

# XIV Client

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# 73

## Setting Up GroupWise Modes and Accounts

This section will familiarize you with GroupWise® modes and accounts, and help you set up users to use them.

- ◆ “GroupWise Modes” on page 965
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### GroupWise Modes

GroupWise provides three different ways to run the GroupWise client: Online mode, Caching mode, and Remote mode.

- ◆ “Online Mode” on page 965
- ◆ “Caching Mode” on page 965
- ◆ “Remote Mode” on page 967

**NOTE:** Remote mode is not available in the GroupWise Cross-Platform client.

Most GroupWise features are available in all three GroupWise modes, with a few exceptions. Subscribing to other users’ notifications is not available in Caching mode. Subscribing to other users’ notifications and Proxy are not available in Remote mode.

#### Online Mode

When users use Online mode, they are connected to their post office on the network. The user’s mailbox displays the messages and information stored in the network mailbox (also called the Online Mailbox). Online mode is connected to the network mailbox continuously. In Online mode, if the Post Office Agent shuts down or users lose their network connection, they will (temporarily) lose the connection to their mailboxes.

Users should use this mode if they do not have a lot of network traffic, or if they use several different workstations and do not want to download a local mailbox to each one.

#### Caching Mode

Caching mode stores a copy of a user’s network mailbox, including messages and other information, on the user’s local drive. This allows GroupWise to be used whether or not the network or Post Office Agent is available. Because the user is not connected to the network all the time, this mode cuts down on network traffic and has the best performance. A connection is made automatically to retrieve and send new messages. All updates are performed in the background so GroupWise work is not interrupted.

Users should use this mode if they have enough disk space on the local drive to store their mailboxes.

Several users can set up their Caching Mailboxes on a single shared computer.

If users run Caching Mode and Remote Mode on the same computer, the same local mailbox (also called the Caching Mailbox or Remote Mailbox) can be used to minimize disk space usage.

If disk space is limited, users can restrict the items that are downloaded to the local mailbox. They can specify to get the subject line only or specify a size limit.

If users back up their Caching Mailbox, they can protect items that might be deleted if the system is set up to automatically clean up items (or if the system administrator runs an Expire and Reduce).

To use Caching mode, the client installation must be a standard installation, not a workstation installation.

## Allowing or Forcing Use of Caching Mode

The system administrator can allow or disallow the use of Caching mode, and can also force users to log in to GroupWise in Caching mode.

If the system administrator forces Caching mode on Cross-Platform client users and then restricts Online mailbox size so that users have items in their Caching mailboxes that are no longer available online, the administrator needs to make sure users understand about doing backups. See [“Backing Up Your Mailbox”](#) in [“Managing Your Mailbox”](#) in the *GroupWise 6.5 Cross-Platform Client User Guide*.

- 1** In ConsoleOne<sup>®</sup>, click Tools > GroupWise Utilities > Client Options.
- 2** Click Environment > Client Access.
- 3** Select or deselect Allow Use of Caching Mode.
- 4** Select or deselect Force Use of Caching Mode.

Specify the number of days before Caching mode will be enforced. This allows the user to continue using Online mode until the grace period has passed. The grace period begins the first time the user connects to the POA. The setting applies per user per workstation.

The Force Caching Mode setting is not enforced on a workstation that does not have enough disk space for a Caching mailbox. The following amount of disk space is required: the size of the mailbox + 20 MB + 25% of the mailbox size.

The Force Caching Mode setting is also not enforced when a user connects from a shared Windows workstation or terminal server if you configure these workstations to be excluded. You do this by setting a registry key on the Windows workstation. The registry key is in HKEY\_LOCAL\_MACHINE. Under Software\\Novell\\GroupWise\\Client, add a dword value named No Local Store with a value of 1. This will prevent the user from creating a Caching or Remote mailbox by using the GroupWise Windows client menus. However, the user can still create a Caching or Remote mailbox by using the startup switches /pc, /pr, or /ps.

## Downloading the System Address Book

When users prime their Caching mailboxes, they receive a copy of the system address book. After the initial priming of the Caching mailbox, users can re-download the system address book and their personal address books in Caching mode by clicking View > Retrieve System Address Book or View > Retrieve Personal Address Book while in the Address Book. Address books will also be re-downloaded in Caching mode when users click Tools > Retrieve Entire Mailbox.

Users can also specify to download the system address book (and any rules they have created) on a regular basis. In Remote or Caching mode, click Accounts > Account Options. Right-click the GroupWise account, then click Properties > Advanced. Select Refresh Address Books and Rules Every \_\_ Days. By default this is set to 7 days, but can be changed.

If you configure the POA to generate the system address book regularly, Caching mode users will always have a current copy to download. In ConsoleOne, right-click the POA object, then click Properties > GroupWise > Maintenance. On the Maintenance page, make sure that Generate Address Book for Remote is selected. You can choose the time when you want the generation to take place.

If you want to generate the system address book for download more often than once a day, you can delete the existing **wprof50.db** file from the **\wpcout\ofs** subdirectory of each post office. A new downloadable system address book will be generated automatically for users on each post office.

## Remote Mode

Remote mode is familiar to GroupWise users on the road. Similar to Caching mode, a copy of the Online mailbox, or the portion of the mailbox that users specify, is stored on the local drive. Users can periodically retrieve and send messages with the type of connection they specify (modem, network, or TCP/IP). Users can restrict what is retrieved, such as only new messages or only message subject lines.

**NOTE:** Remote mode is not available in the GroupWise Cross-Platform client.

To use Remote mode, the Windows client installation must be a standard (full) installation, not a workstation installation.

As an administrator, you can allow or disallow the use of Remote mode for client users.

- 1** In ConsoleOne, click Tools > GroupWise Utilities > Client Options.
- 2** Click Environment > Client Access.
- 3** Select or deselect Allow Use of Remote Mode.

The following topics explain the capabilities users have when they are allowed to use Remote mode.

- ◆ [“Remote Password” on page 967](#)
- ◆ [“Async Gateway and X.25 Gateway” on page 968](#)
- ◆ [“Remote Performance” on page 968](#)
- ◆ [“Hit the Road” on page 968](#)
- ◆ [“Remote Properties” on page 968](#)
- ◆ [“Remote Mode Connections” on page 969](#)

## Remote Password

To use Remote mode, users must have a password set in Online mode. When they run in Remote mode for the first time, they can specify to use the same password in Remote mode or choose a new one.

## Async Gateway and X.25 Gateway

For GroupWise to use a modem connection, the GroupWise Async Gateway or X.25 Gateway must be installed and configured in your GroupWise system. The gateway provides the means by which the client communicates with the GroupWise system.

## Remote Performance

The system administrator can configure the MTA so that it re-directs Remote mode requests to other MTAs and POAs. The GroupWise client can establish a client/server connection to an MTA across the Internet. For more information, see [“Enabling Live Remote” on page 589](#).

## Hit the Road

Users can use Hit the Road on the Tools menu (or switch from Online mode to Remote mode) to create, set up, or update the Remote mailbox. A copy of the mailbox is created on the user’s local drive and any current connections are detected and set up. If users have already used Caching mode, the local mailbox has already been created. Users can also use Hit the Road to create setup files on a diskette to set up their Remote mailbox on a computer that’s not connected to the network. Several users can set up their Remote mailboxes on a single shared computer.

Hit the Road creates a network connection for the method (direct connection or TCP/IP) GroupWise uses to access the user’s post office. GroupWise can then use this connection, when running in Remote mode, to connect to the GroupWise system. For example, a network connection lets users of docked laptops run GroupWise in Remote mode and connect to the GroupWise system through the network connection rather than a modem connection.

Hit the Road also creates modem connections for Remote Profiles in the Async Gateway or X.25 Gateway. Remote Profiles let GroupWise connect to the GroupWise system.

To use Hit the Road:

- 1 In the GroupWise client, click Tools > Hit the Road.
- 2 Follow the prompts to create the Remote mailbox on the computer or on a diskette.

### Installing the Remote Mailbox from Diskette

If Hit the Road created the user’s Remote mailbox on diskette, the user needs to install the Remote mailbox on the computer that will be running in Remote mode.

