A **Mail Message** window will appear in which to generate your new message.

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 clicking on the  Send Button.



Saving a Draft

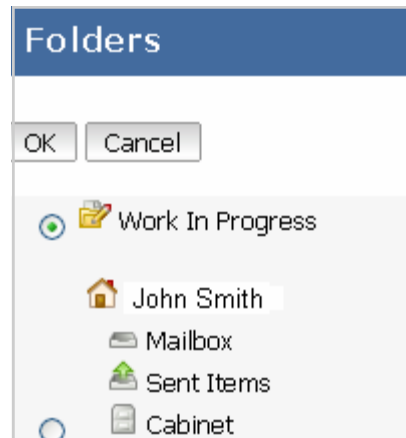
If you would like to save a draft of your e-mail to continue later click on the save



button.

A **Folders** window will appear and the **Work in Progress** radio button will be selected.

Click **OK** to save your draft in this folder. You can access the draft any time from the folders pane in GroupWise.



Receiving Mail

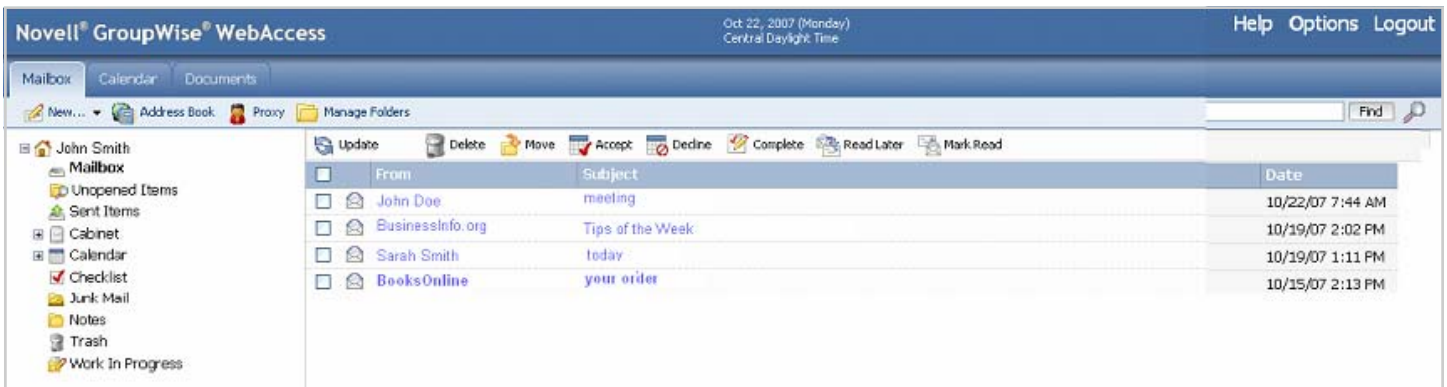
- To view received mail click on the **Mailbox** tab.

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 click on its subject line.

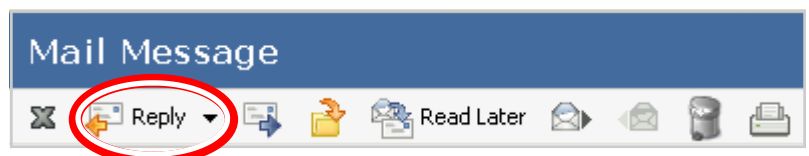
After a message is viewed it is marked with an opened envelope icon. 




Replying to a Message

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

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



Forwarding a Message

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

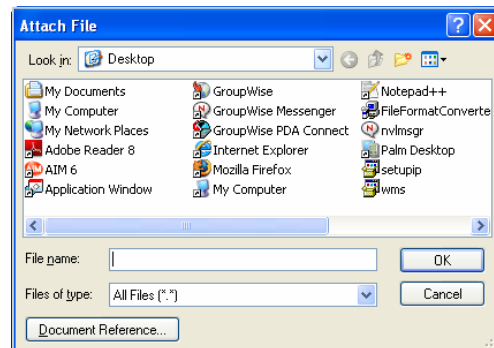
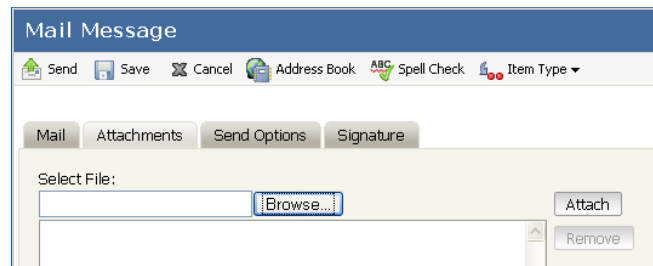
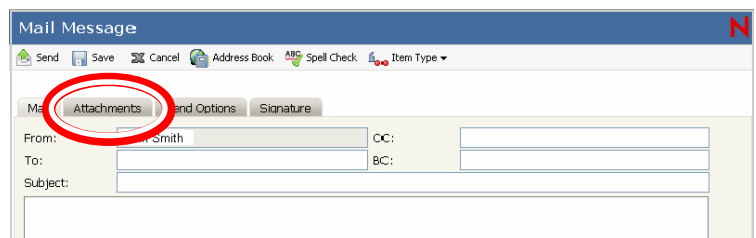
In the new window that appears enter who you want the recipients of the message to be in the **To:** field and click on the **Send** button.

Message Attachments

To add an attachment to a message:

- Click on the **Attachment** tab in an opened message draft.
- To select a file to attach click on the **Browse** button.
- Find the file you want to attach in the browser and click on it.
- Be sure that the file you have selected appears in the **File Name** field.
- Click on **OK**.
- In the attachment window click on **Attach**.

The file is now attached to the e-mail.



Using the Calendar

To view your calendar click on the **Calendar** tab.

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.

To create a new appointment:

- Click on the dropdown menu of the **New** button.
- In the menu that appears click on **Posted Appointment**.

Note: There are two types of appointments, *Posted Appointments* and *Appointments*. A Posted Appointment is for personal use, an Appointment is for events that you want to send to others (such as a meeting).

A posted appointment window will appear.

- Enter the desired information (such as date and time) using the dropdown menus next to the information fields.
- When finished, click on **Post**.

Your appointment will be clearly visible in the Calendar views.

- To edit an existing appointment click on it in one of the calendar views.
- Make the desired changes.
- Be sure to click on **Post** when you are finished to save your changes.

