

VERSION

QUICK START CARD
FOR WINDOWS 16-BIT



GroupWise™

Novell®

GROUPWISE 5.1 QUICK START CARD

GroupWise is software that works to meet all your messaging, scheduling, and calendaring needs. Following is a brief overview of how you can use GroupWise.

Send Messages and Schedule Appointments

With GroupWise messaging, you can avoid the hassle of typing a memo, copying it, distributing it, and then wondering if the recipients ever found the memo. GroupWise lets you quickly send a message to many people and track who's opened it, deleted it, and more. Scheduling provides an easy way to find out when the people, the conference room, and other resources you need are all available.



Find and Sort Addresses

When you send a message to several people, you usually don't want to type all their names in the To box. The Address Book lets you quickly select several people for a message. You can sort the information in the Address Book in a number of ways. You can avoid searching the entire Address Book by creating personal addresses.

Use Your Personal Calendar

GroupWise helps you organize your schedule by keeping track of your daily appointments, tasks, and notes. The different views available in My Calendar let you see a day, week, year, or tasks only, appointments only, and more. You can also schedule and reschedule appointments from your Calendar.



Get Status Information

Instead of wondering if a recipient has received or opened your mail message, you can check the status of outgoing messages by using Information. The Information window shows you the date and time recipients received, opened, accepted, or deleted your message. For incoming messages, the Information window shows you the names of other recipients.

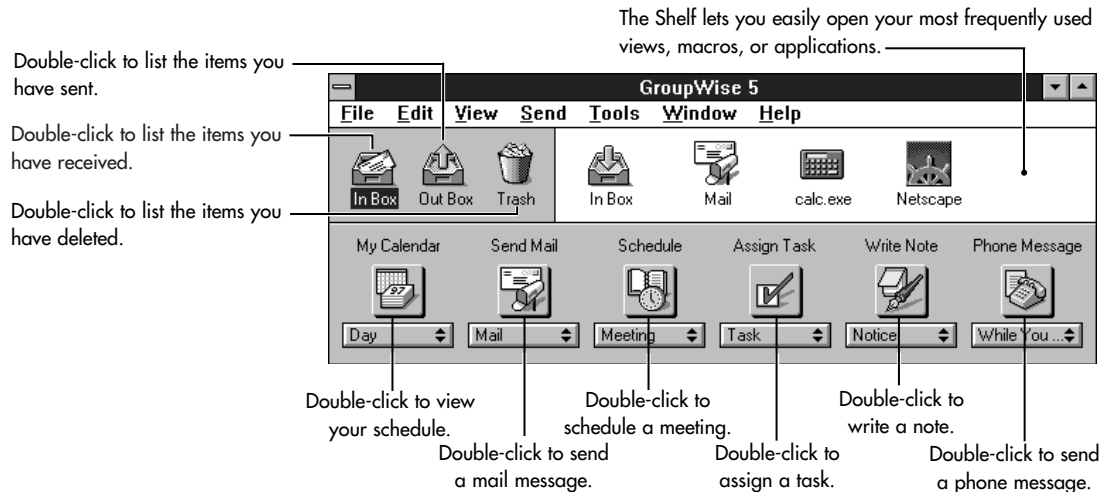
What Else?

GroupWise helps you work faster and more efficiently.





- Use the **Shelf** to quickly open a filtered In Box or Out Box, a mail view you commonly use, a program you frequently launch, and more. Icons you place on the Shelf provide shortcuts that are available whenever GroupWise is open.
- **Notify** alerts you that you have new incoming messages, someone has opened a message you have sent, or you need to be at an appointment. You can also set alarms while Notify is running to remind you to make a phone call, to launch a program, and more.
- The **Routing Slip** sends a mail message or task from one member of a group to the next, allowing each person to add comments before sending it to the next person. You determine the order of the people who receive the message, and if you place yourself as the last person on the routing slip, the message is returned to you.

Understanding the Main Window

The Main Window is like the “home base” for GroupWise 5. From the Main Window, you can open your In Box or Out Box, schedule appointments, view your Calendar, and much more.



In Box and Out Box Folders

-  Your User folder (indicated by your name) represents your GroupWise database. Your User folder contains other folders as well as items.
-  Your Mailbox folder in the In Box includes all the items you’ve received. In the Out Box, it includes all the items you’ve sent.
-  Calendar displays all of your appointments, notes, and tasks in a list.
-  Your Cabinet is a container for all your personal folders.

The Button Bar

In any view or window, click View > Button Bar to display a bar of shortcuts to common tasks. You can edit any button bar to include the tasks you use most often, launch a program, play a macro, and more.

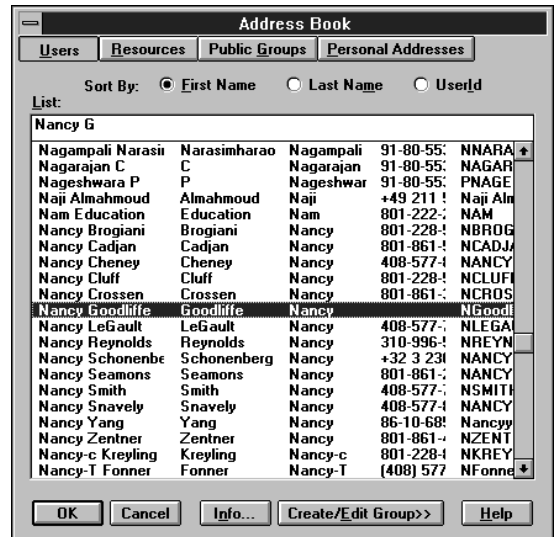
For Details on the Main Window

- A Help topic can explain what all the icons next to your In Box items represent. Click Help>Search for Help on>type icons>double-click icons (In Box).
- A coach can teach you how to filter your In Box, Out Box, or Trash to view specific items according to criteria you define. Click Help>Coach>View Only Certain Items>OK.
- A Help topic can show you ways to use your Shelf. Click Help>Search for Help on>type Shelf>click Show Topics>Show Topics.
- A How Do I book will let you choose from several different topics about organizing your Mailbox. Click Help>How Do I>Organize and Clean Up My Mailbox>Organize My In Box and Out Box>click a topic.
- A Help topic will explain how to use your Calendar to manage your schedule. Click Help>Search for Help on>type Calendar>click Show Topics>double-click Calendar.

