

# V

## Resources

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# 15

## Creating Resources

A resource is an item or place, such as a computer, company vehicle, or conference room, that users can schedule or check out.

- ◆ [“Understanding Resources” on page 223](#)
- ◆ [“Planning Resources” on page 224](#)
- ◆ [“Creating a New Resource” on page 224](#)

### Understanding Resources

The following sections provide information to help you learn about GroupWise® resources:

- ◆ [“Resource Objects” on page 223](#)
- ◆ [“Resource Types” on page 223](#)
- ◆ [“Resource Mailboxes” on page 223](#)
- ◆ [“Resource Owners” on page 224](#)

### Resource Objects

Each resource you want to make available must be added as a Resource object in Novell® eDirectory™. The name that you give the Resource object becomes the name by which the resource is displayed in the GroupWise Address Book.

Resource objects can be located in any eDirectory container that is in the same tree as the resource’s domain.

### Resource Types

You can identify the resource as a general resource or as a place. When a user schedules a resource that is defined as a place, the resource description is automatically added to the Place field in the appointment.

### Resource Mailboxes

Like a user, a resource must be assigned to a post office so that it can be given an account (address, mailbox, and so forth). You assign the resource to a post office when you create the Resource object.

A resource’s account enables it to receive scheduling requests (sent as appointments). The owner assigned to the resource can go into the resource’s mailbox to accept or decline the requests. For example, you might want to have all your conference rooms defined as resources. When sending a meeting appointment, users could schedule the conference room as well as the meeting attendees.

The resource, just like the other users scheduled for the meeting, would receive an appointment in its mailbox which could be accepted or declined by the owner.

When scheduling a resource, users can perform a busy search to see when the resource is available.

Even though a resource is assigned to a single post office, all users in your GroupWise system can schedule the resource.

Resources can receive all item types (mail messages, phone messages, appointments, tasks, and notes). Generally, if your purpose in defining resources is to allow them to be scheduled through GroupWise, they will only receive appointments.

## Resource Owners

When you create a resource, you assign an owner to it. The owner must belong to the same post office as the resource and will be responsible for accepting or declining requests to schedule the resource. The owner can do this by proxying the resource's mailbox and physically opening the scheduling requests, or by setting up rules to manage the resource automatically.

The owner automatically receives proxy rights to the resource's mailbox. The owner can also grant proxy rights to another user to manage the resources.

For information about how owners can manage resources, see [“Owning Resources”](#) in [“Managing Your Mailbox”](#) in the *GroupWise 6.5 Windows Client User Guide*.

## Planning Resources

Before creating a new resource, make sure that the user who will own the resource has been created and belongs to the same post office where you are planning to create the resource.

## Creating a New Resource

- 1 In ConsoleOne<sup>®</sup>, right-click the container where you want to create the Resource object > click New > Resource to display the Create GroupWise Resource dialog box.



- 2 Fill in the following fields:

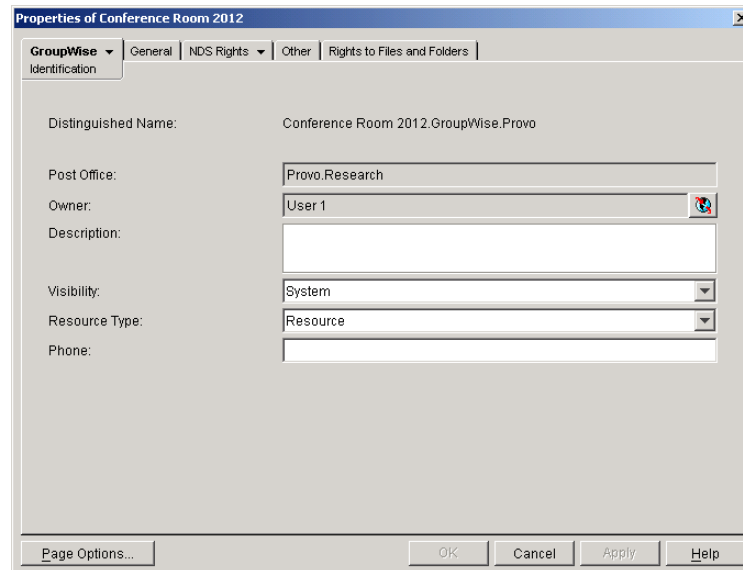
**Resource Name:** Enter a descriptive name. Because the name is used as part of the resource's GroupWise address, do not use any of the following invalid characters in the resource name:

ASCII characters 0-13	Comma ,
Asterisk *	Double quote "
At sign @	Extended characters
Braces { }	Parentheses ( )
Colon :	Period .