- 1 Insert the diskette containing the Remote mailbox into the computer’s disk drive.
- 2 From the Windows Taskbar, click Start > Run.
- 3 Type `a:\setup`, then click OK.

Follow the prompts. The setup program creates a Remote mailbox and copies the required files to the computer’s hard drive.

## Remote Properties

Users can change the way Remote mode is set up, including the connection, time zone, signature, and so forth, in Account Options on the Accounts menu. Remote is listed as an account.

By default, if an item is deleted from the Remote mailbox, the item will be deleted from the Online mailbox the next time a connection is made. Deletion options in Remote Properties can be changed so that an item deleted from the Remote mailbox will stay in the Online mailbox or vice versa.

## Remote Mode Connections

- ◆ “Setting Up a Modem Connection” on page 969
- ◆ “Setting Up a Network Connection” on page 970
- ◆ “Setting Up a TCP/IP Connection” on page 971

### Setting Up a Modem Connection

If you are going to connect with a modem, you must create at least one modem connection. A modem connection provides GroupWise with the information it needs to connect to the GroupWise system through the GroupWise Async Gateway or GroupWise X.25 Gateway.

To set up a modem connection:

- 1** In the client, log in or change to Remote mode.
- 2** Click Accounts > Send/Retrieve > GroupWise Options.
- 3** Click Configure > Connect To > New.
- 4** Make sure Modem is selected, then click OK.
- 5** Type a descriptive name for the modem connection in the Connection Name box.
- 6** Click the country code, then type the area code and phone number for the gateway to the master GroupWise system.  
  
You can use a comma (,) to signal a one-second pause in dialing such as 9, (800) 555-5555. The 9 accesses an outside line and the comma causes a one-second pause to wait for the dial tone before dialing the number. If you enter dashes, spaces, and parentheses, they are ignored.
- 7** Type the login ID for the gateway.
- 8** Click Password, type the gateway password, then click OK.
- 9** Retype the password, then click OK.
- 10** Click the Advanced tab.
- 11** If your modem requires a script, specify the path to the script in the Modem Script box, click Edit Script, then specify the necessary When Given and Respond With commands.  
  
To save the script without changing its filename, click Save > Close.  
  
or  
  
To save the script with a new filename, click Save As, type a name, then click Close.
- 12** Click a disconnect method.

Method	Description
When All Updates Are Received	Disconnects after requests are sent and after all responses to the requests are received (or disconnects automatically when the time allowed by the gateway has expired).
Do Not Wait for Responses	Disconnects immediately after requests are sent and pending responses are received. Pending responses are responses to other requests that are waiting to be downloaded to you.
Manually	Lets you manually control when to disconnect (or disconnects automatically when the time allowed by the gateway has expired).

- 13** Click Attempts, then specify the number of times to redial if the line is busy.
- 14** Click Retry Interval, then specify the time interval between each redial attempt.
- 15** Click OK.
- 16** Select the connection you want, then click Select.
- 17** Select the location you are connecting from in the Connecting From box. If none are listed, use the Default Location option.  
  
If you need to create a new location, click the Connect From button. This is useful for laptop users who are calling into the GroupWise system from different geographic locations.
- 18** Select the modem to use for dialing up the gateway in the Connect Using box. If you have not yet defined your modem, click Modem to add a modem to your system.
- 19** Click OK, then click Close.

### Setting Up a Network Connection

While running in Remote mode, GroupWise can connect to the user's Online mailbox using a network connection. A network connection is useful for laptop users connecting to the network through a docking station, or for remote users connecting through a modem using remote node software.

To create a network connection:

- 1** In the client, log in or change to Remote mode.
- 2** Click Accounts > Send/Retrieve > GroupWise Options.
- 3** Click Network > OK.
- 4** Type a descriptive name for the network connection in the Connection Name box.
- 5** Type the path to any post office directory in the master GroupWise system.

Users can connect to their own post offices or to any post office in the master GroupWise system to access their Online mailboxes.

- 6** Click a disconnect method.

Method	Description
When All Updates Are Received	Disconnects after requests are sent and after all responses to the requests are received (or disconnects automatically when the time allowed by the gateway has expired).
Do Not Wait for Responses	Disconnects immediately after requests are sent and pending responses are received. Pending responses are responses to other requests that are waiting to be downloaded to you.
Manually	Lets you manually control when to disconnect (or disconnects automatically when the time allowed by the gateway has expired).

- 7** Click OK.
- 8** Select the connection you want, then click Select.



- 9 Select the location you are connecting from in the Connecting From box. If none are listed, use the Default Location option.

If you need to create a new location, click the Connect From button. This is useful for laptop users who are calling into the GroupWise system from different geographic locations.

- 10 Click OK > Close.

### Setting Up a TCP/IP Connection

A TCP/IP connection enables GroupWise, while running in Remote mode, to connect to the GroupWise system through a network connection using TCP/IP rather than a modem connection. A TCP/IP connection can be made through a network connection, such as a laptop connecting to the network through its docking station, or through a modem using remote node software.

To create a TCP/IP connection:

- 1 In the client, log in or change to Remote mode.
- 2 Click Accounts > Account Options, then double-click the Remote account.
- 3 Click Connection > Connect To > New > TCP/IP > OK.
- 4 Type a descriptive name for the TCP/IP connection.
- 5 Type the IP address or the DNS name.
- 6 Type the IP port for this address.
- 7 Click a disconnect method.

Method	Description
When All Updates Are Received	Disconnects after requests are sent and after all responses to the requests are received (or disconnects automatically when the time allowed by the gateway has expired).
Do Not Wait for Responses	Disconnects immediately after requests are sent and pending responses are received. Pending responses are responses to other requests that are waiting to be downloaded to you.
Manually	Lets you manually control when to disconnect (or disconnects automatically when the time allowed by the gateway has expired).

- 8 Click OK.
- 9 Select the connection you want, then click Select.
- 10 Select the location you are connecting from in the Connecting From box. If none are listed, use the Default Location option.

If you need to create a new location, click the Connect From button. This is useful for laptop users who are calling into the GroupWise system from different geographic locations.

- 11 Click OK > Close.

# Accounts

- ◆ [“Accounts Menu” on page 972](#)
- ◆ [“Enabling POP3, IMAP4, and NNTP Account Access in Online Mode” on page 972](#)

## Accounts Menu

In addition to the Remote account, users can access and configure POP3 and IMAP4 Internet e-mail accounts and NNTP News accounts from the Accounts menu. While the user is in Remote and Caching mode, POP3, IMAP4, and NNTP accounts are accessed without needing to connect to the GroupWise system. If the system administrator enables it, users can also access and configure their POP3, IMAP4, and NNTP accounts from the Accounts menu while in Online mode.

**NOTE:** The Accounts menu is not available in the GroupWise Cross-Platform client.

## Enabling POP3, IMAP4, and NNTP Account Access in Online Mode

By default, POP3, IMAP4, and NNTP accounts can be added, configured, and accessed by users in Remote and Caching mode only. Account items and information are not accessible in Online mode, nor can items and information be uploaded to the Online mailbox until the system administrator enables it.

To enable POP3, IMAP4, and NNTP account access in client users' Online mode for an entire post office:

- 1** Make sure GroupWise 6.x agents have been installed. For more information, see [“Message Transfer Agent” on page 555](#).
- 2** Make sure Internet Addressing is enabled. For more information, see [“Internet Addressing” on page 61](#).
- 3** In ConsoleOne, select the post office object.
- 4** Click Tools > GroupWise Utilities > Client Options.
- 5** Click Environment > General.
- 6** Select Allow Use of POP and IMAP Accounts in the Online Mailbox.
- 7** Select Allow Use of News (NNTP) Accounts in the Online Mailbox.
- 8** Click OK.

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## Setting Defaults for the GroupWise Client Options

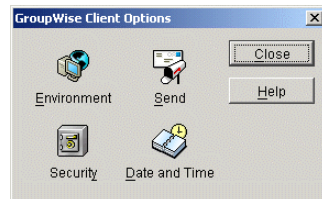
The GroupWise® client includes options (preferences) that can be set by individual users. As a GroupWise administrator, you can determine the default settings for the options. If you don't want users to change the default settings you've established, you can lock the settings.

