WordPerfect® OFFICE

VERSION 4.0

WINDOWS

QUICKSTART CARD

Main Window

Double-click Out Box to list the items you have sent.

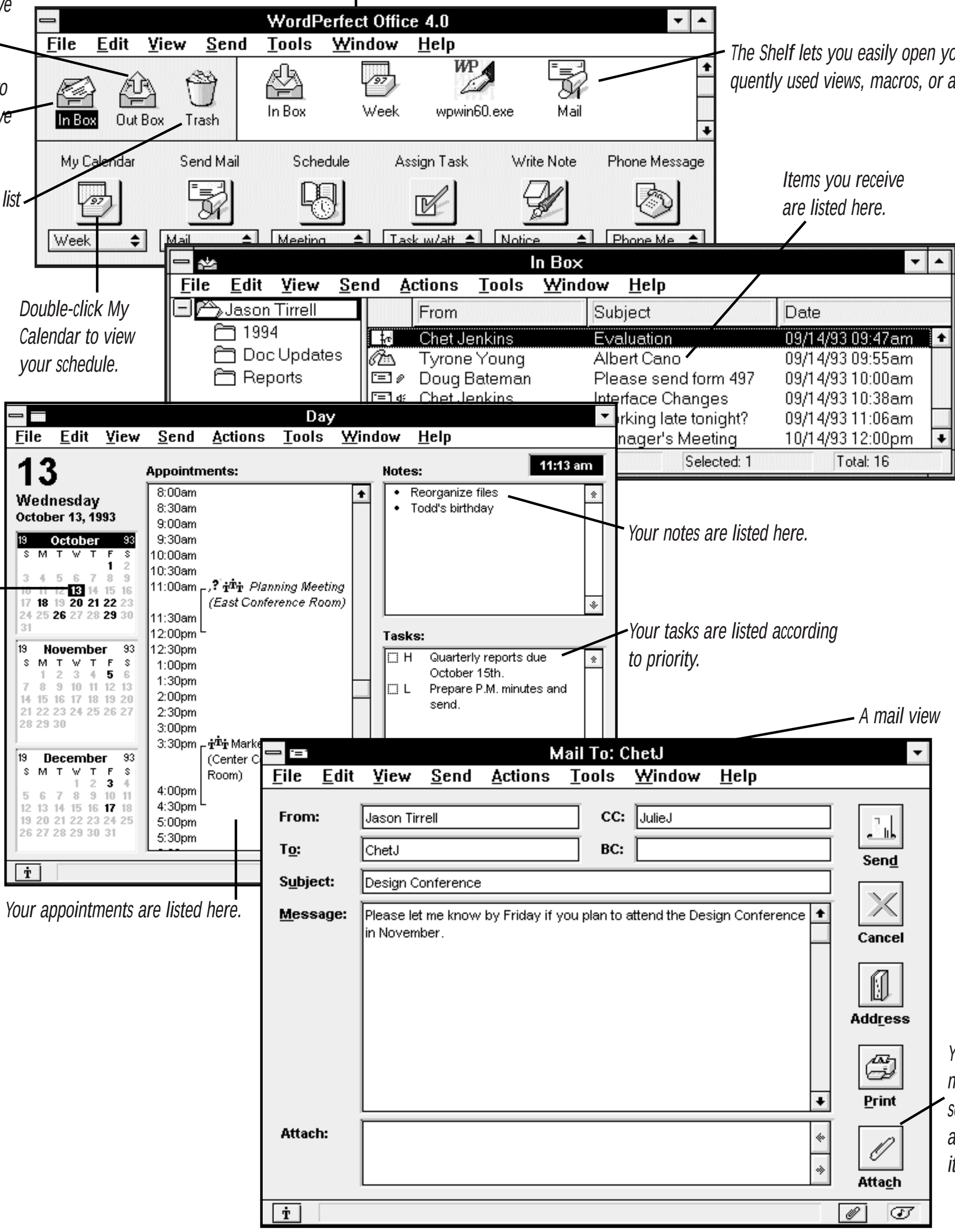
Double-click In Box to list the items you have received.