**GroupWise Post Office:** Select the post office where the resource will be located.

**Owner:** Select the user who will be responsible for accepting or declining requests to use the resource. The owner must have a GroupWise account on the same post office as the resource.

- 3 Select Define Additional Properties, then click OK.



The screenshot shows a dialog box titled "Properties of Conference Room 2012" with a close button (X) in the top right corner. The dialog has a tabbed interface with the following tabs: "GroupWise", "General", "NDS Rights", "Other", and "Rights to Files and Folders". The "GroupWise" tab is selected and contains the "Identification" section. The fields are as follows:

- Distinguished Name: Conference Room 2012.GroupWise.Provo
- Post Office: Provo.Research
- Owner: User 1
- Description: (empty text box)
- Visibility: System (dropdown menu)
- Resource Type: Resource (dropdown menu)
- Phone: (empty text box)

At the bottom of the dialog, there are four buttons: "Page Options...", "OK", "Cancel", "Apply", and "Help".

- 4 On the Identification page, fill in the following fields:

**Description:** Enter a description that will help users identify the use of the resource. The description will be displayed if the user chooses to view information about the resource in the Address Book.

If you define the resource type as a place, the description is automatically added to the Place field in the appointment. A good description can help users locate the place more easily.

**Visibility:** Select the level at which the resource will be visible in the Address Book. System causes the resource to be visible to all users in your GroupWise system. Domain causes the resource to be visible to all users in the same domain as the resource. Post Office causes the resource to be visible to all users on the same post office as the resource. None causes the resource to not be visible at any level. However, even if the resource is not displayed in a user's Address Book, he or she can schedule the resource by typing the resource name in an appointment's To field.

**Type:** You can identify the resource as a general resource or as a place. When a user schedules a resource that is defined as a place, the resource description is automatically added to the Place field in the appointment.

**Phone:** If the resource has a telephone number associated with it, such as a conference room with a telephone number, enter the phone number.

- 5 Click OK to save the resource information.



# 16 Managing Resources

The following sections provide information to help you manage the resources in your GroupWise® system:

- ◆ [“Changing a Resource’s Owner” on page 227](#)
- ◆ [“Adding a Resource to a Distribution List” on page 228](#)
- ◆ [“Moving a Resource” on page 229](#)
- ◆ [“Renaming a Resource” on page 230](#)
- ◆ [“Deleting a Resource” on page 230](#)
- ◆ [“Managing E-Mail Addresses” on page 230](#)

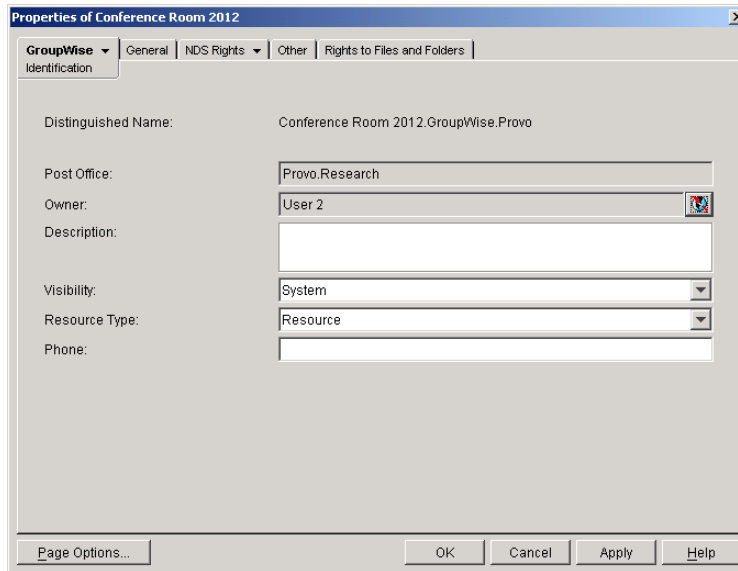
A resource’s mailbox, just like a user’s mailbox, is a combination of the information stored in its user database and the message databases located at its post office. Occasionally, you might want to perform maintenance tasks on the resource’s mailbox to ensure the integrity of the databases. For details about performing maintenance on a resource’s mailbox, see [Chapter 27, “Maintaining User/Resource and Message Databases,” on page 353](#).

