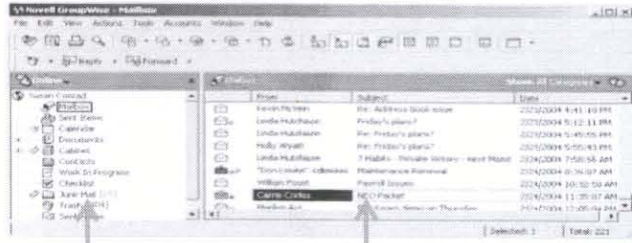


# GroupWise E-Mail Quick Reference


## Main GroupWise Window



Folder List Window

Mailbox Window

## Logging into GroupWise

1. From the Taskbar, click .
2. Enter your password and click OK.





**Note:** Passwords are case sensitive

## Changing your Password

1. Select **Tools > Options...**
2. Double-click on the **Security** icon.
3. From the **Password** tab, enter your old or temporary password and press **Tab**.
4. Enter your new password and press **Tab**.
5. Re-enter your new password and click on **OK**.

**Note:** New passwords must be at least 6 characters long and must contain both letters and numbers. Passwords are case sensitive.

## E-mail Icon Legend

-  ..... (red) Indicates a high priority message
-  ..... Indicates a standard, unopened, message
-  ..... Indicates an opened (viewed) message
-  ..... Indicates a message containing an attachment


## Sending a Message

1. Under the **File** menu, select **New → Mail**.
3. In the **To:** box, type a recipient's name (first, last), press Enter. Repeat for additional recipients. If necessary, type names in the **CC:** and **BC:** boxes.  
OR  
Click **Address** on the toolbar, search for the appropriate recipient and double click on their name. Click **OK** when you have finished with the address book.
4. Click in the **Subject:** box and type a subject.
5. Click in the **Message:** box and type a message.
6. Click **Send** on the toolbar.

**Note:** To specify send options, click on the **Send Options** tab before sending the message.

## Using the Mailbox Folder

### Reading Messages

1. Single-click on  **Mailbox** in the Folder list to select it, if necessary.
2. Double-click on message you wish to read.
3. After reading the message, the toolbar gives you several follow-up choices: close, reply, forward, print or delete are the most common choices.

**Note:** From the main GroupWise window, you can click on




QuickViewer to scan the contents of your message. Click on a message and read the contents of the message through the QuickViewer window.

**Viewing Received Messages in HTML or Plain Text**  
Sometimes you may receive a message, using images like a web page does. Here's how to view one of these messages:

1. With the received message open, select **View >** and choose **HTML** or **Plain Text**.
2. To change View permanently, select **Tools > Options > Environment > Views** tab and choose **Plain Text** or **HTML** in the Default Compose and Read View sections.

### Replying to Messages

1. If necessary, open the message you wish to reply to.
2. Click **Reply**  **Reply** on the toolbar.
3. Select reply option; e.g., reply to sender, reply to all.
4. To include the message text in your reply, make sure "Include Message Received from Sender" is selected.
5. Click **OK**.
6. Type a message in the Message box and click on **Send** on the toolbar.

### Forwarding Messages

1. If necessary, open the message you wish to forward.


2. Click **Forward**  **Forward** on the toolbar.

**Note:** By clicking the Forward down-arrow button, you can choose to forward the message as an attachment or to remain in the message box.

3. Type recipient's name (first, last)
4. Type message in Message box, and click on **Send**.

### Deleting Messages

You can delete messages either from the mailbox or when the message is open.

1. To delete a message in the mailbox:
  - Select the message, and press **Del** on the keyboard; or
2. To delete an open message, select **Delete**  from the toolbar.


**Note:** Deleted messages are moved to the Trash folder. After an item has been in the Trash folder for seven days, it is automatically purged from the GroupWise system and unrecoverable.

### Printing Messages

1. Open the message you wish to print.
2. Select **File > Print... > Print** or click on the printer icon on the toolbar.

## Saving Messages

### Saving Draft Messages

1. To save a message you have not yet completed, click the **Save**  button and select the "Work in Progress" folder, if necessary.
2. Close the message. *Do not click on Send.*
3. To finish and send the message, open the "Work in Progress" folder.
4. Open the unfinished message.
5. Complete it and click on **Send**.

### Saving Received Messages

1. To save a received message, open the message and click the **Save** button.
2. Click the **Browse** button to navigate to where you wish to save the message.
3. Click **Save**.

## Using the Address Book

Name	E-Mail Address	Office Phone...	Title
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### Changing Column Display

- You can sort the address book, by clicking on the column heading by which you would like to sort.
- To *add* a new column, right-click a column heading and select a new column name.
- To remove a column, drag the column heading off the column bar.
- To change the order of columns, drag a column heading to another position.

### Creating a Personal Address Book

1. Open the Address Book by selecting **Tools > Address book** from the menu bar.
2. Select **File → New Book...**
3. Name the book and click **OK**.

### Adding Names to Personal Address Book

1. Select *Novell Groupwise Address Book* by clicking on the name once.
2. Click in the "Look For" box, and type a name you wish to add to the new book.
3. Click and drag the name to the new book name. The name is copied to the new book.
4. Repeat for each name that you wish to add.

### Creating Internet Aliases

*Internet aliases are short-cuts to external (outside District 220) email addresses.*

1. Open the address book to which you would like to add the internet alias.
2. Click the **add** button. On the pop up window, highlight the word **person** and click **OK**.
3. You must, at least, enter **First Name, Last Name** and **full email address**; e.g., name@yahoo.com
4. To send an internet alias an email, type in their **first and last name** in the **To:** box, type a **subject** and **message**, and click **send**.

## Using the Address Book (cont.)

### Creating Personal Groups

1. Open the personal address book you want to add a group to.
2. Select **New** on the toolbar > **Contact > OK**.
3. Type a name for the group.
4. Type comments, such as a description of the group.
5. Click **Add**
6. Click **To, CC, or BC** → double click and drag users for your group.
7. Click **OK** twice when done adding users.

**Note:** if the users you want to add are in a different address book, click the address book on the "Look in" drop down list.

### Changing Name Format (first name, last name to last name, first name)

1. Open the **Address Book** from the main window.
2. Select **View > Name Format**
3. Under Display Name Format, click on "Show name as last name, then first name" to change the name format

**Note:** *Show name as first name, then last name is the default.*

## Spell Checking Messages

1. After typing a message, click  to spell check your message text.
2. Once spell check has checked the message, click **Yes** to

## Using the Trash Folder

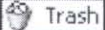
### Recovering Deleted Messages from the Trash

1. Select  **Trash** from the Folder list in the main window.
3. Right-click on the message to be recovered and

select **Undelete** or click  **Undelete** on the toolbar.


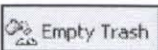
**Note:** *Make a note of the originating folder in order to locate the recovered message, if necessary.*

### Deleting Selected Items from the Trash

1. Select  **Trash** from the Folder list in the main window.
2. Select the item or items to empty and press **Del** on the keyboard.
3. Confirm the deletion by clicking **Yes**.

**Note:** *Deleted Trash items cannot be recovered.*

### Empty All Trash

1. Select  **Trash** from the Folder list in the main
2. Click  **Empty Trash** on the toolbar. All trash will be emptied.

**Note:** *Emptied Trash cannot be recovered.*

## Accessing GroupWise on the Web

<http://mail.cusd220.lake.k12.il.us>