- ◆ [“Client Options Summary” on page 973](#)
- ◆ [“Setting Client Options” on page 976](#)
- ◆ [“Resetting Client Options to Default Settings” on page 1002](#)

### Client Options Summary

Default settings can be established at the user level, the post office level, or the domain level. User settings override post office settings, and post office settings override domain settings.

- 1 In ConsoleOne®, select a Domain, Post Office, or User object, then click Tools > GroupWise Utilities > Client Options.



The client options table in this section summarizes all client options and provides links to descriptions of the options. For more detailed instructions, see [“Setting Client Options” on page 976](#).

- ◆ [Environment](#)
- ◆ [Send](#)
- ◆ [Security](#)
- ◆ [Date and Time](#)

**NOTE:** The Cross-Platform client does not recognize all of the client options that can be set in ConsoleOne. Client options that the Cross-Platform client does recognize are marked with an asterisk (\*) in the table.

Client Options Type	Client Options Tab	Client Options
<b>Environment</b> Click Tools > GroupWise Utilities > Client Options > Environment	General	<b>Refresh Interval</b> <b>Allow Shared Folder Creation</b> <b>Allow Shared Address Book Creation</b> <b>Check Spelling Before Send</b> <b>Junk Mail Handling</b> <ul style="list-style-type: none"> <li>Enable Junk Mail Handling               <ul style="list-style-type: none"> <li>Enable Junk Mail Using Junk Mail Lists</li> <li>Enable Junk Mail Using Personal Address Books</li> <li>Auto-Delete After __ Days</li> <li>Enable Blocked Mail Using Block Mail Lists</li> </ul> </li> </ul> <b>Allow Use of POP and IMAP Accounts in the Online Mailbox</b> <b>Allow Use of News (NNTP) Accounts in the Online Mailbox</b>
	Client Access	<b>Client Licensing</b> <ul style="list-style-type: none"> <li>Full License Mailboxes</li> <li>Limited License Mailboxes</li> </ul> <b>Client Login Mode</b> <ul style="list-style-type: none"> <li>Allow Use of Remote Mode</li> <li>Allow Use of Caching Mode               <ul style="list-style-type: none"> <li>Force Caching Mode after __ Days</li> </ul> </li> <li>Show Login Mode Drop-Down List on Client Toolbar</li> </ul>
	Views	<b>View Options</b> <ul style="list-style-type: none"> <li>Read Next After Accept, Decline, or Delete</li> <li>Open New View after Send</li> </ul> <b>Disable HTML View</b>
	File Location	<b>Archive Directory</b> <b>Custom Views</b>
	Cleanup	<b>Mail and Phone</b> <ul style="list-style-type: none"> <li>Manual Delete and Archive</li> <li>Auto-Delete After</li> <li>Auto-Archive After</li> </ul> <b>Appointment, Task, and Note</b> <ul style="list-style-type: none"> <li>Manual Delete and Archive</li> <li>Auto-Delete After</li> <li>Auto-Archive After</li> </ul> <b>Empty Trash</b> <ul style="list-style-type: none"> <li>Manual</li> <li>Automatic After</li> <li>Allow Purge of Items Not Backed Up               <ul style="list-style-type: none"> <li>Prompt before Purging</li> </ul> </li> </ul>
	Threshold	<b>Operations</b>
	Retention	<b>Retention</b>

Client Options Type	Client Options Tab	Client Options
<b>Send</b> Click Tools > GroupWise Utilities > Client Options > Send	Send Options	<b>Classification*</b> Normal, Proprietary, Confidential, Secret, Top Secret, For Your Eyes Only <b>Priority*</b> High, Standard, Low <b>Reply Requested*</b> When Convenient, Within __ Days <b>Allow Use of Reply to All in Rules</b> <b>Allow Use of Internet Mail Tracking</b> <b>Expiration Date</b> <b>Delay Delivery</b> <b>Wildcard Addressing</b> <b>Notify Recipients</b> <b>Convert Attachments</b> <b>Allow Reply Rules to Loop</b>
	Mail	<b>Create a Sent Item to Track Information</b> Delivered, Delivered and Opened, All Information, Auto-Delete Sent Item <b>Return Notification*</b> When Opened/Deleted None, Mail Receipt, Notify, Notify and Mail
	Appointment	<b>Create a Sent Item to Track Information</b> Delivered, Delivered and Opened, All Information, Auto-Delete Sent Item <b>Return Notification*</b> When Opened/Accepted/Deleted None, Mail Receipt, Notify, Notify and Mail
	Task	<b>Create a Sent Item to Track Information</b> Delivered, Delivered and Opened, All Information, Auto-Delete Sent Item <b>Return Notification*</b> When Opened/Accepted/Completed/Deleted None, Mail Receipt, Notify, Notify and Mail
	Note	<b>Create a Sent Item to Track Information</b> Delivered, Delivered and Opened, All Information, Auto-Delete Sent Item <b>Return Notification*</b> When Opened/Deleted None, Mail Receipt, Notify, Notify and Mail
	Security	<b>Conceal Subject</b> <b>Require Password to Complete Routed Item</b> <b>Secure Items Options</b> Do Not Allow Use of S/MIME* URL for Certificate Download Sign Digitally* Encrypt for Recipients Encryption Key Size
	Disk Space Management	<b>User Limits</b> Mailbox Size Limit Threshold for Warning Users Maximum Send Message Size

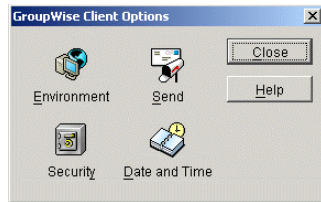
Client Options Type	Client Options Tab	Client Options
<b>Security</b> Click Tools > GroupWise Utilities > Client Options > Security	Password	<a href="#">Enter New Password*</a> <a href="#">Clear User Password*</a> <a href="#">Allow Password Caching</a> <a href="#">Allow eDirectory Authentication Instead of Password</a> <a href="#">Enable eDirectory Single Sign-On</a>
	Macros	<a href="#">View Macro Security</a> Always Play Received Macros Never Play Received Macros Always Prompt Before Playing a Macro
	Notify	<a href="#">Check for Mail Every</a>
<b>Date and Time</b> Click Tools > GroupWise Utilities > Client Options > Date and Time	Calendar	<a href="#">Month Display Option</a> First of Week Highlight Day Show Week Number <a href="#">Appointment Options</a> Include Myself on New Appointments Display Appointment Length As Duration, End Date and Time Default Length <a href="#">Alarm Options</a> Set Alarm When Accepted Default Alarm Time <a href="#">Work Schedule</a> Start/End Time Work Days
	Busy Search	<a href="#">Appointment Length</a> <a href="#">Range and Time to Search</a> <a href="#">Days to Search</a>

## Setting Client Options

Default settings can be established at the user level, the post office level, or the domain level. User settings override post office settings, and post office settings override domain settings. However, if you set a lock on an option at a higher level, the higher level then overrides the setting for the lower level.

To modify the default settings for the GroupWise client:

- 1 In ConsoleOne, click a Domain object if you want to modify the settings for all users in the domain.  
or  
Click a Post Office object if you want to modify the settings for all users in the post office.  
or  
Click a User object or GroupWise External Entity object if you want to modify settings for the individual user. To change the same settings for multiple users, select multiple objects.
- 2 With the appropriate GroupWise object selected, click the Tools menu > click GroupWise Utilities > click Client Options to display the GroupWise Client Options dialog box.



- 3 To set the Environment options, click Environment > continue with [“Modifying Environment Options” on page 977](#).

or

To set the Send options, click Send > skip to [“Modifying Send Options” on page 987](#).

or

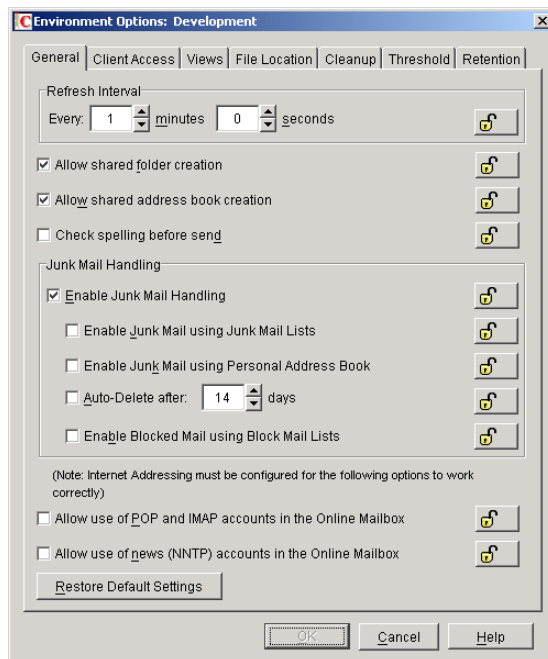
To set the Security options, click Security > skip to [“Modifying Security Options” on page 996](#).

or

To set the Date and Time options, click Date and Time > skip to [“Modifying Date and Time Options” on page 999](#).