## Changing a Resource’s Owner

You can change a resource’s owner whenever necessary. The owner must be a user assigned to the same post office as the resource. If you need to give ownership of the resource to a user on a different post office, you must move the resource to that post office. For details, see [“Moving a Resource” on page 229](#).

The new owner automatically receives proxy rights to the resource’s mailbox. Proxy rights are removed for the old owner.

- 1 In ConsoleOne®, right-click the Resource object, then click Properties.

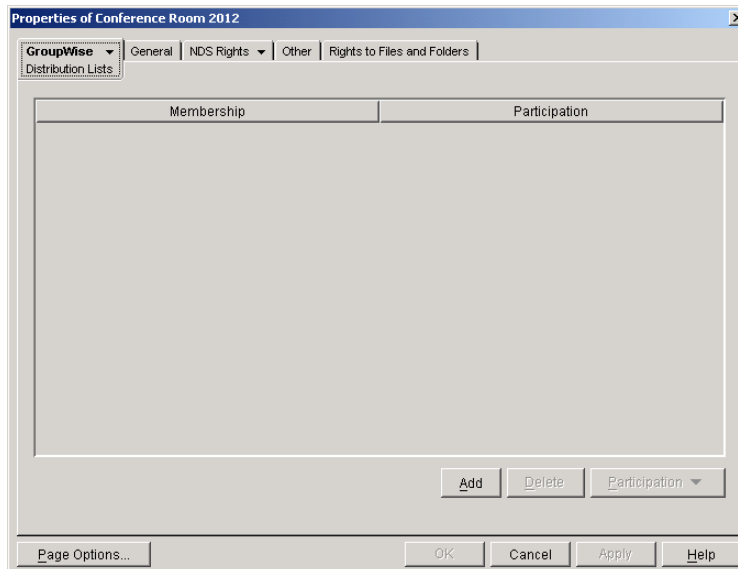


- 2** On the Identification page, browse to and select the new owner, then click OK to display the user's name in the Owner field.
- 3** Click OK to save your changes.

## Adding a Resource to a Distribution List

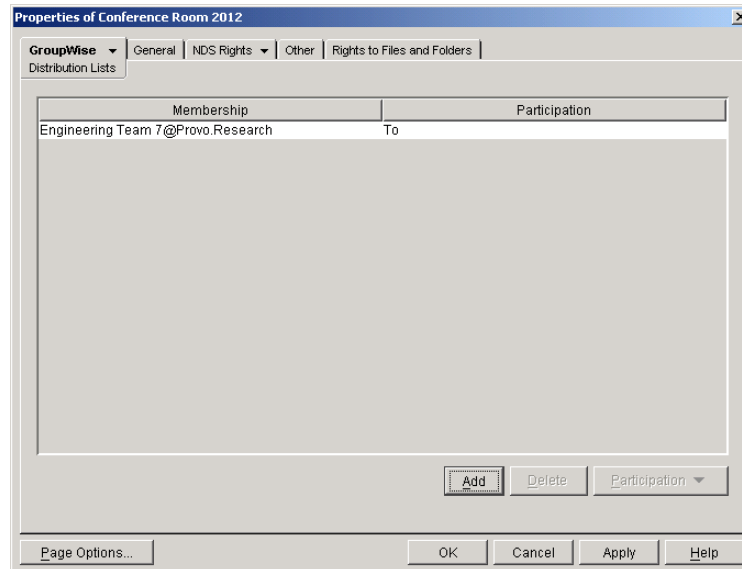
Just like users, resources can be added to distribution lists.

- 1** In ConsoleOne, right-click the Resource object, then click Properties.
- 2** Click GroupWise > Distribution Lists to display the Distribution Lists page.



- 3** Click Add, select the distribution list that you want to add the resource to, then click OK.





By default, the resource is added as a primary recipient (To: recipient).

- 4 If you want to change the resource's recipient type, select the distribution list, click Participation, then click To, CC, or BC.
- 5 Click OK to save your changes.

