

GroupWise

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Your e-mail address= username@sd104.s-cook.k12.il.us

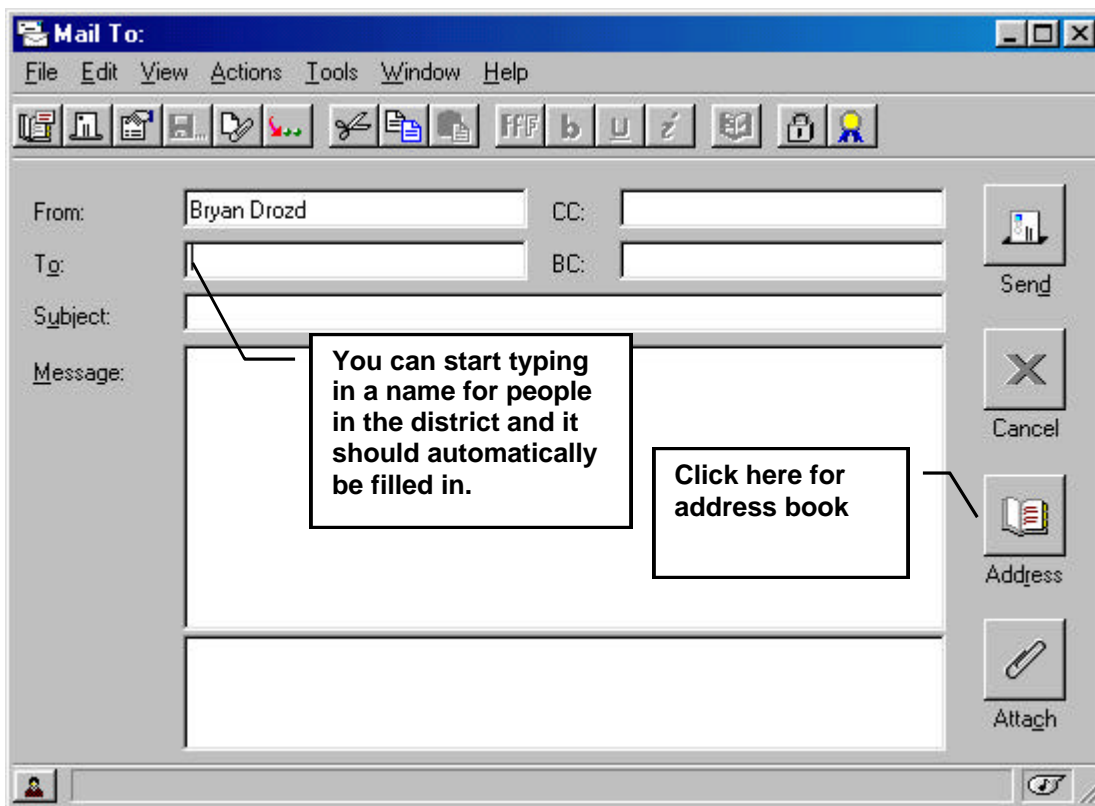
New Mail Button

How to create a new mail message



There are two ways to start this process. You can go to the File menu and choose the New/Mail option, or click on the new mail button on the toolbar.