## Modifying Environment Options

- 1 If the Environment Options dialog box is not displayed, follow the instructions in [“Setting Defaults for the GroupWise Client Options” on page 973](#) to display the dialog box.



- 2 Click the tab that contains the options you want to change. Refer to the following sections for information about options:

[“Environment Options: General” on page 978](#)

[“Environment Options: Client Access” on page 980](#)

[“Environment Options: Views” on page 982](#)

“Environment Options: File Locations” on page 982

“Environment Options: Cleanup” on page 983

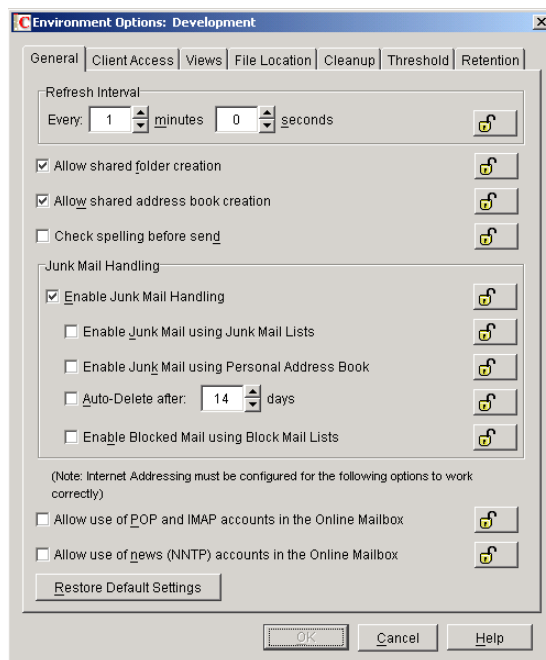
“Environment Options: Threshold” on page 985

**NOTE:** The Environment options are not currently recognized by the Cross-Platform client.

- 3** If you want to prevent users from changing an option’s setting, click the lock button next to it. After you click it, the lock button indicates whether the setting is locked at the domain level, the post office level, or the user level.
- 4** If you want to return all the options on a tab to their default settings, click Restore Default Settings.
- 5** When finished, click OK to save your changes.

## Environment Options: General

The General options determine such settings as the refresh interval for new messages, whether users can create shared folders and address books, and which types of accounts can be used while in Online mode.



### Refresh Interval

This option determine how often the GroupWise client lists will be updated to reflect new message status. The default is 1 minute.

### Allow Shared Folder Creation

Select this option to enable users to share folders with other users. By default, this option is enabled.



## Allow Shared Address Book Creation

Select this option to enable users to share address books with other users. By default, this option is enabled.

## Check Spelling Before Send

Select this option to have the message text of each item automatically spell checked before the item is sent. By default, this option is disabled.

## Junk Mail Handling

Choose from the following settings to determine what Junk Mail Handling options are available to client users.

- ◆ **Enable Junk Mail Handling:** Select this option to make the Junk Mail Handling feature available for a user. This setting affects both the client and the POA. Junk Mail Handling allows users to block or "junk" unwanted Internet e-mail. When this setting is enabled, the client will display Junk Mail Handling menus and dialog boxes, and the POA will perform Junk Mail Handling if the block and junk lists are also enabled.

When this setting is disabled, the client will not display any Junk Mail Handling menus or dialog boxes, and the POA will not perform any Junk Mail Handling for the user.

- ◆ **Enable Junk Mail Using Junk Mail Lists:** Select this option to make junking available to users. A user can junk e-mail from an Internet e-mail address or Internet domain, when the e-mail addresses and Internet domains are listed in the user's Junk List. (Initially, there are no entries in a user's junk list.) Junked items are delivered to the Junk Mail folder in the user's Mailbox.

When this setting is enabled or disabled and not locked, the user's initial setting to use the Junk List will be enabled or disabled. Users can change the setting. When enabled and locked, a user's Enable Junk List setting is enabled and cannot be disabled. When disabled and locked, the Junk List will be unavailable to the user. Client menu options and dialogs involving the Junk List will not be displayed.

- ◆ **Enable Junk Mail Using Personal Address Book:** Select this option to allow users' personal address books to function like Junk Lists. All items from e-mail addresses not in users' Frequent Contacts address book and other personal address books will be delivered to the Junk Mail folder in the user's Mailbox.

When this setting is enabled or disabled and not locked, the user's initial setting to use personal address books will be enabled or disabled. Users can change the setting. When enabled and locked, a user's Enable Junk Mail Using Personal Address Books setting is enabled and cannot be disabled. When disabled and locked, the personal address books option will be unavailable to the user. Client menu options and dialog boxes involving personal address books will not be displayed.

- ◆ **Auto-Delete After \_\_ Days:** Select this option to automatically delete items from the Junk Mail folder. Specify the number of days after which items should be deleted.
- ◆ **Enable Blocked Mail Using Block Mail Lists:** Select this option to make blocking available to users. A user can block e-mail from an Internet e-mail address or Internet domain, when blocked e-mail addresses and Internet domains are listed in the user's Block List. (Initially, there are no entries in a user's Block List.) Blocked items are blocked when the POA processes delivery to the user's mailbox, and the items are never delivered to the user's mailbox. When the POA log uses Verbose mode, the log will display information about blocked items.

When this setting is enabled or disabled and not locked, the user's initial setting to use the Block List will be enabled or disabled. Users can change the setting. When enabled and locked, a user's Block List setting is enabled and cannot be disabled. When disabled and locked, blocking will be unavailable to the user. Client menu options and dialog boxes involving the Block List will not be displayed.

### Allow Use of POP and IMAP Accounts in the Online Mailbox

Select this option to enable users to access POP and IMAP accounts while using the GroupWise client in Online mode.

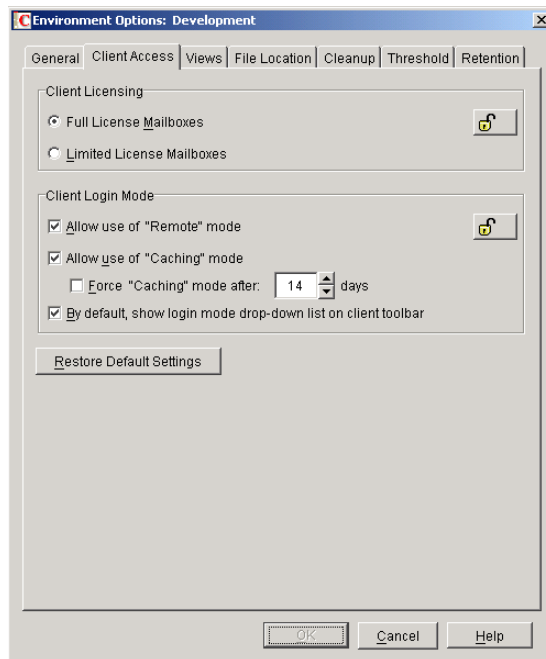
By default, this option is disabled. If you enable this option, an Accounts menu is added to the GroupWise client, allowing users to add POP and IMAP accounts to GroupWise, set account properties, and send and retrieve items from their POP and IMAP accounts. In addition, users are allowed to upload POP and IMAP items from the Remote mailbox to the Online mailbox.

### Allow Use of News (NNTP) Accounts in the Online Mailbox:

Select this option to enable users to set up newsgroup (NNTP) accounts while using the GroupWise client in Online mode.

