

SYSTEM FOLDERS

The folders listed below are created by GroupWise and cannot be deleted:

- John Sample ← Your name instead.
 - Mailbox
 - Unopened Items
 - Sent Items
 - Calendar
 - Checklist
 - Work In Progress
 - Cabinet
 - Trash

You can add personal folders to further organize your items. Click 'Manage Folders' on the List Header.

You can share personal folders with other users. Right-Click the folder and select 'Share Folder', then add the users.

MESSAGE TYPE & STATUS

The icon color of high priority is red & low is blue.

	Unopened mail message (high, normal, low priority)
	Opened mail message (high, normal, low priority)
	Unopened appointment (high, normal, low priority)
	Opened appointment (high, normal, low priority)
	Unopened task (high, normal, low priority)
	Opened task (high, normal, low priority)
	Unopened note (high, normal, low priority)
	Opened note (high, normal, low priority)
	Unopened phone message (high, normal, low priority)
	Opened phone message (high, normal, low priority)
	Reply requested (high, normal, low priority)
	Unopened document reference
	Opened document reference
	One or more attachments included with the item
	Shared folder notification
	Shared address book notification
	Sent item
	Unopened posted item (shared folder)
	Opened posted item (shared folder)

GROUPWISE E-MAIL

QUICK REFERENCE GUIDE VERSION 7.0 WEBACCESS

Novell GroupWise®

7.0



Username:

Password:

Login

[→ Help](#)

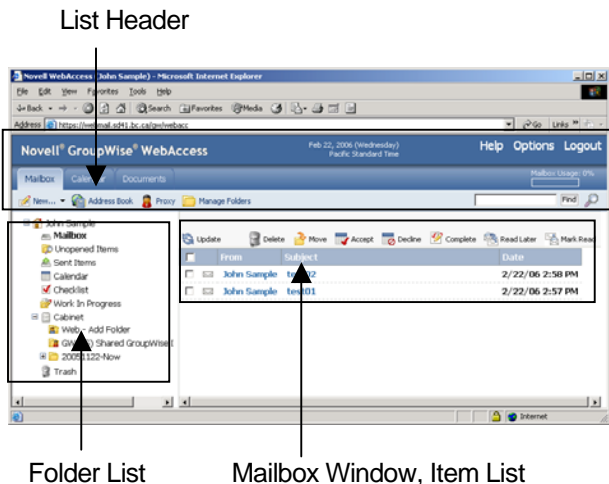
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GROUPWISE 7.0 WEBACCESS

LOGGING INTO GROUPWISE

- Launch your Internet Explorer (IE).
- From the menu, click **FILE > OPEN**
- Enter in the Open: box the text **WEBMAIL.SD41.BC.CA**
- Press **ENTER**
- Click **OK** and **YES** for any security alert dialog that appears.
- The Novell Login should now appear asking you for a Username and Password.
- Enter your username and password and click **LOGIN**

MAIN GROUPWISE WINDOW



NOTE: You can open more than one Main Window in GroupWise. You can launch another IE session, login, start a second GW webaccess.

SENDING A MAIL MESSAGE

- Click the New Mail icon.
- 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 and double-click each recipient and click OK.
- Press Tab to the Subject: box and type a subject
- Press Tab to the Message: box and type a message.
- Click Send Options tab to set priority level.
- Click Attachment tab to add files to the email.
- Click Send on the toolbar.

USING THE MAILBOX FOLDER

Reading Messages

- Single-click on the Mailbox folder in the Folder List to select it.
- Double-click on message you wish to read
- After reading the message, the toolbar provides several follow-up choices: Close, Reply, Forward, Print or Delete.

Forwarding Messages

- Click the Mail message to open it.
- Click Forward. The original message is included as an attachment.
- Click Address Book to add recipients in the To, CC, and BC boxes.

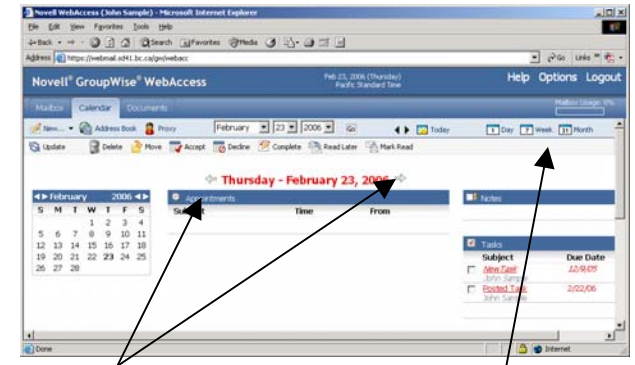
Deleting Messages

- Locate the item in the Item List.
- Select the item, click Delete at the top of the Item List.

USING THE CALENDAR FOLDER

Using the Day View Calendar

- Click the Calendar tab in Main Window
- Click the Day icon on top-right corner.



SCHEDULING AN APPOINTMENT

- From the List Header, click New Appointment
- Click Address Book to add recipients in To, CC, and BC boxes.
- Type location for the meeting.
- Specify the month, day, year, the beginning time and duration of the appointment.
- Click Busy Search to assist you in finding common available times.
- Type a subject and message.
- Click Attachment tab to attach files for user.
- Click the Send Options tab to set Classification, Priority and Reply Request.
- Click Send on the Toolbar.