Double-click Trash to list the items you have deleted.

Double-click My Calendar to view your schedule.

The Shelf lets you easily open your most frequently used views, macros, or applications.

Items you receive are listed here.



Select a date on the Calendar to view your appointments, tasks, and notes for that day.

Your notes are listed here.

Your tasks are listed according to priority.

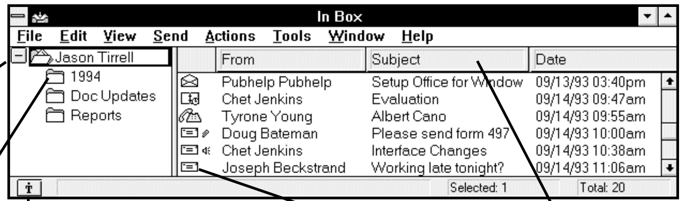
A mail view

Your appointments are listed here.

You can include a message, files, sounds, OLE objects, and more with an item.

READING AN ITEM

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



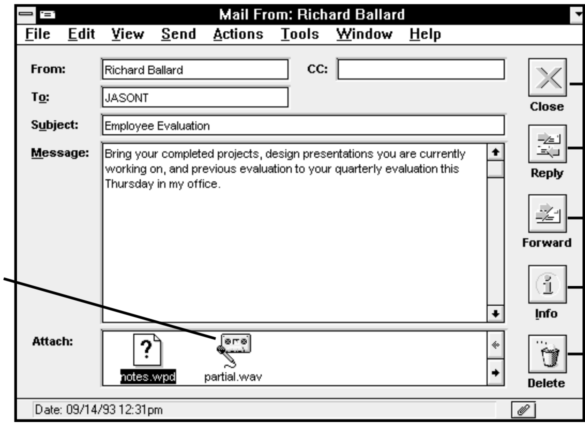
The + and - buttons expand and collapse the folders.

You can create folders to manage items.

Use Proxy to access the mailbox of a user who has given you access rights.

The icons indicate the item type.

You can move, delete and adjust the size of columns.



Choose Close to close the item.

Choose Reply to send a response to the sender.

Choose Forward to forward the item to another user.

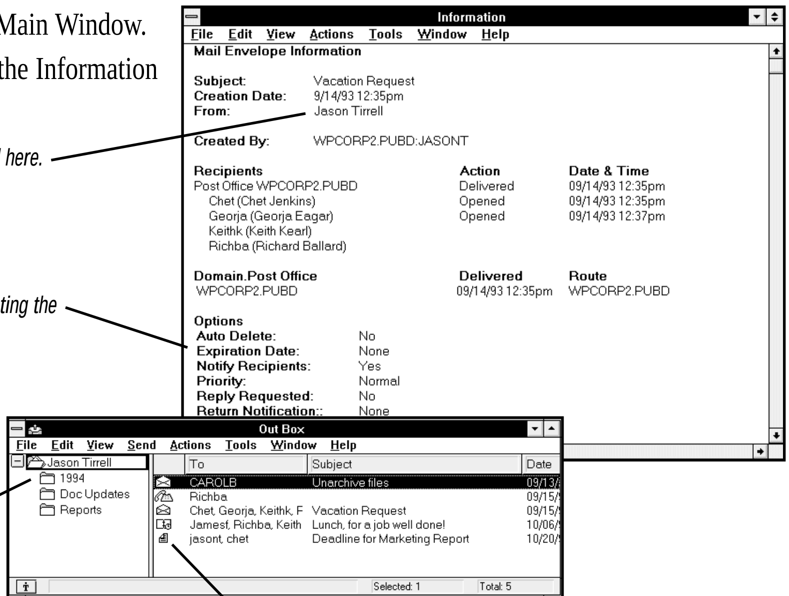
Choose Info to open the Information window.