## Environment Options: Client Access

The Client Access options allow you to apply a license type (full or limited) to users' mailboxes and enable/disable the Remote and Caching modes in the GroupWise client for Windows.



### Client Licensing

GroupWise offers two types of mailbox licenses: full client mailbox licenses and limited client mailbox licenses.

A full client mailbox license has no mailbox access restrictions; the mailbox can be accessed by any GroupWise client (Windows or WebAccess) as well as any third-party plug-in or POP/IMAP client.

A limited client mailbox license restricts mailbox access to the following:

- ◆ The GroupWise WebAccess client (including wireless devices)
- ◆ A GroupWise client (Windows or WebAccess) via the Proxy feature
- ◆ A GroupWise client (Windows or WebAccess) via the Busy Search feature
- ◆ A POP or IMAP client

Note that a limited client license mailbox does not allow access through the GroupWise client for Windows (other than via Proxy or Busy Search).

You can use this option to specify the type of client license that you want applied to users' mailboxes. This enables you to support the type of GroupWise mailbox licenses you've purchased. For example, if you've only purchased limited client license mailboxes for users on a specific post office, you can mark all mailboxes on that post office as being limited client license mailboxes.

For information about generating an audit report that shows the type of license applied to each mailbox in a post office, see [“Auditing Mailbox License Usage in the Post Office” on page 180](#).

### Client Login Mode

Choose from the following settings to determine which login modes are available to GroupWise users when using the GroupWise client for Windows. These settings apply only if you selected Full License Mailboxes for the client licensing.

- ◆ **Allow Use of Remote Mode:** Select this option to enable users to log in with GroupWise in Remote mode. With Remote mode, the GroupWise client uses a Remote mailbox on the user's local drive. The user must initiate a connection (modem, direct, or TCP/IP) to send or retrieve items from the GroupWise system. For more information about Remote mode, see [“Remote Mode” on page 967](#). By default, this option is enabled.

**NOTE:** Remote Mode is not available in the Cross-Platform client.

- ◆ **Allow Use of Caching Mode:** Select this option to enable users to log in with GroupWise in Caching mode. With Caching mode, the GroupWise client uses a Caching mailbox on the user's local drive (this can be the same mailbox as the Remote mailbox). The GroupWise client periodically initiates a connection with the GroupWise system to send and receive items. For more information about Caching mode, see [“Caching Mode” on page 965](#). By default, this option is enabled.

Select the Force Caching Mode option (available only if the Allow Use of Caching Mode option is enabled) to force users to run in Caching mode. By default, this option is disabled. Specify the number of days before Caching mode will be enforced. This allows the user to continue using Online mode until the grace period has passed. The grace period begins the first time the user connects to the POA. The setting applies per user per workstation.

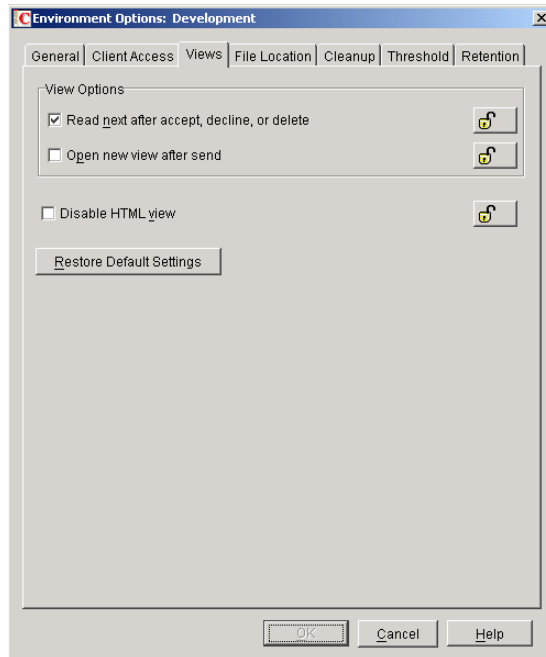
The Force Caching Mode setting is not enforced on a workstation that does not have enough disk space for a Caching mailbox. The following amount of disk space is required: the size of the mailbox + 20 MB + 25% of the mailbox size.

The Force Caching Mode setting is also not enforced when a user connects from a shared Windows workstation or terminal server if you configure these workstations to be excluded. You do this by setting a registry key on the Windows workstation. The registry key is in HKEY\_LOCAL\_MACHINE. Under Software\\Novell\\GroupWise\\Client, add a dword value named No Local Store with a value of 1. This will prevent the user from creating a Caching or Remote mailbox by using the GroupWise Windows client menus. However, the user can still create a Caching or Remote mailbox by using the startup switches /pc, /pr, or /ps.

- ◆ **By Default, Show Login Mode Drop-Down List on Client Toolbar:** Select this option to have the Login Mode drop-down list displayed on the client's toolbar. This enables users to change the mode themselves and is only necessary if you allow multiple modes to be used. By default, this option is enabled.

## Environment Options: Views

The Views Environment options determine when items open, and whether or not users can read and compose messages in HTML.



### View Options

Choose from the following settings to determine what occurs when the user performs an action that closes the current view.

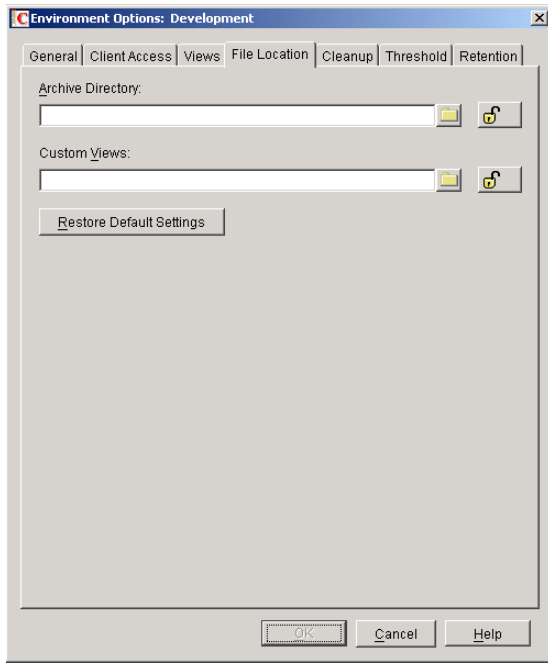
- ◆ **Read Next after Accept, Decline, or Delete:** Select this option to have the next available received item automatically open after the user accepts, declines, or deletes an appointment, task, or note. By default, this option is enabled.
- ◆ **Open New View after Send:** Select this option to have a new send view open after a user sends a message. By default, this option is disabled.

### Disable HTML View

Turns off the ability to view or compose messages in HTML View.

## Environment Options: File Locations

The File Locations options determine the locations of users' archive directories and the custom views directory.



### **Archive Directory**

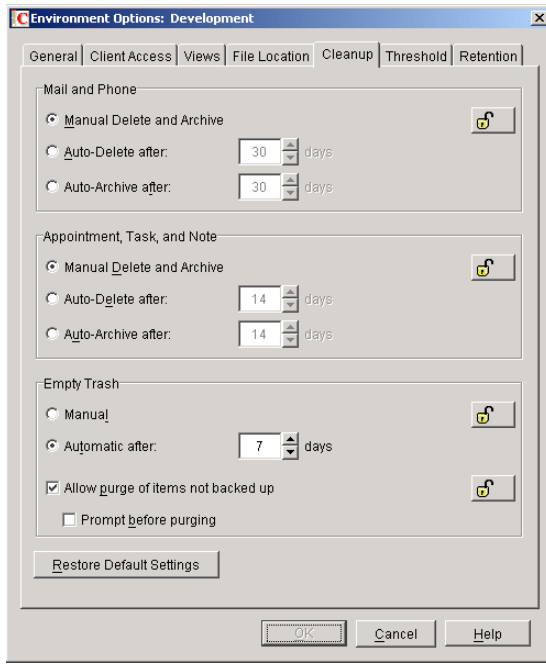
Select the directory to be used for archiving items. Each user must have his or her own archive directory, so this can be a local directory (for example, `c:\novell\groupwise`) or a personal user directory on a network server. If you select a local drive, make sure users have the directories created. If you select a network drive, make sure users have the necessary rights to access the directories.