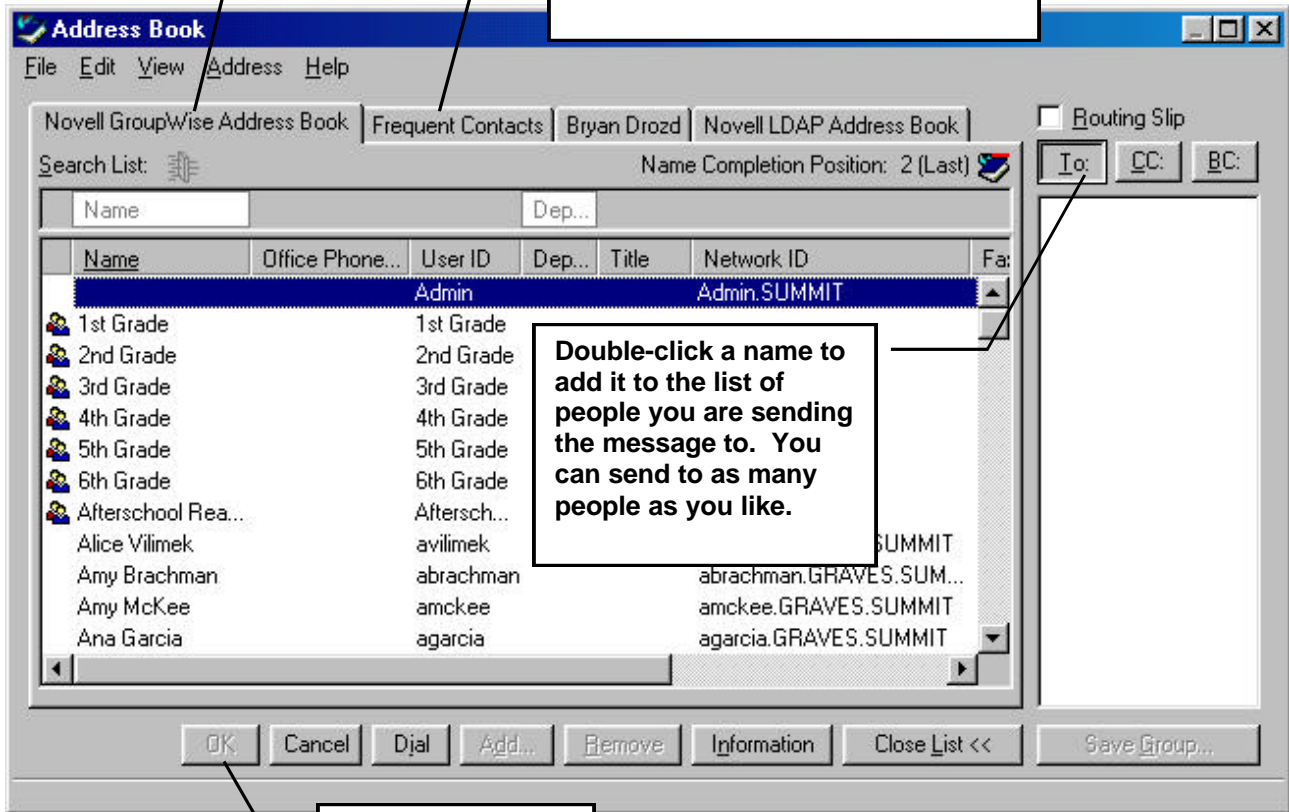
This will open up a New Mail Window:



Address Book

This tab lists all the e-mail addresses in the system.

Frequent contacts lists addresses you have used recently.



Double-click a name to add it to the list of people you are sending the message to. You can send to as many people as you like.

Click OK when you are done.

Checking Sent Mail Properties

Go to your sent mail folder.
Find the item you wish to check.
Right click on the item and choose Properties

This is a sample of the information that can be gathered from the properties screen.

Subject:	Re: hi		
Creation Date:	10/18/00 9:29AM		
From:	Bryan Drozd		
Created By:	badrozd.SUMMIT_POST.SUMMIT_DOM		
Recipients		Action	Date & Time
SUMMIT_POST.SUMMIT_DOM		Delivered	10/18/00 09:29AM
vchodor (Vivian Chodor)		Opened	10/18/00 09:29AM
		Replied	10/18/00 10:47AM
		Replied	10/18/00 10:49AM
		Deleted	10/18/00 01:37PM

Who the message was sent to.