Choose Delete to delete the item.

Attached files appear in the Attach box.

TRACKING ITEMS YOU'VE SENT

1 Double-click **Out Box** in the Main Window.
2 Double-click an item to open the Information window.



The user who sent the item is listed here.

The options you chose when creating the item appear here.

The folder structure is the same in the In Box and Out Box.

The icons indicate the item type.

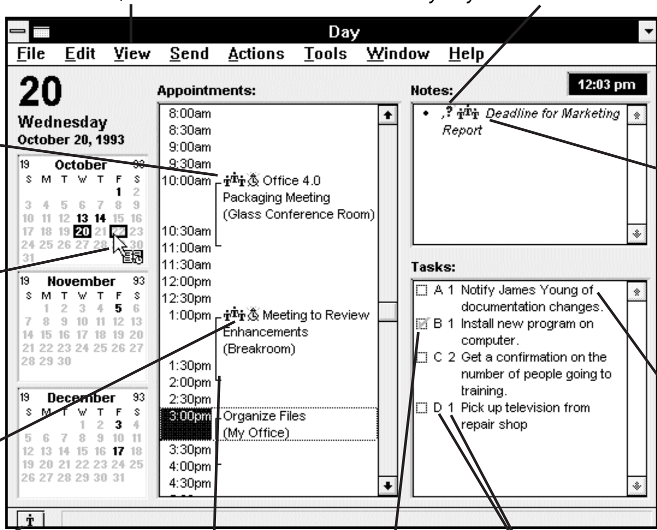
YOUR PERSONAL CALENDAR

To change to a different calendar view, choose the View menu, then choose Switch View.

Notes appear only on the day they are scheduled for.

Group items are marked with a group icon.

To reschedule an appointment, task, or note to a different date, drag the item to a new date on the Calendar.



Italicized text indicates you have not yet accepted or declined the item.

Uncompleted tasks carry over to the next day.

Set Alarm in the Actions menu lets you set a reminder alarm for an appointment.

Use Proxy to access the Calendar of a user who has given you access rights.

Drag the duration line to change the length of an appointment.

Click the box to mark a task completed.

You can prioritize tasks by letter, number, or both.

MANAGING YOUR PERSONAL CALENDAR

CREATING A PERSONAL ITEM

1 Double-click **My Calendar** in the Main Window.

2 Double-click an empty area or time in the Appointments, Tasks, or Notes list.

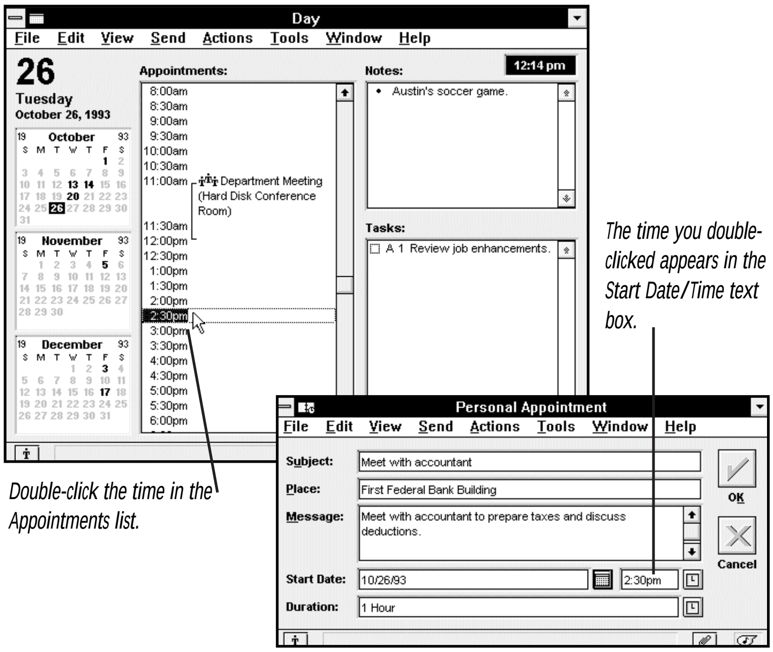
If you double-click a time in the Appointments list, the time you double-clicked is placed in the Start Date/Time text box.

