

**TIP**

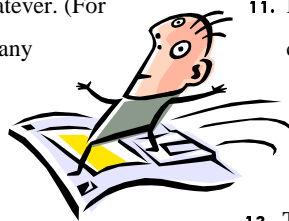
Passwords are a must if you work on the run. Not only is a Master Mailbox password needed before you can create your Remote Mailbox, laptop thefts at airports make securing your Remote Mailbox a smart thing to do. The steps are identical; just make sure you're in your Remote Mailbox when you create a Remote Mailbox password. To create either a Master or Remote Mailbox password,

1. In the Main Window, click Tools ▶ Options.
2. Double-click Security ▶ click the Password tab.
3. In the New Password box, type the password.
4. In the Confirm New Password box, type the password again ▶ click OK ▶ Close.

## REMOTE: HITTING THE ROAD

In, out, and about. Your work takes you places and you gotta get going. Here are quick steps to get you on your way with GroupWise Remote. Before leaving your office, take care of the following:

- Set up your Remote Mailbox, if you haven't done so. (See instructions below.)
- Update your Remote Mailbox with as much information as you can (especially Address Book information, important documents, appointments, and other items). (See instructions below.)
- Find out your connection information from the system administrator (such as toll-free phone numbers, calling card, whether you should connect through a modem, an ISP, or NetWare Connect, and other information).
- Know what backup plans are available if something goes wrong with your computer, modem, or whatever. (For example, does your company have GroupWise WebAccess so you can go to the nearest cyber cafe to connect to your e-stuff?)



6. To create your Remote Mailbox on the docked laptop, click This Machine ▶ Next.

**OR**

To create a setup diskette for another computer, such as a home computer, click Another Machine ▶ Next. Have a diskette ready. After GroupWise creates the setup diskette, insert it into the computer for your Remote Mailbox ▶ run SETUP.EXE from the diskette. After setting up your Remote Mailbox, you can begin sending and retrieving items and Address Book information from your Master Mailbox. Go to Step 10.

7. Type the path for your Remote Mailbox ▶ click Next.
8. Select the items to copy to your Remote Mailbox ▶ click Finish.
9. Exit GroupWise.
10. Right-click the Windows desktop ▶ New ▶ Shortcut.
11. In the Command Line box, type `c:\novell\groupwise\grpwise.exe /ps-path to Remote Mailbox`. See Step 7 for path information.
12. Click Next.
13. Type a name for the shortcut, such as Remote.
14. Click Finish. You can now double-click the shortcut to open your Remote Mailbox.

### SETTING UP YOUR REMOTE MAILBOX

1. Make sure GroupWise is installed on the computer where you want to set up your Remote Mailbox.
2. Make sure you have a password on your Master Mailbox (see Tip on the left).
3. Run GroupWise in your office on a docked laptop or a workstation.
4. Click Tools ▶ Hit the Road.
5. Enter your Master Mailbox password.

### SETTING UP MULTIPLE REMOTE MAILBOXES ON A SHARED COMPUTER

You're short on computers and long on enthusiastic users. You and your merry co-workers can each set up your own Remote Mailbox on the same computer, such as a shared laptop. Before each of you set up your Remote Mailbox, dock the shared laptop. Then, each of you should log in to

Windows using a unique username and complete the preceding steps for setting up your individual Remote Mailbox. When entering the path to your Remote Mailbox, make sure the folder is not shared with other users.

To open your Remote Mailbox, remember to log in to Windows with a unique username before starting GroupWise. Your Remote Mailbox is open if the Remote menu is visible.

You may want to set a Remote Mailbox password to prevent others from opening your Remote Mailbox. Although the passwords for your Master Mailbox and Remote Mailbox are separate, the steps for creating them are the same (see Tip on the previous page); just make sure you open your Remote Mailbox, instead of your Master Mailbox, when creating your Remote Mailbox password.

#### UPDATING YOUR REMOTE MAILBOX



Another day, another trip. Hit the Road makes it a snap to get all your e-stuff into your Remote Mailbox before leaving your office. When you're out there somewhere, prepare new messages the usual way, then just use Send/Retrieve to connect to your Master Mailbox.

1. If you run GroupWise in your office on a computer that has a connection to the network or a TCP/IP connection, click Tools ▶ Hit the Road ▶ type your Master Mailbox password click OK.

#### OR

If you run GroupWise away from your office, click Remote ▶ Send/Retrieve to retrieve your Master Mailbox items through a modem or TCP/IP connection.

2. To retrieve messages, make sure Items is selected ▶ click Advanced ▶ click available options in the Items, Date Range, Size Limits, and Folders tabs ▶ click OK.

3. To retrieve rules, select Rules.
4. To retrieve addresses from the system Address Book, select System Address Book ▶ click Filter ▶ specify the addresses to retrieve ▶ click OK.
5. To retrieve your personal address books, select Personal Address Books.
6. To retrieve copies of documents from your Master Mailbox, select the Documents check box ▶ click Documents ▶ select your documents ▶ mark applicable documents as In Use ▶ click OK.

Marking a document as In Use prevents others from modifying the document. If you don't plan to edit a document, don't mark it In Use. When you exit an In Use document, you're asked to send the document to the Master Library and mark it as Available. If you're done with the document, click Yes. You can also unmark a document's In Use status: right-click the document in your Mailbox ▶ click Reset Status.

7. Click Finish.

#### READING LIST

- See Hit the Road under Remote in the Cool Solutions Vault.
- See the GroupWise online Help file. In the Index, type Remote.