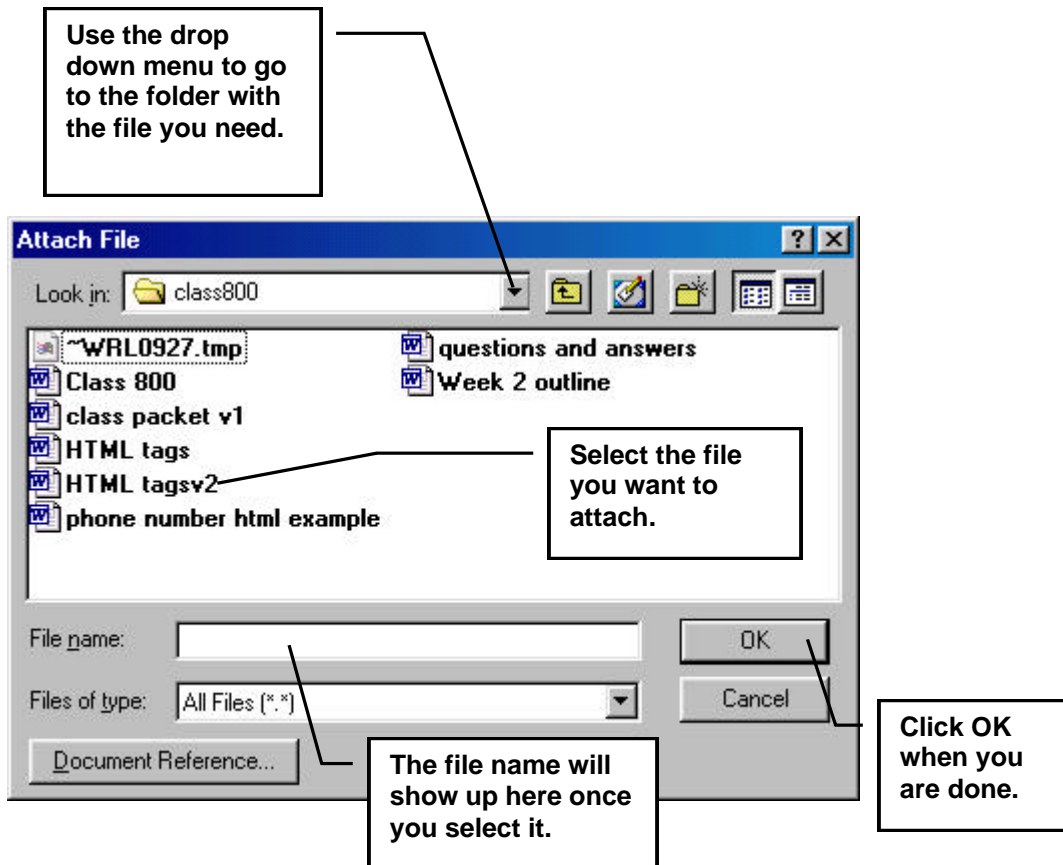
Attachments

An Attachment is a file that is sent along with an e-mail message. The ability to attach files allows you to send items such as Word documents or images via e-mail. It is a very useful feature of e-mail.

To attach a file to an e-mail message, you just have to know the following things:

- What is the name of the file you are attaching?
- Where is it located or saved?

When you are ready to attach a file, just create a new mail message, as you normally would. Then click on the Attach button (the one with the paperclip icon).

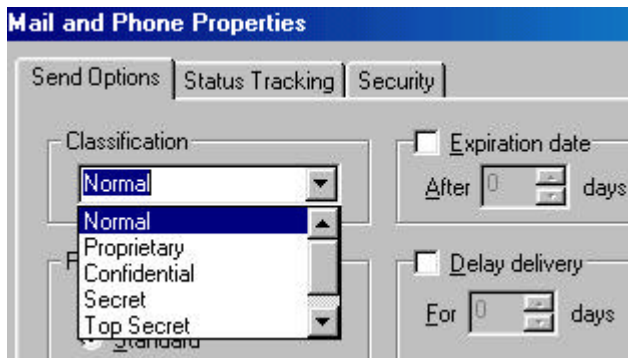


The file should appear in the boxed off area below where you type in your message.

When you receive a message with an attachment, all you should have to do is double-click on the file to open it.

Changing File Properties

In your mail message, go to File and choose Properties



File Properties continued....

Priority

High
 Standard
 Low

Reply requested

When convenient
 Within days

Delay delivery

For days

Until

Notify recipients
 Convert attachments

Send Options | Status Tracking | Security

Create a sent item to track information

Delivered
 All information
 Delivered and opened

Auto-delete sent item

Return notification

When opened

When deleted

Send Options | Status Tracking | Security

Conceal subject Require password to complete routed item

Select a security service provider

Name:

Address Book - Editing Addresses

Choose a person and Click the **Information** button

The screenshot shows a dialog box titled "Information for Jeff Foydl". The fields are as follows:

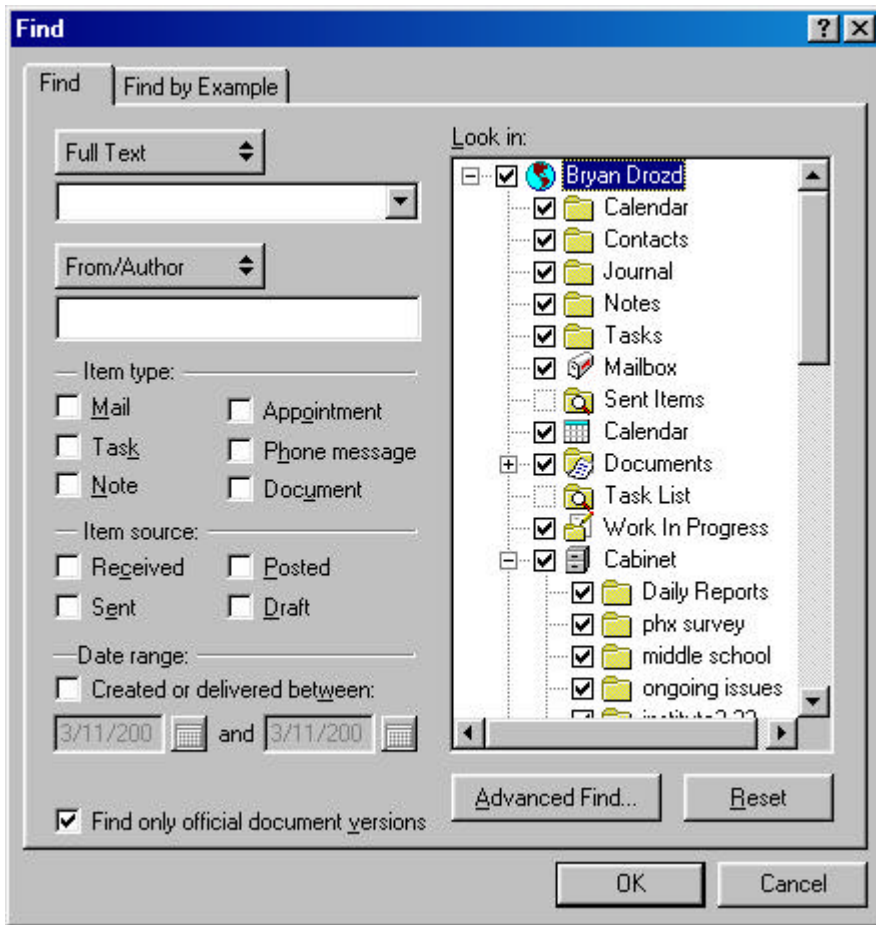
First name:	Jeff	Last name:	Foydl	OK
Display name:	Jeff Foydl	Format		Cancel
Organization:	JensenIT	Info		New

E-mail address:	"jeff.foyd@jensenit.com"	Department:		Advanced...
E-mail type:	[Dropdown]	Title:	Network Engineer	
Address:	1671 Elk Blvd.	Mailstop:		
	[Dropdown]	Greeting:		
City:	Des Plaines	Phone #s:	Office [Dropdown] 847.803.0044	Default
State:	IL	Comments:	[Text Area]	
ZIP code:	60016-4721			
Country:				

Any of this information can be edited. Adding the first and last name, for instance, allows GroupWise to use the autocomplete feature for that e-mail address.