3 Type the information in the view that appears.

4 Choose **OK** to place the item in your Calendar.

READING A PERSONAL ITEM

1 Double-click the item you want to read.



The time you double-clicked appears in the Start Date/Time text box.

Double-click the time in the Appointments list.

SENDING A MAIL MESSAGE

1 Choose the **Send Mail** pop-up list, then choose a mail view.

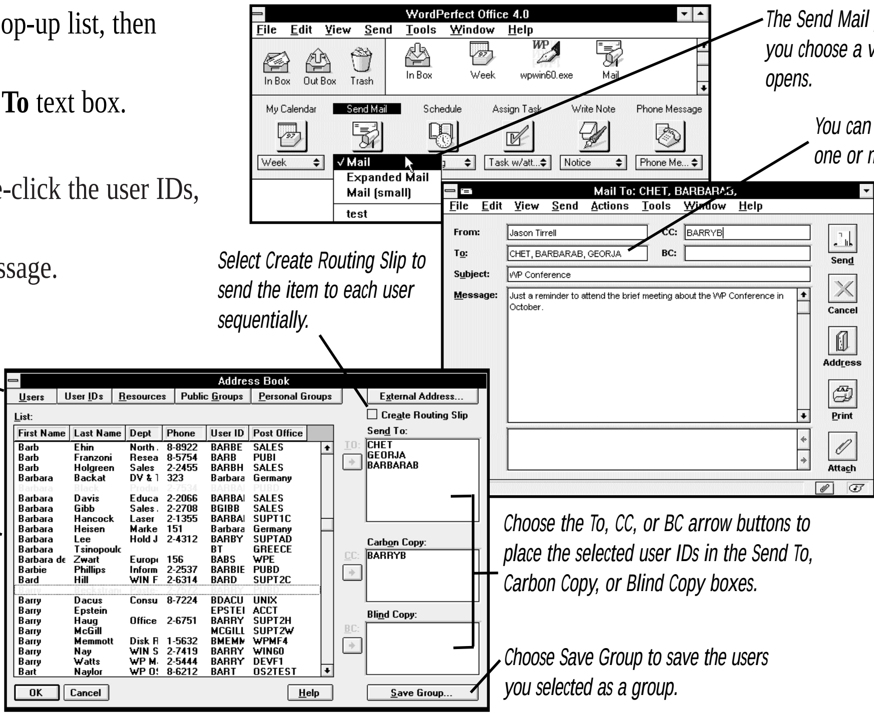
2 Type the user IDs in the **To** text box.

or

Choose **Address**, double-click the user IDs, then choose **OK**.

3 Type a subject and a message.

4 Choose **Send**.



The Send Mail pop-up list. When you choose a view, the view opens.

You can send an item to one or more users.

Select Create Routing Slip to send the item to each user sequentially.

A mail view

The buttons let you display users, user IDs, groups, or resources in the List box.

Double-click a user ID to place it in the Send To box.

Choose the To, CC, or BC arrow buttons to place the selected user IDs in the Send To, Carbon Copy, or Blind Copy boxes.

Choose Save Group to save the users you selected as a group.