### **Custom Views**

This option applies only if you are using custom views. Select the directory where the views are located. The GroupWise product does not include the capability to design custom views, but third-party products make use of this feature to support their specialized capabilities.

### **Environment Options: Cleanup**

The Cleanup options determine the delete and archive settings for GroupWise items (mail messages, phone messages, appointments, tasks, and notes).



## Mail and Phone

Choose from the following settings to determine how mail and phone messages are deleted and archived:

- ◆ **Manual Delete and Archive:** Select this option to have mail and phone messages deleted or archived only when users manually do it. This is the default setting.
- ◆ **Auto-Delete After:** Select this option to have GroupWise automatically delete mail and phone messages that are older than the specified number of days. If you use this option, you should notify users so they know they must archive items they want to save.
- ◆ **Auto-Archive After:** Select this option to have GroupWise archive mail and phone messages that are older than the specified number of days. Users must have an archive directory specified in order for items to be archived. See [“Environment Options: File Locations” on page 982](#) for information about setting a default archive directory location.

## Appointment, Task, and Note

Choose from the following settings to determine how appointments, tasks, and notes are deleted or archived:

- ◆ **Manual Delete and Archive:** Select this option to have appointments, tasks, and notes deleted or archived only when users manually do it. This is the default setting.
- ◆ **Auto-Delete After:** Select this option to have GroupWise automatically delete appointments, tasks, or notes that are older than the specified number of days. If you use this option, you should notify users so they know they must archive items they want to save.
- ◆ **Auto-Archive After:** Select this option to have GroupWise automatically archive appointments, tasks, and notes older than the specified number of days. Users must have an archive directory specified in order for items to be archived. See [“Environment Options: File Locations” on page 982](#) for information about setting a default archive directory location.

## Empty Trash

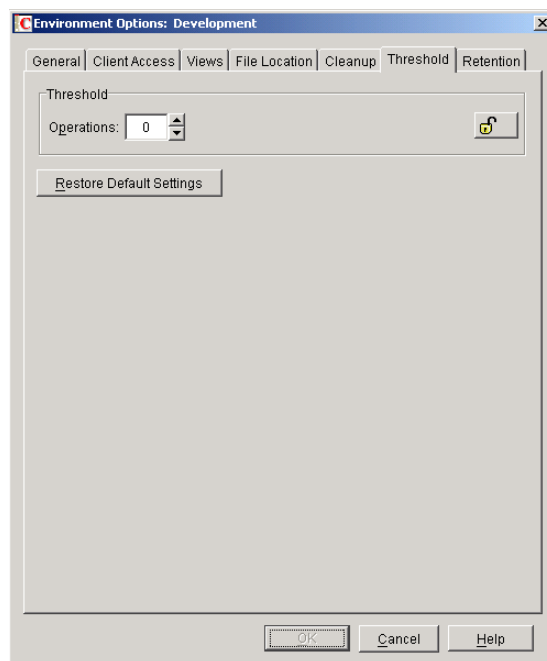
Deleted items are moved to the Trash folder. They can be retrieved from the Trash until it is emptied. Items in the Trash still take up disk space. Select from the following settings to determine how the Trash folder is emptied:

- ◆ **Manual:** Select this option to require the user to manually empty the Trash. This is the default setting.
- ◆ **Automatic:** Select this option to have GroupWise automatically empty items from the trash after they have been in it for the specified number of days.
- ◆ **Allow Purge of Items Not Backed Up:** Select this option to enable items that have not been backed up to be removed from the trash. This option is enabled by default.

Select the Prompt Before Purging option (available only if Allow Purge of Items Not Backed Up is enabled) to prompt the user to confirm the purging of any files that have not been backed up.

## Environment Options: Threshold

The Threshold option lets you determine how much work the GroupWise client performs versus how much work it offloads to the Post Office Agent (POA).



## Operations

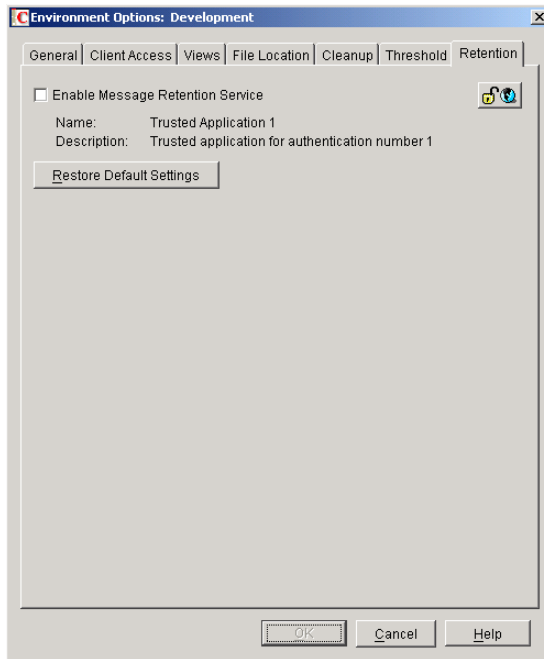
Set the number of operations for the GroupWise client to perform before offloading message delivery to the POA. The default is 0, which means that all message delivery will be offloaded to the POA.

The Threshold can be set only by the administrator and cannot be changed by users.

## Environment Options: Retention

The Retention tab is displayed only if the Provides Message Retention Service setting is turned on for a trusted application. For information, see [“Trusted Applications” on page 62](#).

Message retention is configurable by administrators only, not by GroupWise users. The Retention options do not display in the GroupWise client.



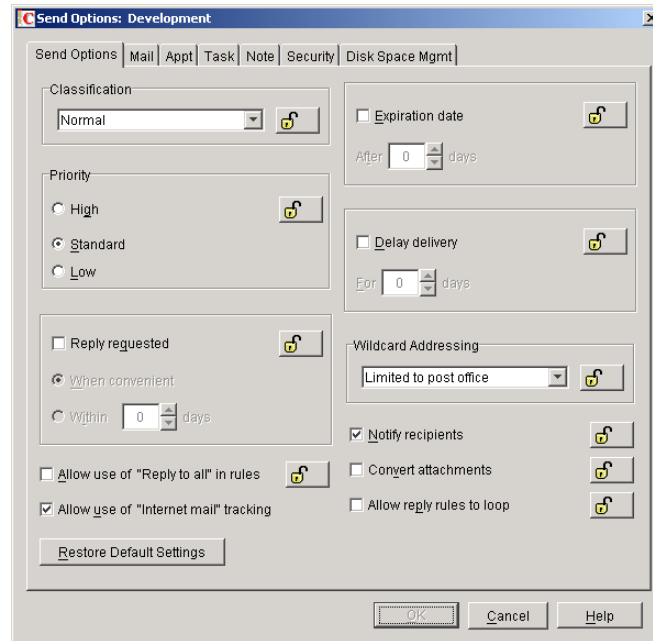
### Enable Message Retention Service

Select this option to enable the Message Retention Service. If you are setting client options for a domain, all user mailboxes in the domain will support message retention. Likewise, if you are setting options for a post office, all users in the post office will support message retention. Once a user's mailbox is enabled for message retention, the user can not perform any action (purging, archiving, etc.) that removes messages from the mailbox until the messages have been copied to another storage location by a trusted application that has been designed to provide the Message Retention Service.



## Modifying Send Options

- 1 If the Send Options dialog box is not displayed, follow the instructions in [“Setting Defaults for the GroupWise Client Options” on page 973](#) to display the dialog box.