## Moving a Resource

If necessary, you can move a resource from one post office to another. For example, you might need to move a resource if you are removing the resource's post office or if you need to reassign ownership of the resource to a user on another post office.

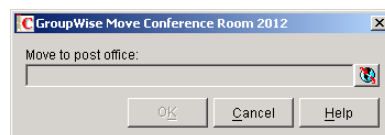
The resource retains the same name in the new post office as it has in the current post office. If another user, resource, or distribution list assigned to the new post office has the same name, you will need to rename one of them before you move the resource. For details, see [“Renaming a Resource” on page 230](#).

When you move the resource, all items in its mailbox are moved to the new post office, which means that all schedules for the resource are kept intact.

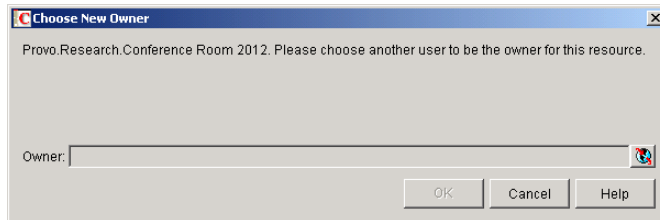
To move a resource:

- 1 In ConsoleOne, right-click the Resource object in the GroupWise View, then click Move to display the GroupWise Move dialog box.

**IMPORTANT:** You must select the Resource object in the GroupWise View. If you select the object in the standard ConsoleOne View, you will move the Resource object from one container to another, not the resource from one post office to another.



- 2 Select the post office to which you want to move the resource, then click OK to display the Choose New Owner dialog box.



- 3 Select the user who will be the resource's owner, then click OK to move the resource.

## Renaming a Resource

Situations might arise where you need to give a resource a new name. For example, you might need to move the resource to another post office that already has a user, resource, or distribution list with the same name.

- 1 In ConsoleOne, right-click the Resource object in the GroupWise View, then click Rename to display the Rename dialog box



- 2 In the New Name field, enter the new name for the resource.
- 3 Make sure the Save Old Name box is not checked. Saving the old name will cause duplicate resources to appear in the Address Book.
- 4 Click OK to rename the resource.

## Deleting a Resource

When you delete a resource, all information is removed for the resource, including any schedules that have been established for the resource.

- 1 In ConsoleOne, right-click the Resource object, then click Delete.
- 2 Click Yes to confirm the deletion.

## Managing E-Mail Addresses

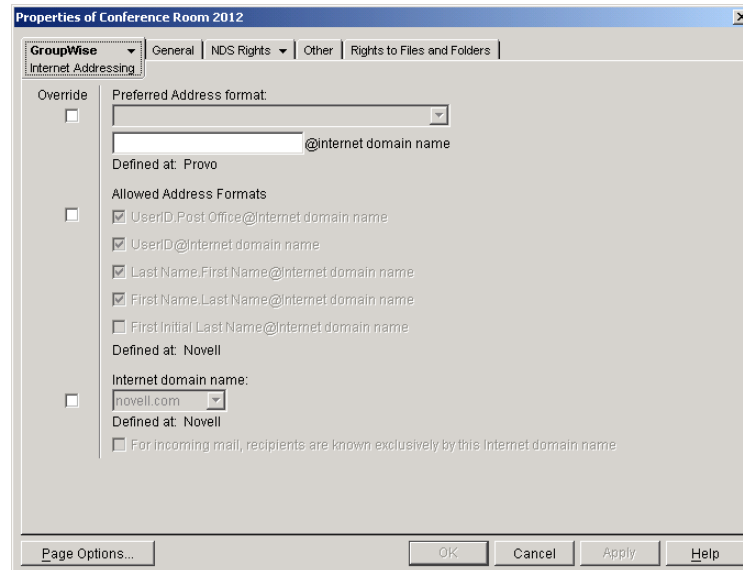
To ensure that resource addresses meet your needs, GroupWise enables you to determine the format and visibility of addresses, as well as create additional names for resources. The following sections provide details:

- ♦ [“Changing a Resource’s Internet Addressing Settings” on page 231](#)
- ♦ [“Changing a Resource’s Visibility in the Address Book” on page 232](#)
- ♦ [“Creating a Nickname for a Resource” on page 233](#)

## Changing a Resource's Internet Addressing Settings

By default, a resource inherits its Internet address settings (preferred Internet address format, allowed address formats, and Internet domain name) from its post office, domain, or GroupWise system. If necessary, you can override these settings.

