

THE GROUPWISE MAIN WINDOW: MAKE IT MORE LIKE HOME

The GroupWise Main Window is the center of your collaborative world, the place where all your hard work comes together. Shouldn't you make it someplace comfortable, someplace you can call home? After all, you're in charge here.

The Main Window has four main parts subject to your whimsy: The Item List (the big list that contains all the messages in the selected folder), the Folder List, the toolbar, and the QuickViewer. Of these four things, only the QuickViewer doesn't appear by default, but we trust you'll soon fix that.

Changing How Your Item List Sorts

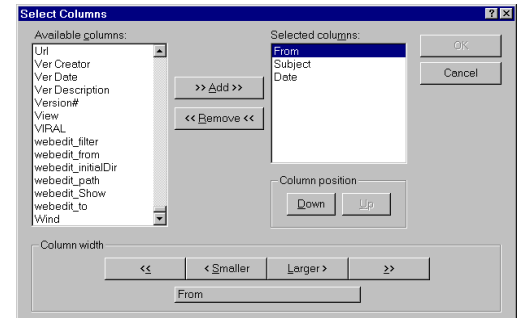
Not only can you sort your Item List by any column you want, but you can also change the sort from ascending to descending (and back again).

1. Click View, Sort.
2. Pick the column you want to sort your Item List by.
Of course, if you aren't using the column you select, GroupWise will have a difficult time sorting by it.
3. Specify Ascending or Descending.
Ascending means lowest to highest, most recent to latest, earlier in the alphabet to later, and, well, you get the point.
4. Click OK.

Adding, Removing, Sizing, and Re-ordering Columns

Sure, that sounds like a lot (and it is), but you can do it all from one easy place.

1. Right-click any column heading in your Item List, then click More Columns.



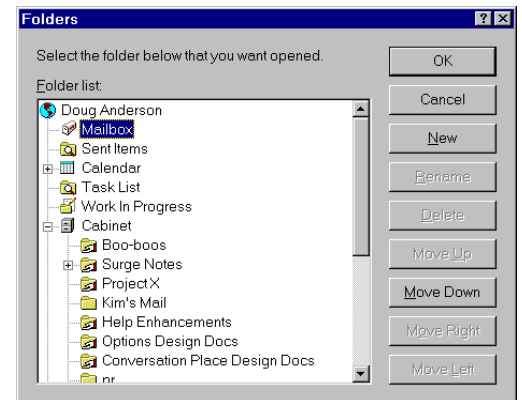
Check out this dialog box. You can do anything you want to your columns in here.

2. Do anything you want to your columns.
3. When you're done, click OK.

Taking Charge of Your Folder List

Your Folder List is probably a little bit like your garage: it contains everything you'll ever need to survive, but you can't find any of it. GroupWise has just the tool to get your folders under control.

1. Click Edit, Folders.



The Folders dialog box is like that crazy elevator in Willy Wonka and the Chocolate Factory; it goes up, down, sideways, diagonal ways, and everywhere in between.

2. Use the Folders dialog box to massage your folders into shape. Don't stop until you're done.

TIP

You can create any number of folder display settings, and once you've created them, you can apply them to any number of folders. The display settings you create determine which items show up, how the items in a folder sort, and more. For details, see About Folder Properties in the GroupWise online Help.

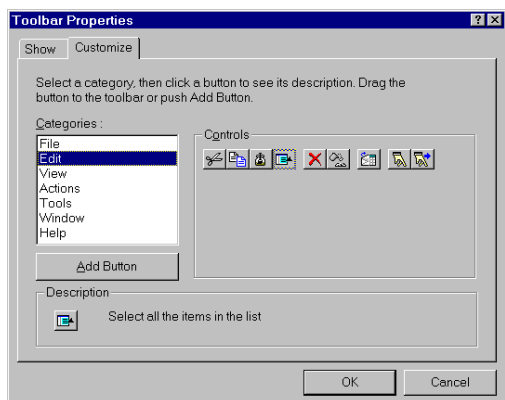
WATCH YOUR STEP

You may not want to go changing your folder display settings willy nilly. For example, if you make it so your Mailbox only displays sent items, you might find it less useful. Use discretion as you customize.

Customizing the Toolbar

Admittedly, you can't do everything you ever wanted with the GroupWise toolbar. For example, you can't put macros on it, you can't put other applications on it, and maybe you can't do a couple of other things you used to be able to do. But you can add buttons from a list of choices. And some of the options are darn handy.

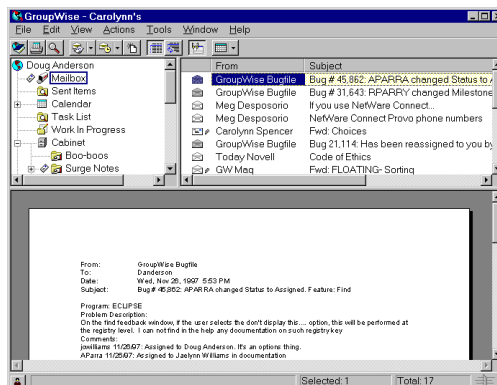
1. Right-click the toolbar, click Properties, then click Customize.



2. Click a category in the Categories list box, click a button in the Controls box, then click Add Button.
You can also remove buttons here by simply dragging them off the toolbar.
3. Click the Show tab, then decide how you like your toolbar. You can show pictures only, pictures and text, or just text.
4. Click OK.

Using the QuickViewer

The QuickViewer may be the easiest to use, timesavingist feature GroupWise has to offer. With the QuickViewer, you don't have to open messages to read them. Just select a message in the Item List, and the content appears in the QuickViewer. Select another message, and its content appears. And so on.



1. Click the QuickViewer button on the toolbar.
We told you it was easy. That's it, you're done.

TROUBLE SHOOTING

Can't view attachments or forwarded messages in the QuickViewer? That's because you can't view attachments or forwarded messages in the QuickViewer. We're working on it.