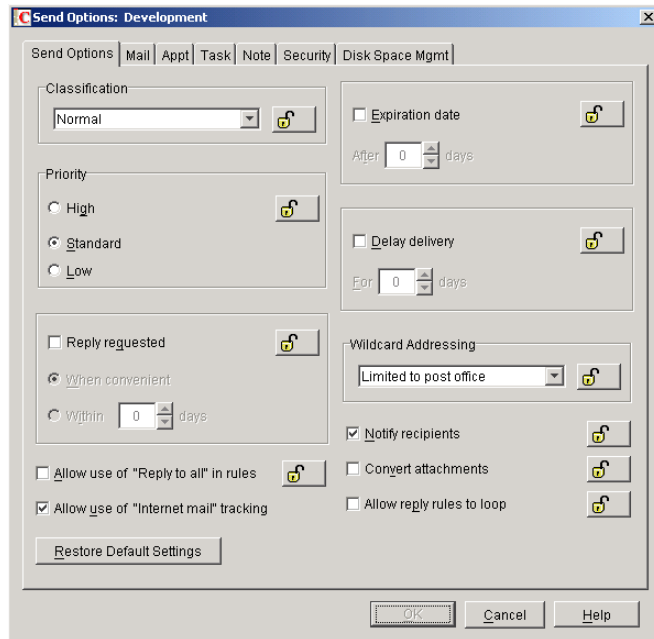
- 2 Click the tab that contains the options you want to change. Refer to the following sections for information about options:
  - “Send Options: Send Options” on page 987
  - “Send Options: Mail” on page 990
  - “Send Options: Appointment” on page 991
  - “Send Options: Task” on page 992
  - “Send Options: Task” on page 992
  - “Send Options: Note” on page 993
  - “Send Options: Security” on page 994
  - “Send Options: Disk Space Management” on page 995

**NOTE:** To determine which Send options are recognized by the Cross-Platform client, refer to the [client options table](#) in [“Client Options Summary” on page 973](#).

- 3 If you want to prevent users from changing an option’s setting, click the lock button next to it. After you click it, the lock button indicates whether the setting is locked at the domain level, the post office level, or the user level.
- 4 If you want to return all the options on a tab to their default settings, click Restore Default Settings.
- 5 When finished, click OK to save your changes.

### Send Options: Send Options

The Send Options determine general settings that apply to all GroupWise item types (mail messages, phone messages, appointments, tasks, and notes).



## Classification

Select the default for the security classification label at the top of the message box. It does not provide any encryption or additional security. It is meant to alert the recipient to the relative sensitivity of the item. The options are Normal, Proprietary, Confidential, Secret, Top Secret, and For Your Eyes Only. The default is Normal.

## Priority

Select High, Standard, or Low as the default item priority. Priority determines which post office directory an item is placed in. This, in turn, determines how quickly items will be delivered. High priority items will be queued ahead of normal or low priority items.

## Reply Requested

Select the Reply Requested option to have items always include a reply request. By default, this option is disabled. If you enable the option, select whether the recipient will be asked to reply when it is convenient or within a specific number of days.

## Allow Use of Reply to All in Rules

Select this option to enable users to use the Reply to All action when creating rules. By default, this option is disabled, which means that only the Reply to Sender action is available.

## Allow Use of Internet Mail Tracking

Select this option to allow users' GroupWise clients to automatically embed information in Internet-bound items. The embedded information instructs the receiving system to send back a delivery notification message (if it is supported). By default, this option is enabled.

To make Internet Status Tracking work, users must also turn on the setting in the GroupWise client (Tools menu > Options > Send Options > Mail > Enable Delivery Confirmation). By default, the Enable Delivery Confirmation is turned off in the GroupWise client.

## Expiration Date

Select this option to have unopened messages expire after the specified number of days. By default, this option is disabled.

## Delay Delivery

Select this option to delay the delivery of messages for the specified number of days. For example, if you specify 3 days, a message will not be delivered until 3 days after the day it is sent. Messages will be delivered at 12:01 a.m. of the appropriate day. By default, this option is disabled.

## Wildcard Addressing

Wildcard addressing enables a user to send an item to all users in a post office, domain, GroupWise system, or connected GroupWise system by inserting asterisks (\*) as wildcards in e-mail addresses.

- ◆ **Not Allowed:** Select this option to disable wildcard addressing.
- ◆ **Limited to Post Office (Default):** Select this option to limit wildcard addressing to the user's post office. This means that a user can send an item to all users on the same post office by entering \* in the item's address field.
- ◆ **Limited to Domain:** Select this option to limit wildcard addressing to the user's domain. This means that a user can send an item to all users in the domain by entering \*.\* in the item's address field. A user can also send an item to all users on another post office in the domain by entering \*.*post\_office\_name* in the item's address field.
- ◆ **Limited to System:** Select this option to limit wildcard addressing to the user's GroupWise system. This means that a user can send an item to all users in the GroupWise system by entering \*.\*.\* in the item's address field. A user can also send an item to all users in another domain by entering \*.*domain\_name* or to all users in another post office by entering \*.*post\_office\_name*.
- ◆ **Unlimited:** Select this option to allow unlimited use of wildcard addressing. This means that a user can send an item to all users in another GroupWise system by entering \*.*post\_office\_name.domain\_name* or \*.*domain\_name* in the item's address field.

## Notify Recipients

Select this option to have recipients notified when they receive an item, provided they are using GroupWise Notify. By default, this option is enabled.

## Convert Attachments

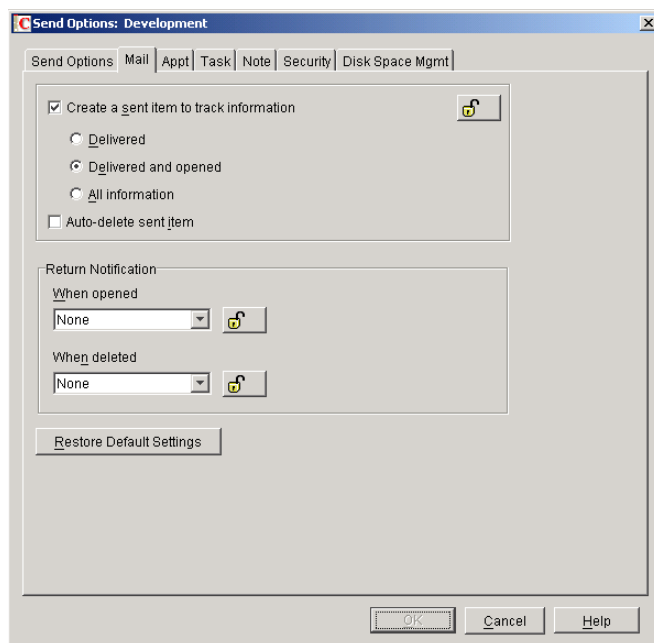
Select this option to allow conversion of attachments in items sent to non-GroupWise e-mail systems through a GroupWise gateway.

## Allow Reply Rules to Loop

By default, GroupWise will not allow a rule-generated reply to be replied to by another rule-generated reply. This situation, referred to as looping, can quickly increase message traffic. To allow reply rules to loop, select this option.

## Send Options: Mail

The Mail options apply to mail and phone messages only.



### Create a Sent Item to Track Information

By default, items the user sends are inserted in the user's Sent Items folder. Deselect this option if you do not want the items placed there. If items are not placed in the Sent Items folder, users cannot check the delivery status of the item. The following options are available only if this option is selected.

- ◆ **Delivered:** Select this option to track delivered status only. The user can open the Properties window of the message to view the status.
- ◆ **Delivered and Opened (Default):** Select this option to track delivered and opened status only. The user can open the Properties window of the sent message to view the status.
- ◆ **All Information:** Select this option to track all status information (delivered, opened, deleted, emptied). The user can open the Properties window of the message to view the status.
- ◆ **Auto-Delete Sent Item:** Select this option to automatically delete messages from the user's Mailbox after all the recipients have deleted the messages and emptied them from the Trash.

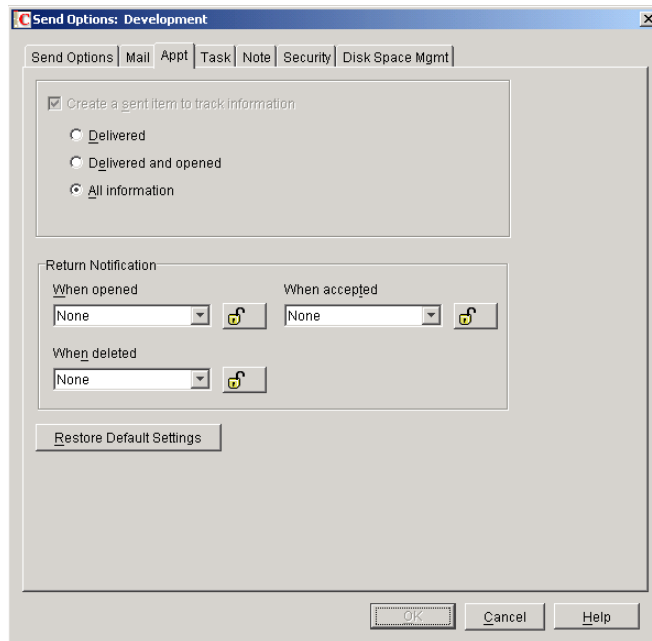
### Return Notification

In addition to status tracking information, the user can receive notification when a message is opened or deleted. Choose from the following notification options:

- ◆ **None (Default):** The user will not receive notification.
- ◆ **Mail Receipt:** The user will receive a mail message stating that the recipient opened or deleted the message.
- ◆ **Notify:** The user will receive notification through GroupWise Notify when the recipient opens or deletes the message.
- ◆ **Notify and Mail:** The user will receive notification through GroupWise Notify and a mail message.

