

TAKE CHARGE OF YOUR LIFE: USE GROUPWISE OPTIONS

Ⓜ WATCH YOUR STEP

Before you get too fired up about controlling everything in your GroupWise world, we should remind you that your system administrator does have a modicum of control over your stuff. For example, he or she can preset your archive directory, mandate your cleanup options, or even predetermine your language preferences. Check with the admin (that is, your admin; we don't provide admins) if you're having trouble setting options.

Admit it. You like to be in control. You wish you could open the windows in your office, you'd like to choose who your kids hang out with, and you want to be in charge of which day of the week your GroupWise Calendar starts with. Wait, you really can do that last one. In fact, using Options, you can make the call on all sorts of GroupWise settings. Here's a sampling of what Options can do for you.

CONTROLLING WHAT HAPPENS WHEN YOU DOUBLE-CLICK STUFF

When you're in your Sent Items folder, do you want to open a message when you double-click it, or do you want to see the item properties? When you double-click an attachment, do you want to see it in the Viewer, or do you want GroupWise to open the attachment in its native application?

Here's how you can make the call:

1. Click Tools ▶ Options ▶ double-click Environment, then make sure the General tab is selected.
2. Under Default Action, decide what you want GroupWise to do when you double-click sent items. Then tell GroupWise what to do when you double-click attachments. Click OK ▶ Close to get out.

That's it. GroupWise remembers your choices. And you can change your mind anytime you want.

CHANGING YOUR ARCHIVE DIRECTORY

If you're the pack-rat type, and you can't throw anything away, you need to know about Archive. Archive lets you save mail or phone messages, appointments, notes, or tasks pretty much anywhere you want. Archive saves network space and keeps your Mailbox uncluttered. GroupWise has a default folder on your hard disk where it puts archived stuff. But remember, you're in charge here. You can decide where GroupWise puts stuff. Here's how:

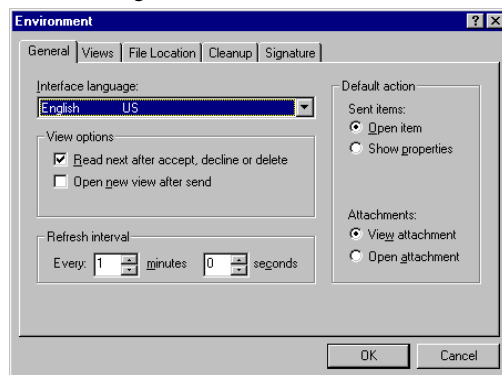
1. Click Tools ▶ Options. Double-click Environment ▶ click the File Location tab.
2. Type whatever directory you want in the Archive Directory box. Click OK ▶ Close to get out.

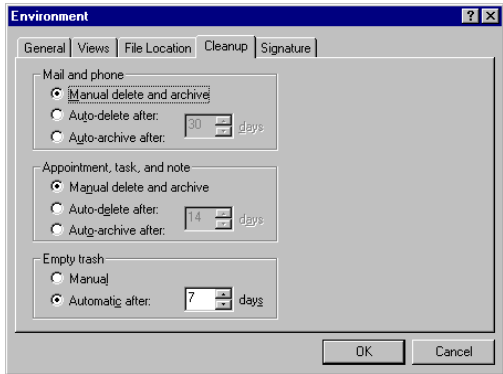
Now whenever you archive something, you'll know just where it is. You can look at the archive simply by clicking File ▶ Open Archive.

KEEPING YOUR MAILBOX CLEAN AND TIDY

You know how your mother always got to decide when you cleaned up your room? As if an hour later, or even tomorrow somehow made the difference between clean and toxic. You're not a kid any more, and with GroupWise, you decide when to clean up your Mailbox. (Well, that's not necessarily true. Your system administrator could set a default that you can't change, but unlike your mother, your admin can be bought.) Here's what you do:

1. Click Tools ▶ Options. Double-click Environment ▶click the Cleanup tab.





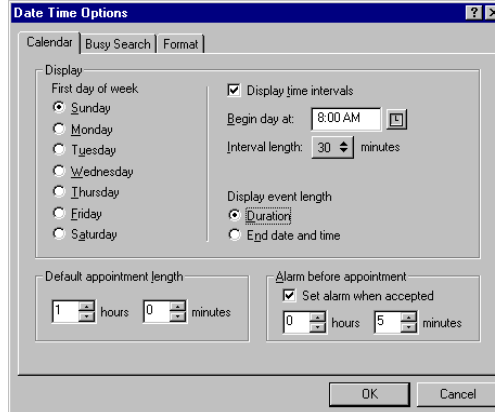
2. Make some decisions. Do you want messages to sit in your Mailbox until you've had enough of them, or do you want to tell GroupWise to automatically move them to your archive directory? If you aren't the type that's tied to material things, you might even tell GroupWise to automatically delete your stuff. It takes guts, but it keeps you mobile. If your system administrator hasn't already set a default, you can even tell GroupWise to leave your Trash alone.
3. Click OK ► Close to get out.

It feels good to be in charge, doesn't it?

GETTING CONTROL OF YOUR TIME

Workdays vary, but if you're like most of us, there isn't enough time in the day to get your work done. And maybe you'd like GroupWise to reflect that unhappy reality instead of pretending that everyone's day starts at 8:00 a.m. If you want your GroupWise Calendar to start earlier (or later), just do this:

1. Click Tools ► Options. Double-click Date & Time, then make sure the Calendar tab is selected.



2. Change the time in the Begin Day At box to whatever you want.
3. While you're here, change the First Day of the Week to Monday. Isn't that when your week really starts anyway? Sunday is part of the weekend, for crying out loud. If you think you should be able to schedule other people for meetings according to your new, ambitious workday, expand your default Busy Search range and time too.
4. Click the Busy Search tab in the Date & Time Options dialog box.
5. Under Range and Time to Search, change the times in the From and To boxes. After all, shouldn't everyone else work as hard as you?
6. Click OK ► Close to get out.

READING LIST:

- See About Options in GroupWise Help.



TIP

The tips on this cheat sheet are just a sampling of the terrific things you can do to customize GroupWise. Be bold, explore, get messy (as Miss Frizzle says), and make mistakes. You can always reinstall, and the more you do, the more you'll know.