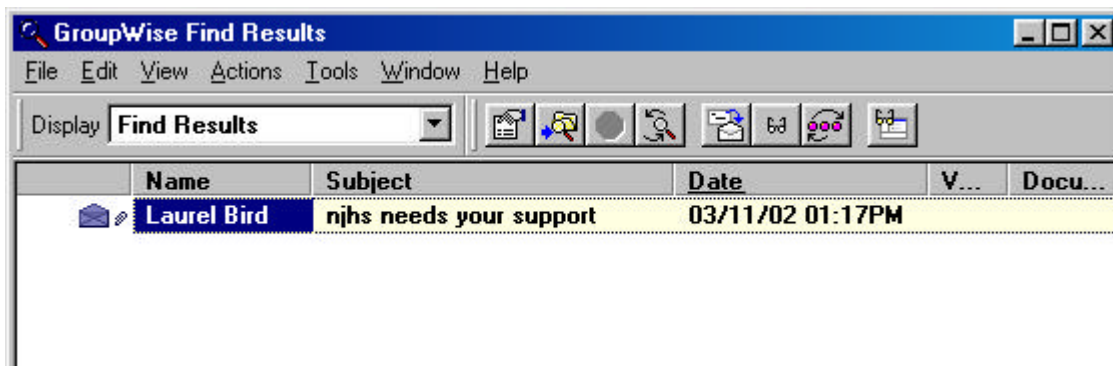
Find

Tools Menu > **Find**



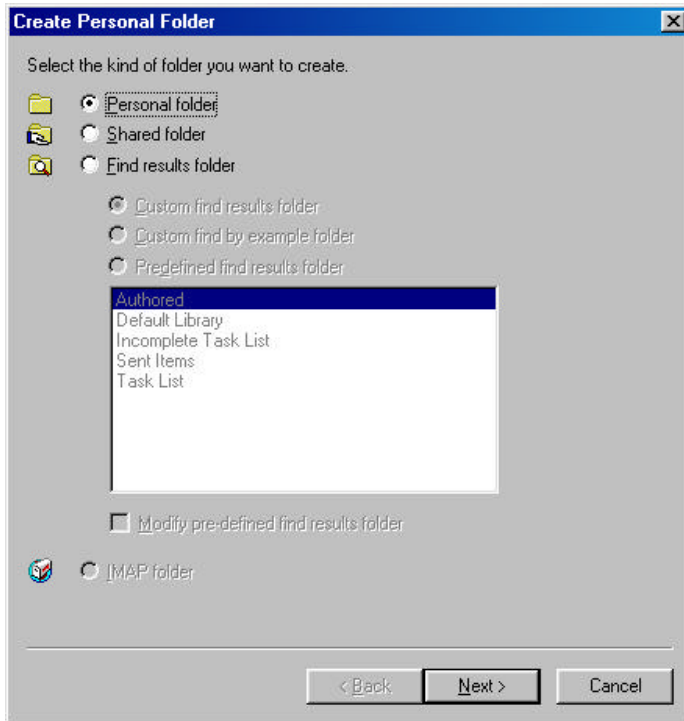
Type in a Term or Author that you are looking for, and click OK.

Sample Results screen:

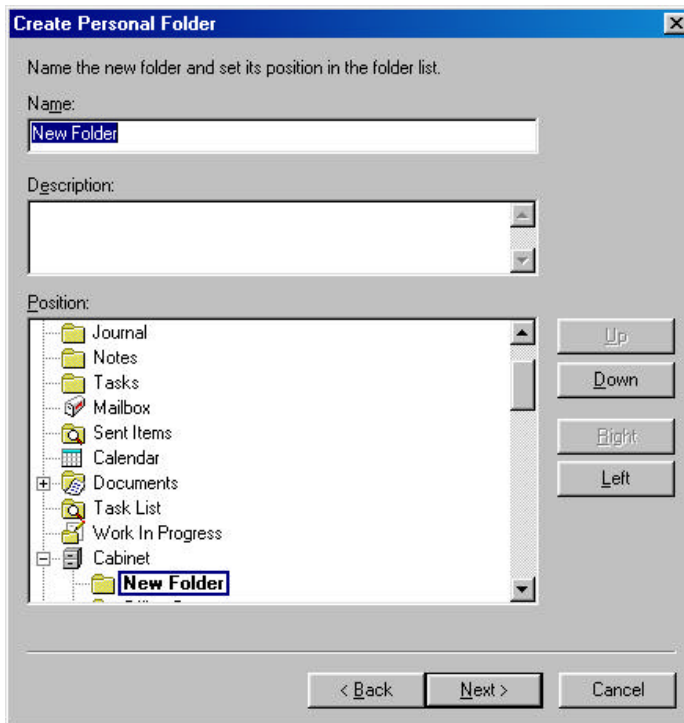


Cabinet - Creating a Folder

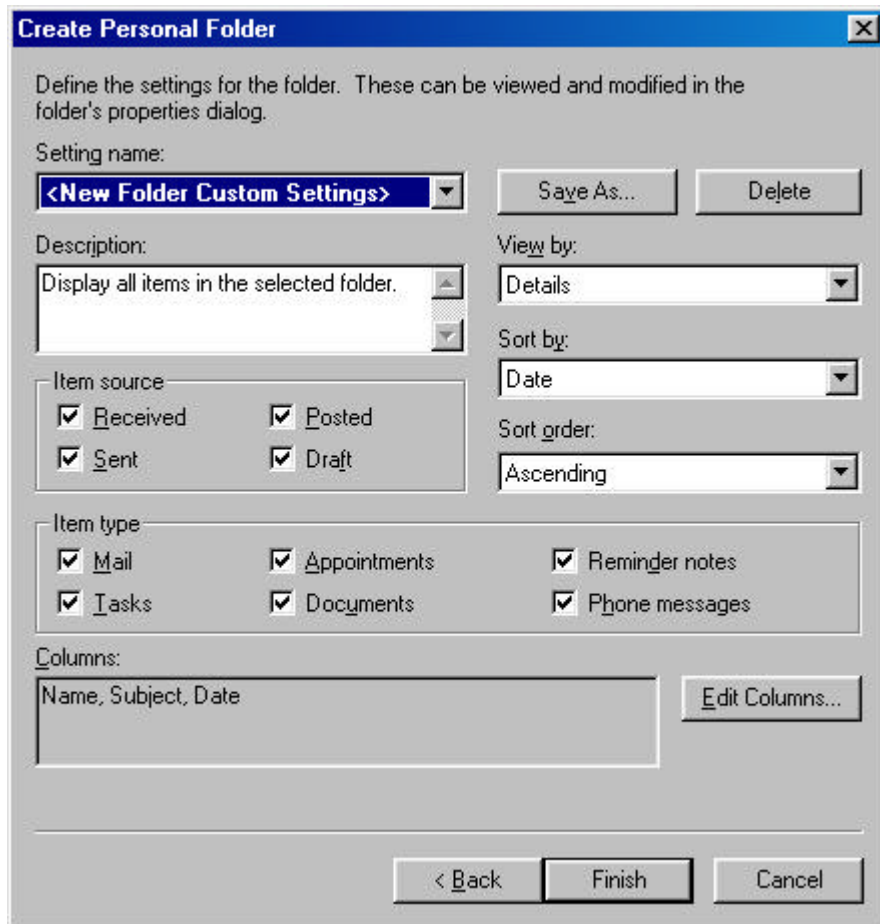
To add a new folder to your Cabinet, right click the cabinet item and choose New Folder.



Click Next.



Name the Folder and Click Next



All of these settings can be left as they are.

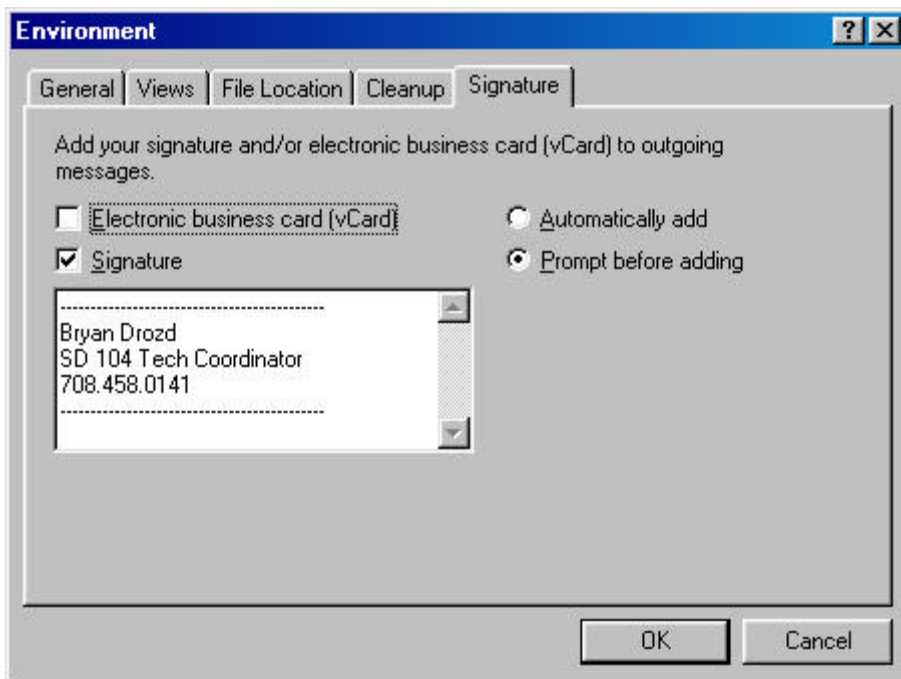
Click Finish.

Creating a Signature

Tools Menu > **Options**



Double-click Environment



Choose the Signature Tab

Type in what you would like for your signature and click OK to save it.