- 1 In ConsoleOne, right-click the Resource object, then click Properties.
- 2 Click GroupWise, then click Internet Addressing to display the Internet Addressing page.



- 3 To override one of the settings, select the Override box, then change the setting.

**Preferred Address Format:** The preferred address format determines how the resource's address will be displayed in the GroupWise Address Book and in sent messages.

At the resource level, only three preferred address formats are available. The address formats that include first name, last name, and first initial do not apply to resource, so they are not available.

You can completely override the address format by explicitly defining the user portion of the address (*user@Internet domain name*). The user portion can include any RFC-compliant characters (no spaces, commas, and so forth).

**Allowed Address Formats:** The allowed address formats determine which address formats can be used to send messages to the resource.

Only the *UserID.Post Office@Internet domain name* and *UserID@Internet domain name* formats are valid for resources. The formats that include first name, last name, and first initial are not valid.

For example, using R1 as the resource ID, Research as the post office, and novell.com as the Internet domain, if you select the two valid formats, the resource would receive messages sent using either of the following addresses:

r1.research@novell.com  
r1@novell.com

**Internet Domain Name:** The Internet domain name, along with the preferred address format, is used when constructing the e-mail address that is displayed in the GroupWise Address Book and in the To field of sent messages.

Only the Internet domain names that have been defined are displayed in the list. Internet domain names must be defined at the system level (Tools menu > GroupWise System Operations > Internet Addressing). For more information, see [“Internet-Style Addressing” on page 87](#).

If you override the Internet domain name, the For Incoming Mail, Recipients are Known Exclusively by This Internet Domain Name becomes available. Enable this option if you only want the resource to be able to receive messages addressed with this Internet domain name. If you don't enable this option, the resource will receive messages addressed using any of the Internet domain names assigned to your GroupWise system.

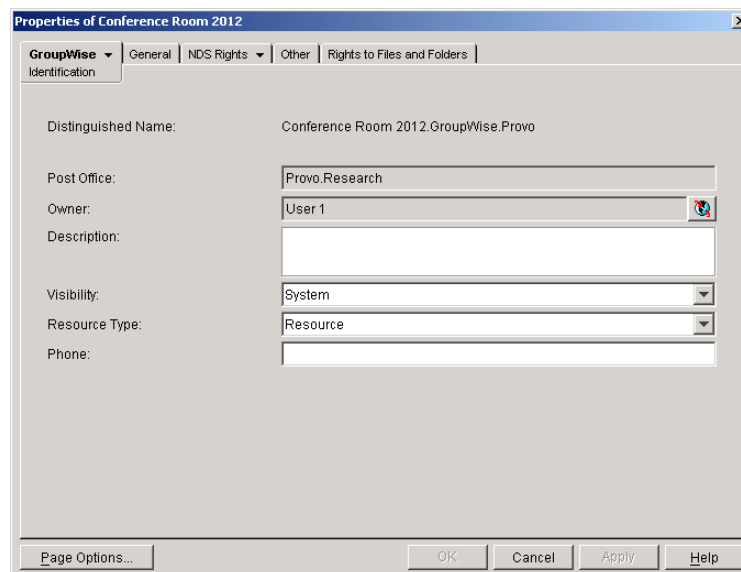
- 4 Click OK to save your changes.

## Changing a Resource's Visibility in the Address Book

A resource's visibility level determines which users see the resource in their Address Books. You can control the availability of a resource by displaying it in the Address Books of all users in your GroupWise system, in the Address Books of those users in the resource's domain only, in the Address Books of those users on the resource's post office only, or in no Address Books. Even if the resource is not displayed in their Address Books, users can schedule the resource if they know the resource's name.

To change a resource's visibility:

- 1 In ConsoleOne, right-click the Resource object, then click Properties.



The screenshot shows the 'Properties of Conference Room 2012' dialog box. The 'Identification' tab is active. The 'Distinguished Name' is 'Conference Room 2012.GroupWise.Provo'. The 'Post Office' is 'Provo.Research'. The 'Owner' is 'User 1'. The 'Visibility' dropdown menu is set to 'System'. The 'Resource Type' dropdown menu is set to 'Resource'. The 'Phone' field is empty. The dialog box has buttons for 'Page Options...', 'OK', 'Cancel', 'Apply', and 'Help'.

