

VERSION

QUICK START CARD
FOR WINDOWS 32-BIT



GroupWise™

Novell®

GROUPWISE 5.1 QUICK START CARD

GroupWise is software that works to meet all your messaging, scheduling, calendaring, and document management 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 address books.

Manage Documents

If you have trouble finding documents and keeping track of document versions, let GroupWise Library manage documents for you. GroupWise Library provides versatility and security in using and sharing documents. You can store different versions of documents, specify who can view and edit documents, and check documents in and out.



Integrate Telephone Conversation

The GroupWise Conversation Place manages your telephone from the desktop so that you don't even have to pick up the phone. You can answer your phone, place callers on hold, conference other callers, keep a log of calls, and look up and dial phone numbers.

What Else?

You can enhance your GroupWise package with these additional components:

- **GroupWise WorkFlow** automates the distribution of work processes that require decision making and feedback. You can electronically route forms and documents to all recipients simultaneously or sequentially, enhancing collaboration and information sharing. You can even monitor progress and recipient comments without ever having to leave your desk.
- **Imaging** lets you enhance scanned images and documents by rotating, changing resolution, changing scale, annotating and more. You can then send the documents to other users via GroupWise 5 for additional editing and annotations.

Understanding the Main Window

The Main Window is like the “home base” for GroupWise. From the Main Window, you can read your messages, schedule appointments, view your Calendar, open documents, and much more.

Long prompts appear in the title bar describing each menu item.

Toolbar

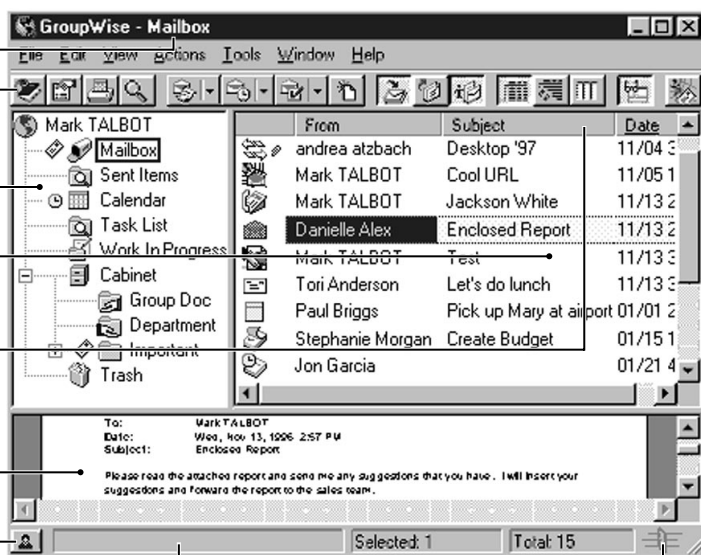
Folder List

Mailbox

Right-click to add a column heading.
Drag to remove a heading.

QuickViewer lets you read messages in your Mailbox without opening them in a separate window.


Proxy button





Status bar


Right-click the filter icon to apply or clear a filter.


Folder Types


 Your User folder (indicated by your name) represents your GroupWise database. Your User folder contains other folders as well as items.

 Your Mailbox includes all items you’ve sent and received. Use the toolbar buttons to view only sent items or received items.

 Calendar displays all of your appointments, notes, and tasks in calendar format or in a list.

 Your Cabinet is a container for all your personal folders and shared folders.

 Work In Progress contains unfinished messages. You can work on a message, then send it later. This folder also contains references to documents that have been opened or checked out.

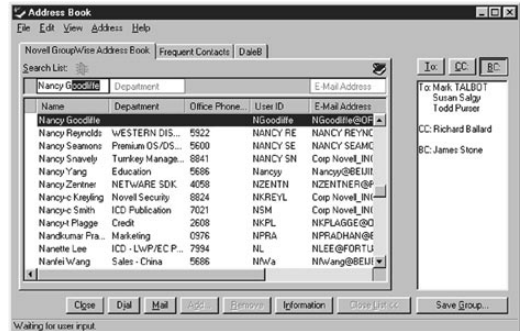
 The Trash contains all the items and documents you’ve deleted. You should empty your Trash periodically to conserve network space.