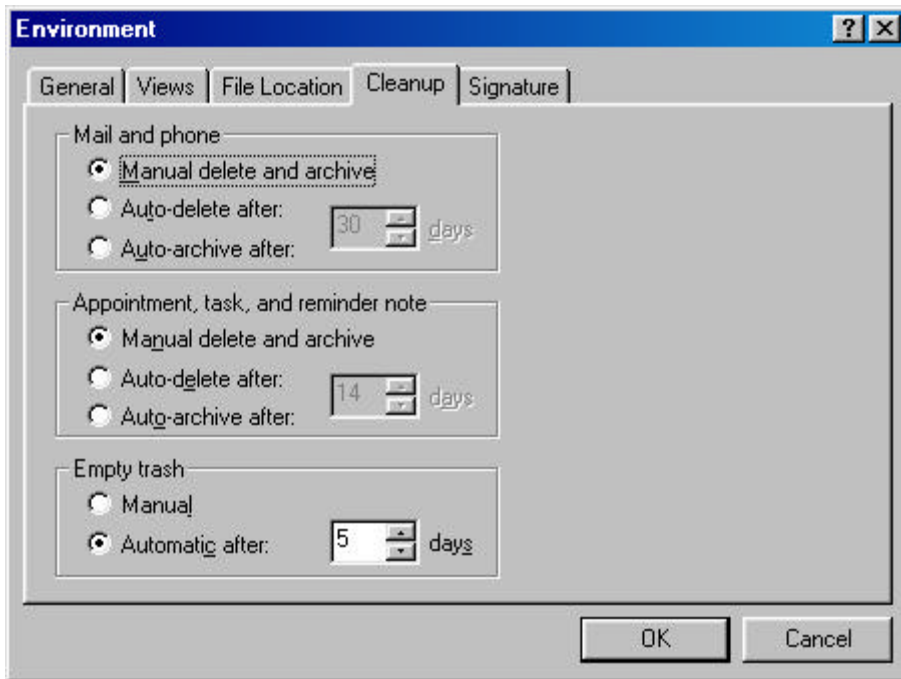
Trash Management

To empty out your trash, go to the Edit menu and choose **Empty Trash**.

Trash can be set to be automatically deleted after a certain number of days.

Go to Tools > **Options**

Double-Click Environment

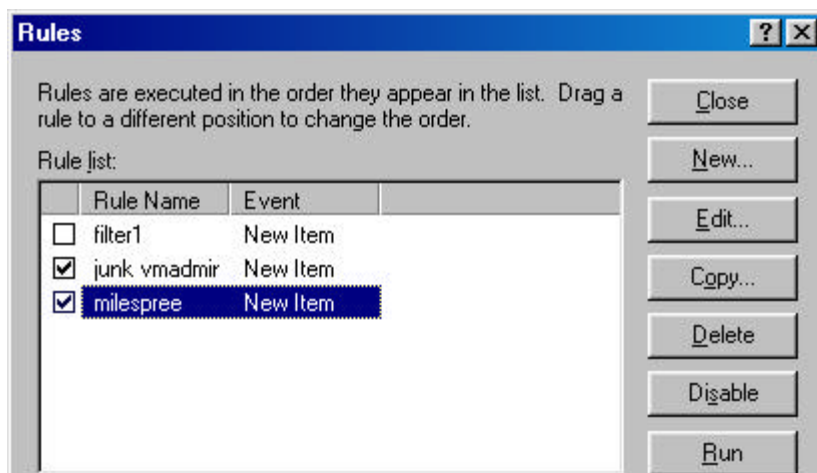


Notice the last item: Empty trash. The settings there can be changed. Click OK when you are done.

Calendar - Notes Page

Rules

Tools > Rules



Edit Rule [?] [X]

Rule name:

When event is

And items are: Received Sent Posted Draft

If conditions are (optional)

Item types:

- Mail
- Appointment
- Task
- Reminder note
- Phone message

Appointment conflict exists:

Then actions are

Define Conditions [?] [X]

Filter

Include entries where ... From contains 'milespre' or Author contains 'milespre'

<input type="text" value="From"/>	<input type="text" value="milespre"/>	<input type="text" value="Or"/>
<input type="text" value="Author"/>	<input type="text" value="milespre"/>	<input type="text" value="End"/>