- 2 In the Visibility field, select the desired visibility level.

**System:** The resource will be displayed in the Address Books of all users in your GroupWise system.

**Domain:** The resource will be displayed in the Address Books of all users in the resource's domain.

**Post Office:** The resource will be displayed in the Address Books of all users on the resource's post office.

**None:** The resource will not be displayed in any Address Books. Users will need to know the resource's name to schedule it.

- 3 Click OK to save your changes.

## Creating a Nickname for a Resource

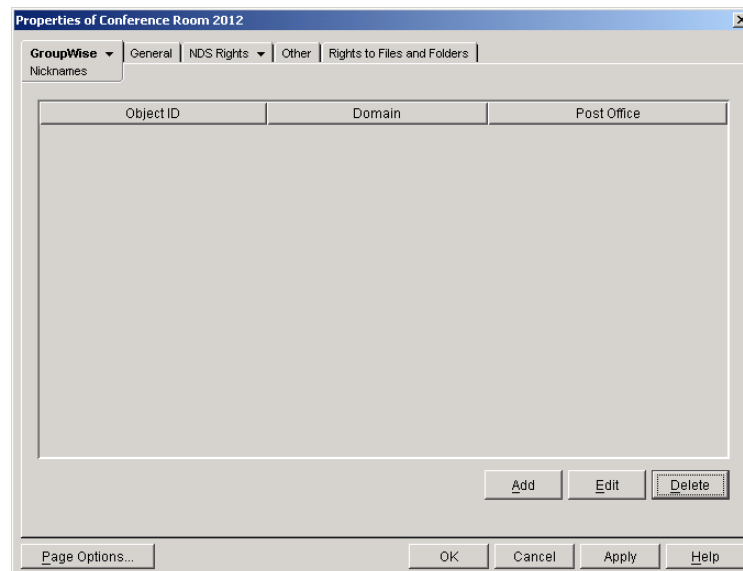
Each resource has a specific GroupWise address consisting of the resource's name, post office, and domain (*resource\_name.post\_office.domain*). You can assign one or more nicknames to a resource to give it an alternate address. Each part of the address (*resource\_name*, *post\_office*, and *domain*) can be different than the resource's actual address.

For example, you might want to create a nickname for a resource you have just moved (see [“Moving a Resource” on page 229](#)) or renamed (see [“Renaming a Resource” on page 230](#)). The nickname, which would be the resource's old address, would ensure that any appointments sent to the old address would be routed to the new address.

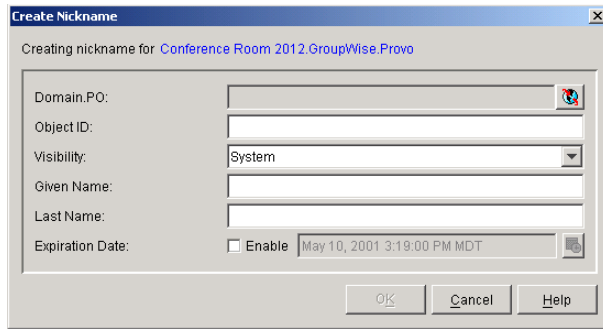
Nicknames are not displayed in the Address Book, which means users will need to know the nickname to use it. In addition, nicknames are not valid Internet addresses. For example, Internet users cannot schedule a resource by sending a message to *nickname@host*.

To create a nickname for a resource:

- 1 In ConsoleOne, right-click the Resource object, then click Properties.
- 2 Click GroupWise > Nicknames to display the Nicknames page.



- 3 Click Add to display the Create Nickname dialog box.



**4** Fill in the following fields:

**Domain.PO:** Select the post office to which you want to assign the nickname. This can be any post office in your GroupWise system; it does not need to be the resource's post office.

**Object ID:** Enter the name to use as the *resource\_name* portion of the nickname.

**Visibility:** Ignore this field. It is not used for nicknames.

**Given Name:** Ignore this field. It is not used for resource nicknames.

**Last Name:** Ignore this field. It is not used for resource nicknames.

**Expiration Date:** If you want the nickname to no longer work after a certain date, click Enable and then select the desired date.

**5** Click OK to add the nickname to the list.

**6** Click OK to save the changes to the Resource object.