Getting Acquainted with the Address Book

You can think of the Address Book as your GroupWise “phone book.” The Address Book stores names, e-mail addresses, phone numbers, and more.

You can sort the names in the list by first name, last name, or user ID for quick searching. Use Personal Addresses to list the internal names, external addresses, and groups you most often send items to. Each record in Personal Addresses can be edited when you need to update information such as a name, address, phone number, or organization name.



Tasks to Get You Started

Sending a Mail Message

1. Click Send>New Mail.
2. Type one or more usernames in the To box.
3. Type a subject.
4. Type a message.
5. Click Send.

Reading an Item You've Received

1. Double-click In Box in the Main Window.
2. Double-click the item that you want to read.

Displaying Your Calendar

1. Click Window>Calendar.

To display a different calendar view, click the My Calendar pop-up list in the Main Window>click a view.

Adding the Calendar View to Your Button Bar

1. In the Main Window, click View>Button Bar, if necessary to display the button bar.
2. Right-click the button bar>click Edit.
3. In the Feature categories drop-down list, click Window Menu.
4. In the Features list box, click Calendar.
5. Click Add Button>OK.

Finding Free Times for a Meeting

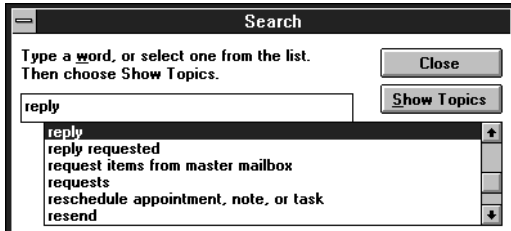
1. Click Send>New Appointment.
2. Type usernames and resource names in the To box.

If you don't know the correct names, click Address>double-click each user and resource you want to schedule>click OK.

3. Specify the first possible day for the meeting in the Start Date box.
4. Specify the meeting duration.
5. Click Busy?>OK.
6. Drag the outline box until you find an available block of time (not shaded) on the top row>click OK.
7. Complete the appointment>click Send.

How You Can Use Online Help

All of the GroupWise client documentation is available online. A variety of access methods into online Help are provided so you can pick which method suits your needs.

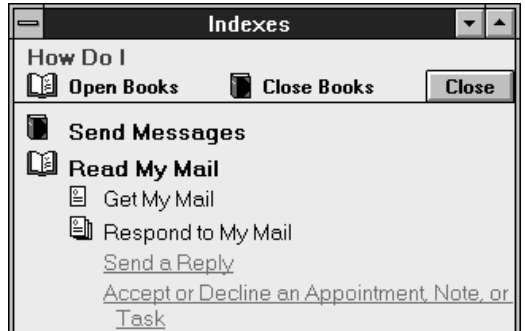


How Do I organizes Help topics into common tasks so that you can easily find what you are looking for.

1. Click Help>How Do I.

Search displays keywords to help you find topics, much like an index in a book.

1. Click Help>Search for Help on.



Nifty Features You Should Try

Feature

Setting Alarms

Retracting a message

Proxying for another user

Getting status information

Using your personal calendar

Checking other people's schedules for conflicts before scheduling a meeting

Where can you learn more?

Click Help>Coach>double-click Appointment-Set Alarm.

Click Help>How Do I>Fix My Mistakes>Retract a Message.

Click Help>Search for Help on>type proxy>click Show Topics >double-click Proxy.

Click Help>How Do I>Send Message>Deliver Messages>Make Sure Everyone got My Message.

Click Help>Search for Help on>type personal planner>click Show Topics>double-click Calendar.

Click Help>Coach>double-click Schedule - Check for Conflicts.

Using Automatic Features

The GroupWise Enhancement Pack includes optional features that work automatically, such as adding a signature to messages you send, spell-checking messages, opening a calendar view each time you open an appointment, sorting similar messages into a message thread, adding your name to appointments you schedule, resending messages that are undeliverable, and more.

The GroupWise Enhancement Pack is installed separately from GroupWise. To install the Enhancement Pack, run SETUP.EXE, located in the UTILS\GEP directory of your Client installation directory.

Opening the Same Views Each Time You Start GroupWise

If you open the same views every time you start GroupWise, you can save yourself time by placing all these views on the Shelf in a Startup icon. For example, you might always want to open your day planner view and a filtered In Box when you open GroupWise.

1. Open any two or more windows or views.
2. Arrange the windows the way you want them to display when opened.
3. Minimize the views so they appear as icons on your desktop.
4. Drag one of the view icons to the Shelf.
5. Drag the second view icon to the existing icon on the Shelf.
6. Close the view icons on your desktop.

When you double-click the shelf icon for the first time, the views will display as minimized icons. Double-click each minimized icon, then close the open views. Now when you double-click the shelf icon, both views will open.

You can find this QuickStart card and additional information about GroupWise on the GroupWise Cool Solutions home page at www.gwmag.com. If you have questions about your Mailbox, please contact your local IS&T representative.

Patent Pending

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