

# Using GroupWise Wireless

Use GroupWise® 6 Wireless to access your GroupWise Mailbox with your WAP wireless phone. Once your system administrator installs GroupWise 6 Wireless functionality to your GroupWise WebAccess 5.5 Enhancement Pack or later system, you can read and compose mail, appointments, and tasks, view the address book, search for documents, and much more, all from the convenience of your wireless phone.

## Connecting to GroupWise

- 1 Select Data Mode or Browser Mode on your phone.
- 2 Enter the following URL: `http://web_server_name/servlet/webacc`. You can get the name of your web server from your system administrator.

**HINT:** Follow the instructions in your phone's documentation to add this URL to your Favorites or Bookmarks so you don't have to type the URL every time you log in.

- 3 Type your User ID > press the left soft key to select OK.

Press the right soft key to change your keypad to the uppercase letters, lowercase letters, or symbols you need.

- 4 Type your User Password > press the left soft key to select OK.

## Checking Your Mail

- 1 Connect and log in to GroupWise, or if you are already logged in, go to the main menu.
- 2 Select Mail.
- 3 Press the scroll keys on your phone to scroll through your list of messages.

Nine messages are displayed on your phone screen at a time. To see an additional nine messages, scroll to More > press the left soft key to select View.

To see a previous set of messages, press your phone's Back key.

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To check for new messages, press the right soft key to select Opts > select Refresh.

To return to a previous screen, press your phone's Back key.

To check messages in a different folder, press the right soft key to select Opts > select Change Folder > press the folder number.

- 4** To read a message, press the message number.

New messages are marked with an asterisk (\*). High priority messages are marked with an exclamation point (!). The number of attachments is indicated in the message header.

## **Sending a Mail Message**

- 1** Connect and log in to GroupWise, or if you are already logged in, go to the main menu.

To return to a previous screen, press your phone's Back key.

- 2** Select Compose.

or

To insert a name from the Address Book, see Using the Address Book below.

- 3** If the Type field does not display Mail, select Type > Mail.
- 4** Select To > type the GroupWise usernames or e-mail addresses of the recipients. Separate names with a semi-colon (;) > press the left soft key to select OK.

Press the right soft key to change your keypad to the uppercase letters, lowercase letters, or symbols you need.

- 5** Select Subject > type the subject text > press the left soft key to select OK.
- 6** Select Message > type the message text > press the left soft key to select OK.
- 7** Press the right soft key to select Send.

## **Sending an Appointment**

- 1** Connect and log in to GroupWise, or if you are already logged in, go to the main menu.

To return to a previous screen, press your phone's Back key.

- 2** Select Compose.

or

To insert a name from the Address Book, see Using the Address Book below.

- 3** If the Type field does not display Appointment, select Type > Appointment.
- 4** Select To > type the GroupWise usernames or e-mail addresses of the recipients. Separate names with a semi-colon (;) > press the left soft key to select OK.  
  
Press the right soft key to change your keypad to the uppercase letters, lowercase letters, or symbols you need.
- 5** Select Start Date > type the date in the format shown > press the left soft key to select OK.
- 6** Select Time > type the time in the format shown > press the left soft key to select OK.
- 7** Select Duration > select Minutes, Hours or Days.
- 8** If you don't want the default value of 1, delete the 1 and type a number > press the left soft key to select OK.
- 9** Select Location > type the location text > press the left soft key to select OK.
- 10** Select Subject > type the subject text > press the left soft key to select OK.
- 11** Select Message > type the message text > press the left soft key to select OK.
- 12** Press the right soft key to select Send.

## **Sending a Task**

- 1** Connect and log in to GroupWise, or if you are already logged in, go to the main menu.

To return to a previous screen, press your phone's Back key.

- 2** Select Compose.

or

To insert a name from the Address Book, see Using the Address Book below.

- 3** If the Type field does not display Task, select Type > Task.
- 4** Select To > type the GroupWise usernames or e-mail addresses of the recipients. Separate names with a semi-colon (;) > press the left soft key to select OK.

Press the right soft key to change your keypad to the uppercase letters, lowercase letters, or symbols you need.

- 5** Select Start Date > type the date in the format shown > press the left soft key to select OK.
- 6** Select Due Date> type the date in the format shown > press the left soft key to select OK.
- 7** Select Priority > type a priority such as 1, 2, A1, B1, and so forth > press the left soft key to select OK.
- 8** Select Subject > type the subject text > press the left soft key to select OK.
- 9** Select Message > type the message text > press the left soft key to select OK.
- 10** Press the right soft key to select Send.

## **Sending a Note**

- 1** Connect and log in to GroupWise, or if you are already logged in, go to the main menu.

To return to a previous screen, press your phone's Back key.

- 2** Select Compose.

or

To insert a name from the Address Book, see Using the Address Book below.

- 3** If the Type field does not display Note, select Type > Note.
- 4** Select To > type the GroupWise usernames or e-mail addresses of the recipients. Separate names with a semi-colon (;) > press the left soft key to select OK.

Press the right soft key to change your keypad to the uppercase letters, lowercase letters, or symbols you need.

- 5** Select Date > type the date in the format shown > press the left soft key to select OK.
- 6** Select Subject > type the subject text > press the left soft key to select OK.
- 7** Select Message > type the message text > press the left soft key to select OK.
- 8** Press the right soft key to select Send.