For Details on the Main Window

- A guided tour can walk you through parts of the Main Window.
Click Help>Guides>Learning the Basics>What’s New in GroupWise 5?
- Quick Tips describe each button on the toolbar. To display a Quick Tip, place the insertion point on any of the toolbar buttons.
- A Help topic can explain what all the icons next to your items represent.
Click Help>Help Topics>Index>type items>double-click icons next to.
- A guide can teach you how to create a rule that will automatically place incoming messages into certain folders.
Click Help>Guides>Automating Tasks>Create a Self-Updating Folder.
- A Help topic explains how you can display or hide items in your Mailbox without moving or deleting them.
Click Help>Help Topics>Contents>double-click How Do I>Manage my Mailbox>Filters>About Filters.

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. Each tab in the Address Book corresponds to a different address book. The Novell GroupWise Address Book tab contains an entry for each user in your GroupWise system. The Frequent Contacts tab contains the addresses you use the most. Each time you send or receive an item GroupWise adds the address to your Frequent Contacts tab. In addition, GroupWise displays a tab for each personal Address Book you create.




For Details on the Address Book

- A guided tour can walk you through parts of the Address Book. Click Help>Guides>Using the Address Book> Tour the Address Book.
- A guide will take you step by step through the process of creating an address group. Click Help>Guides> Using the Address Book> Create an Address Group.

Tasks to Get You Started

Sending a Mail Message

1. Click  on the toolbar.
2. Type one or more names in the To box.
3. Type a subject.
4. Type a message.
5. Click Send.

Reading a Message You've Received

1. Double-click the message in your Mailbox that you want to read.

Or

Click any message to read it in the QuickViewer.

Displaying Your Calendar


1. Click Window>Calendar View.

If you want to display your Calendar in your Mailbox, rather than open a separate Calendar window, click the Calendar folder. Click View>As Calendar to view today's schedule in a calendar format.

Adding the Calendar View to Your Toolbar

1. Right-click the toolbar.
2. Click Properties>Customize.
3. In the Categories list box, click Window.
4. In the Controls group box, click the Calendar View button.
5. Click Add Button>OK.

Finding Free Times for a Meeting

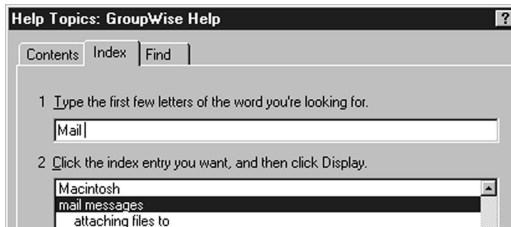
1. Click  on the toolbar.
2. Type names and resource names in the To box.

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.
6. Click Auto-Select to select the first available meeting time>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. Here are two methods:



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

1. Click Help>Help Topics>Index.

Guides walk you through a task or series of tasks to help you learn GroupWise features. You may simply read the instructions in the guides if you'd rather not perform the steps.

1. Click Help>Guides.



Cool Solutions magazine is available on the web and contains quick tips and regular feature articles about GroupWise. In addition you can send your questions to the GroupWise experts. Check it out at www.gwmag.com.

Features You Should Try

Feature

Sharing folders

Saving unfinished messages

Moving items into folders

Proxying for another user

Managing your phone calls with
Conversation Place

Changing one type of item into another type
(for example, changing a mail message
into a task)

Where can you learn more?

Click Help>Guides>Sharing Your Work>Share A Folder.

Click Help>Help Topics>Index>type unfinished>double-click Saving>To save an unfinished item.

Click Help>Help Topics>Contents>double-click How Do I>Manage My Mailbox>Folders>Move Items to Folders.

Click Help>Guides>Sharing Your Work>Manage Another Person's Mailbox.

Click Help>Help Topics>Contents>double-click How Do I>Use My Phone>Use Conversation Place.

Click Help>Help Topics>Index>type change>double-click Item Types>To Change an item in your Calendar to another type of item.

Customizing your GroupWise Desktop

You can add and remove buttons from the toolbar, change default settings in Options, and more. The following are some tasks to get you started customizing your options.

To turn document management integration on or off,

1. Click Tools>Options>double-click Documents>click Enable Integration with Other Applications.

To specify whether you want to read a message or view its properties when you double-click it,

1. Click Tools>Options>double-click Environment>click Open Item or Show Properties.

To specify whether you want to view attachments in the viewer or open them in an application,

1. Click Tools>Options>double-click Environment>click View Attachment or Open Attachment.



You can find this Quick Start card and additional information about GroupWise on the GroupWise Cool Solutions home page at www.gwmag.com.

Patent Pending

Made in U.S.A.

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