

Novell GroupWise WebAccess Basic Interface

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QUICK START

Using the GroupWise WebAccess Basic Interface

Use the GroupWise® 7 WebAccess Basic interface to access your GroupWise mailbox with your WAP wireless phone. After your system administrator installs GroupWise 7 WebAccess, 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/gw/webacc`. You can get the name of your Web server from your system administrator.
TIP: 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 and password, then select *Login*.

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.
Ten messages are displayed on your phone screen at a time. To see an additional ten messages, select *Display Next*.
To see a previous set of messages, use the Back button in the browser.
To check for new messages, select *Update*.
To return to a previous screen, use the Back button in the browser.
To check messages in a different folder, select *Change folder*, then select the folder to change to.
- 4 To read a message, select the subject of the message.

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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*, then type the GroupWise usernames or e-mail addresses of the recipients. Separate names with a semicolon (;). 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, then press the left soft key to select *OK*.
- 6 Select *Message*, type the message text, then 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*, then type the GroupWise usernames or e-mail addresses of the recipients. Separate names with a semicolon (;). 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, then press the left soft key to select *OK*.
- 6 Select *Time*, type the time in the format shown, then press the left soft key to select *OK*.
- 7 Select *Duration*, then select *Minutes*, *Hours* or *Days*.
- 8 If you don't want the default value of 1, delete the 1 and type a number, then press the left soft key to select *OK*.

- 9 Select *Location*, type the location text, then press the left soft key to select *OK*.
- 10 Select *Subject*, type the subject text, then press the left soft key to select *OK*.
- 11 Select *Message*, type the message text, then 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*, then type the GroupWise usernames or e-mail addresses of the recipients.
Separate names with a semicolon (;). 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, then press the left soft key to select *OK*.
- 6 Select *Due Date*, type the date in the format shown, then press the left soft key to select *OK*.
- 7 Select *Priority*, type a priority such as 1, 2, A1, B1, etc., then press the left soft key to select *OK*.
- 8 Select *Subject*, type the subject text, then press the left soft key to select *OK*.
- 9 Select *Message*, type the message text, then 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*, then type the GroupWise usernames or e-mail addresses of the recipients.
Separate names with a semicolon (;). 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, then press the left soft key to select *OK*.
- 6 Select *Subject*, type the subject text, then press the left soft key to select *OK*.
- 7 Select *Message*, type the message text, then 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*, then type the GroupWise usernames or e-mail addresses of the recipients. Separate names with a semicolon (;), 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, then press the left soft key to select *OK*.
- 6 Select *Company*, type the company name, then press the left soft key to select *OK*.
- 7 Select *Phone*, type the caller's phone number, then press the left soft key to select *OK*.
- 8 Select *Message*, type the message text, then 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, then press the left soft key to select *OK*.
- 4 Type your new password, then press the left soft key to select *OK*.
- 5 Type your new password again, then 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, then press the right soft key to select *Find*. Skip to **Step 8**.

or

Follow **Step 4** through **Step 7** to search for a particular name.

4 Select *Book*, then press the address book number.

5 Select *Last*, type the last name, then press the left soft key to select *OK*.

6 Select *First*, type the first name, then 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 might 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*, then 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**, **Step 6**, and **Step 7** in "Sending a Mail Message" on page 2.

FORWARDING A MESSAGE

1 Open the message you want to forward.

2 Press the right soft key to select *Opts*, then select *Forward*.

- 3 Follow [Step 4](#), [Step 6](#), and [Step 7](#) in “[Sending a Mail Message](#)” on [page 2](#).

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*, then select *Change Folder*.
- 4 Select *Sent Items*, then press the message number.
- 5 Press the right soft key to select *Opts*, then 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*, then select *Next* or *Previous*.
- 4 To check for new appointments or tasks for the selected day, press the right soft key to select *Opts*, then 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*, then select *Delegate*.
- 3 Follow [Step 4](#), [Step 6](#), and [Step 7](#) in “[Sending a Mail Message](#)” on [page 2](#).

MARKING A TASK COMPLETE

- 1 Open the task.
- 2 Press the right soft key to select *Opts*, then 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*, then 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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