SCHEDULING AN APPOINTMENT

1 Choose the **Schedule** pop-up list, then choose a meeting view.

2 Type the user IDs in the **To** text box.

or

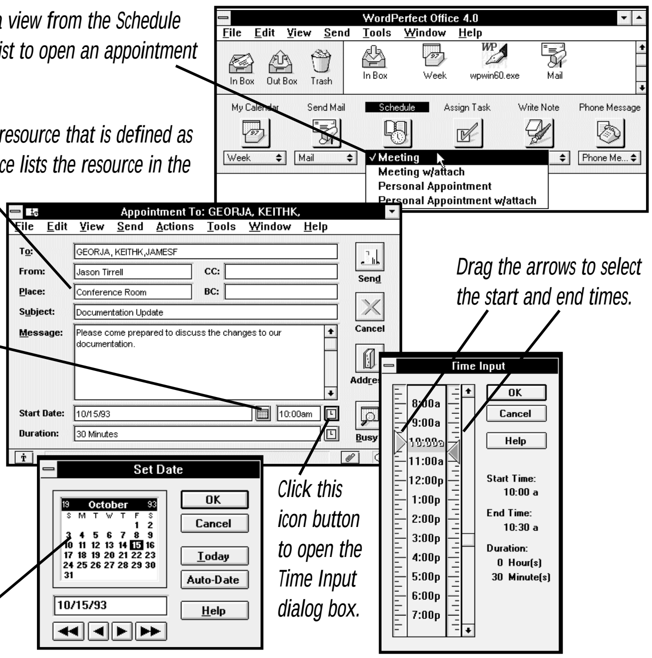
Choose **Address**, then double-click the user IDs.

3 If you want to schedule a resource, such as a room or projector, choose **Resources** from the Address Book, double-click the resources you want, then choose **OK**.

4 Choose the **Date** icon button, select the start date, then choose **OK**.

5 Choose the **Duration** icon button, select the meeting time and duration, then choose **OK**.

6 Finish filling in the appointment, then choose **Send.**



Choose a view from the Schedule pop-up list to open an appointment view.

If you choose a resource that is defined as a place, WP Office lists the resource in the Place text box.

Drag the arrows to select the start and end times.

Click this icon button to open the Set Date dialog box.

Click this icon button to open the Time Input dialog box.

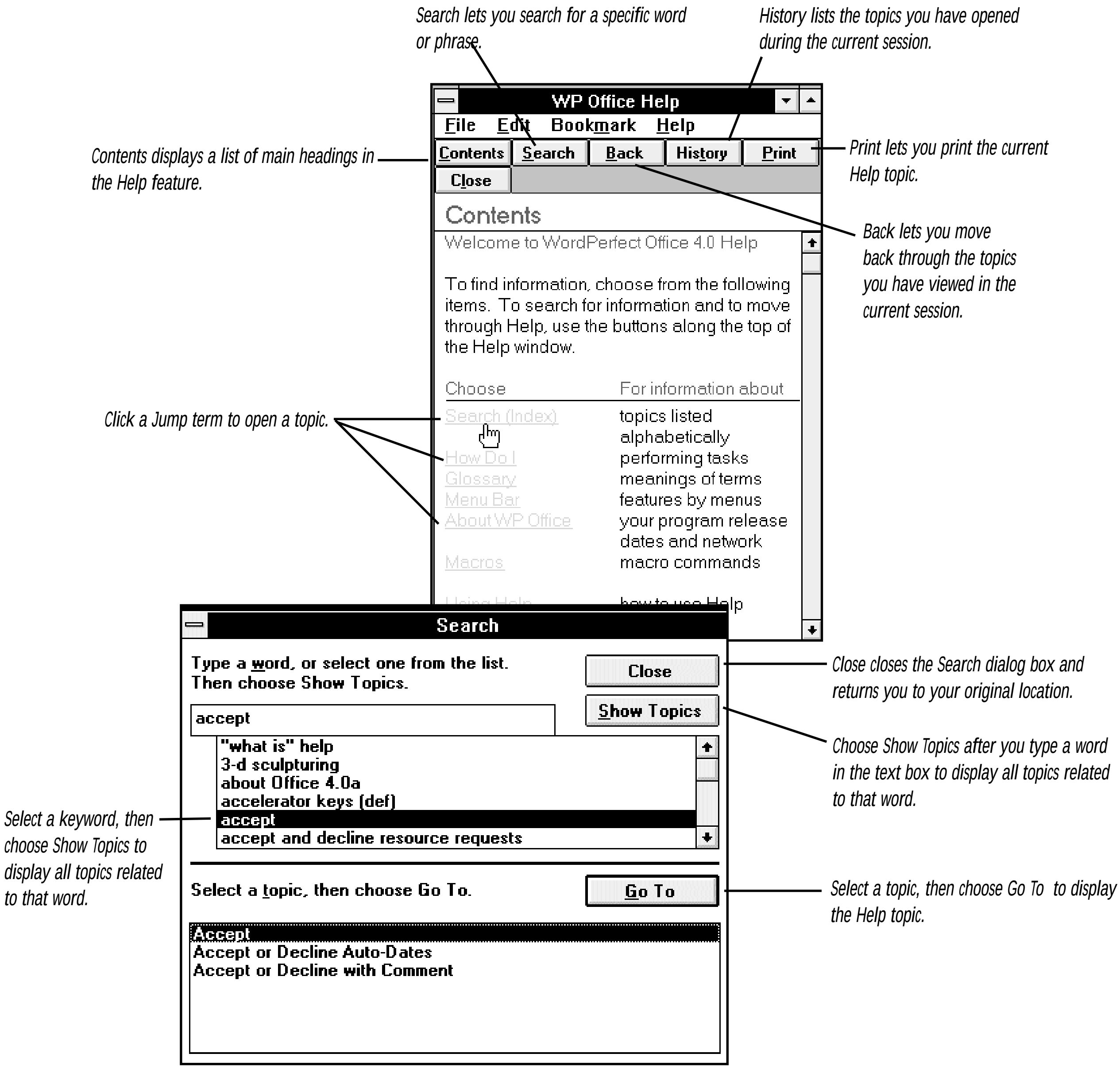
Select a date for the meeting.