## **Sending a Phone Message**

- 1** Connect and log in to GroupWise, or if you are already logged in, go to the main menu.

To return to a previous screen, press your phone's Back key.

- 2** Select Compose.

or

To insert a name from the Address Book, see Using the Address Book below.

- 3** If the Type field does not display Phone, select Type > Phone.
- 4** Select To > type the GroupWise usernames or e-mail addresses of the recipients. Separate names with a semi-colon (;) > press the left soft key to select OK.  
  
Press the right soft key to change your keypad to the uppercase letters, lowercase letters, or symbols you need.
- 5** Select Caller > type the caller's name > press the left soft key to select OK.
- 6** Select Company > type the company name > press the left soft key to select OK.
- 7** Select Phone > type the caller's phone number > press the left soft key to select OK.
- 8** Select Message > type the message text > press the left soft key to select OK.
- 9** Press the right soft key to select Send.

## **Changing Your Password**

- 1** Connect and log in to GroupWise, or if you are already logged in, go to the main menu.
- 2** Select Options > Set Password.
- 3** Type your old password > press the left soft key to select OK.
- 4** Type your new password > press the left soft key to select OK.
- 5** Type your new password again > press the left soft key to select OK.
- 6** Press the left soft key to select Done.

## Using the Address Book

- 1** Connect and log in to GroupWise, or if you are already logged in, go to the main menu.

To return to a previous screen, press your phone's Back key.

- 2** Select Address Book.
- 3** To display an entire address book, select Book > press the address book number > press the right soft key to select Find. Skip to step 8.

or

Follow steps 4-7 to search for a particular name.

- 4** Select Book > press the address book number.
- 5** Select Last > type the last name > press the left soft key to select OK.
- 6** Select First > type the first name > press the left soft key to select OK.
- 7** Press the right soft key to select Find.
- 8** Press the number of the name you wish to select.
- 9** Select Call to switch to voice mode and call the person. Depending on your phone, you may have several other options to select from before the call is placed.

or

Select E-mail to switch to a mail message with this name inserted in the To field.

or

Select Details to see additional Address Book information about this user.

## Deleting a Message

- 1** Open the message you want to delete.
- 2** Press the right soft key to select Opts > select Delete.

If you are deleting a message from your Sent Items folder, select Delete From My Mailbox.

## Replying to a Message

- 1 Open the message you want to reply to.
- 2 Press the right soft key to select Opts.
- 3 Select Reply.  
  
or  
  
Select Reply to All. (You cannot modify the recipient list.)
- 4 Follow step 4 and steps 6-7 in Sending a Mail Message.

## Forwarding a Message

- 1 Open the message you want to forward.
- 2 Press the right soft key to select Opts > select Forward.
- 3 Follow step 4 and steps 6-7 in Sending a Mail Message.

## Retracting a Message

- 1 Connect and log in to GroupWise, or if you are already logged in, go to the main menu.  
  
To return to a previous screen, press your phone's Back key.
- 2 Select Mail.
- 3 Press the right soft key to select Opts > select Change Folder.
- 4 Select Sent Items > press the message number.
- 5 Press the right soft key to select Opts > select Delete From All Mailboxes.

## Checking Your Appointments or Task List for the Day

- 1 Connect and log in to GroupWise, or if you are already logged in, go to the main menu.  
  
To return to a previous screen, press your phone's Back key.
- 2 Select Appointments.  
  
or  
  
Select Tasks.

- 3** To check appointments or tasks for a different day, press the right soft key to select Opts > select Next or Previous.
- 4** To check for new appointments or tasks for the selected day, press the right soft key to select Opts > select Refresh.
- 5** To open the appointment or task, press the appointment or task number.

## **Accepting or Declining Appointments and Tasks**

- 1** Open the appointment or task.
- 2** Press the right soft key to select Opts.
- 3** Select Accept or Decline.

or

If the appointment or task is an auto-dated item, select Accept All (Instances) or Decline All (Instances).

## **Delegating Appointments and Tasks**

- 1** Open the appointment or task.
- 2** Press the right soft key to select Opts > select Delegate.
- 3** Follow step 4 and steps 6-7 in Sending a Mail Message.

## **Marking a Task Complete**

- 1** Open the task.
- 2** Press the right soft key to select Opts > select Mark Complete.

When a task is marked Complete, it no longer carries over to the next day.

## **Viewing Document Properties**

- 1** Connect and log in to GroupWise, or if you are already logged in, go to the main menu.

To return to a previous screen, press your phone's Back key.

- 2** Select Documents.

- 3** Select Library > press the library number where the document is located.
- 4** Select Field.
- 5** To search in all fields, select Anywhere.  
or  
To search in the Subject field only, select Subject.  
or  
To search in the Author field only, select Author.
- 6** Select Text > type the text you want to search for > press the left soft key to select OK.
- 7** Press the right soft key to select Find.
- 8** Press the document number.
- 9** Press the scroll keys on your phone to scroll through the document's properties.

## Troubleshooting

If you cannot connect to GroupWise, check to see if you can connect to other locations using your phone's Data Mode/Browser Mode:

- ♦ If you can connect to other locations, contact your GroupWise system administrator to see if the GroupWise WebAccess server is functioning properly.
- ♦ If you cannot connect to other locations, contact technical support for your phone to see if the phone is functioning properly.

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