GETTING HELP

1 Choose the **Help** menu (F1), choose **What Is**, then click anywhere in a window for context-sensitive Help.

or

Choose the **Help** menu, then choose **Contents** to display a list of main headings.



DELETING AND UNDELETING ITEMS

DELETING AN ITEM YOU RECEIVED

1 Double-click **In Box** in the Main Window.

2 Select the item.

3 Choose the **Actions** menu, then choose **Delete** to move the item to the Trash.

RETRACTING AN ITEM YOU SENT

1 Double-click **Out Box** in the Main Window.

2 Select the item.

3 Choose the **Actions** menu, then choose **Delete**.

4 Select a deletion option, then choose **OK** to move the item to the Trash.

UNDELETING AN ITEM

1 Double-click **Trash** in the Main Window.

2 Select the item.

3 Choose the **Edit** menu, then choose **Undelete** to return the item to its original location.

EMPTYING THE TRASH

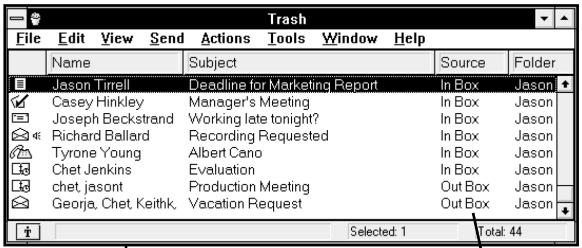
1 Double-click **Trash** in the Main Window.

2 Select the items you want to empty from the Trash.

3 Choose the **Edit** menu, then choose **Empty Selected Items**.

You can empty all items from the Trash by choosing the **Edit** menu in the Main Window, then choosing **Empty Trash**.

Important: Items emptied from the Trash cannot be restored.



Deleted items are placed in the Trash.

This column indicates whether you sent or received the item.

Important: *Mail, notes, and phone messages can't be deleted if they have been opened. Appointments and tasks can be deleted at any time.*

This Out Box deletes the item from your Out Box only.

All In Boxes deletes the item from the recipients' In Boxes.

All Mailboxes deletes the item from your Out Box and the recipients' In Boxes.