## Send Options: Appointment

The Appt options apply to appointments only.



### Create a Sent Item to Track Information

The setting for this option is inherited from the setting on the Mail tab; it can only be enabled or disabled on the Mail tab. If the option is enabled, you can choose from the following status tracking levels:

- ◆ **Delivered:** Select this option to track delivered status only. The user can open the Properties window of the appointment to view the status.
- ◆ **Delivered and Opened:** Select this option to track delivered and opened status only. The user can open the Properties window of the appointment to view the status.
- ◆ **All Information (Default):** Select this option to track all status information (delivered, opened, deleted, emptied). The user can open the Properties window of the appointment to view the status.

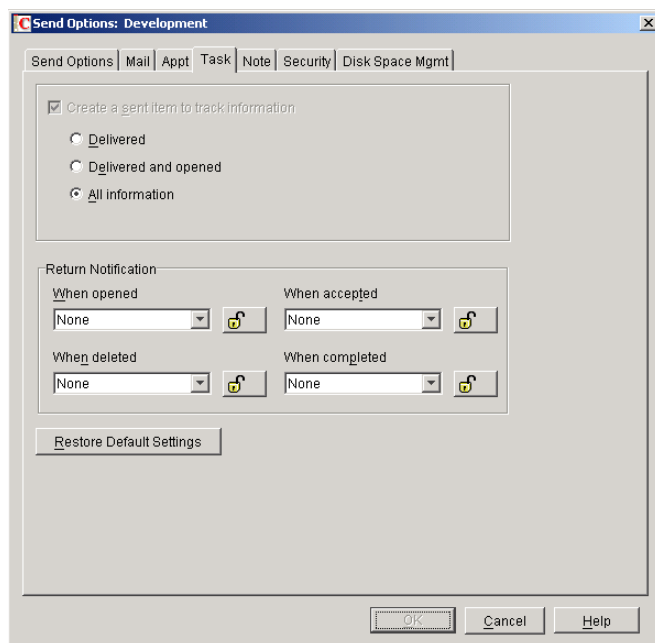
### Return Notification

In addition to status tracking information, the user can receive notification when an appointment is opened, accepted, or deleted. Choose from the following notification options:

- ◆ **None (Default):** The user will not receive notification.
- ◆ **Mail Receipt:** The user will receive a mail message stating that the recipient opened, accepted, or deleted the appointment.
- ◆ **Notify:** The user will receive notification through GroupWise Notify when the recipient opens, accepts, or deletes the appointment.
- ◆ **Notify and Mail:** The user will receive notification through GroupWise Notify and a mail message.

## Send Options: Task

The Task options apply to tasks only.



### Create a Sent Item to Track Information

The setting for this option is inherited from the setting on the Mail tab; it can only be enabled or disabled on the Mail tab. If the option is enabled, you can choose from the following status tracking levels:

- ◆ **Delivered:** Select this option to track delivered status only. The user can open the Properties window of the task to view the status.
- ◆ **Delivered and Opened:** Select this option to track delivered and opened status only. The user can open the Properties window of the task to view the status.
- ◆ **All Information (Default):** Select this option to track all status information (delivered, opened, deleted, emptied). The user can open the Properties window of the task to view the status.

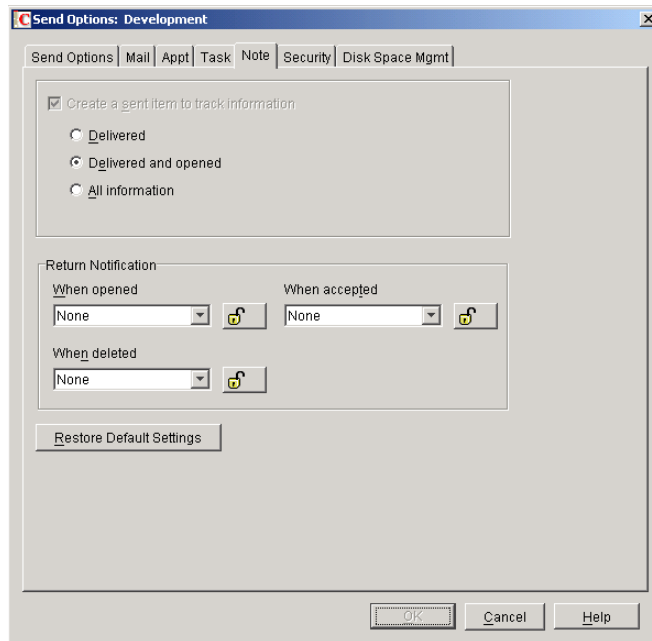
### Return Notification

In addition to status tracking information, the user can receive notification when a task is opened, accepted, completed, or deleted. Choose from the following notification options:

- ◆ **None (Default):** The user will not receive notification.
- ◆ **Mail Receipt:** The user will receive a mail message stating that the recipient opened, accepted, completed, or deleted the task.
- ◆ **Notify:** The user will receive notification through GroupWise Notify when the recipient opens, accepts, completes, or deletes the task.
- ◆ **Notify and Mail:** The user will receive notification through GroupWise Notify and a mail message.

## Send Options: Note

The Note options apply to notes only.



### Create a Sent Item to Track Information

The setting for this option is inherited from the setting on the Mail tab; it can only be enabled or disabled on the Mail tab. If the option is enabled, you can choose from the following status tracking levels:

- ◆ **Delivered:** Select this option to track delivered status only. The user can open the Properties window of the note to view the status.
- ◆ **Delivered and Opened (Default):** Select this option to track delivered and opened status only. The user can open the Properties window of the note to view the status.
- ◆ **All Information:** Select this option to track all status information (delivered, opened, deleted, emptied). The user can open the Properties window of the note to view the status.

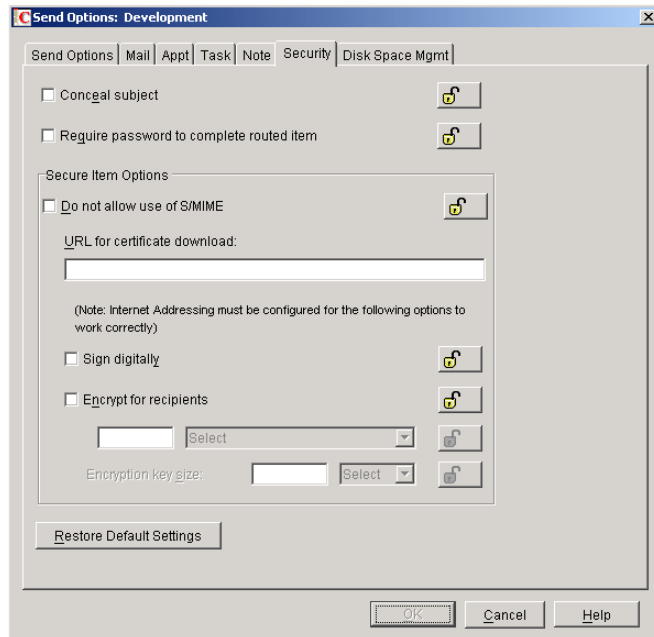
### Return Notification

In addition to status tracking information, the user can receive notification when a note is opened or deleted. Choose from the following notification options:

- ◆ **None (Default):** The user will not receive notification.
- ◆ **Mail Receipt:** The user will receive a mail message stating that the recipient opened or deleted the note.
- ◆ **Notify:** The user will receive notification through GroupWise Notify when the recipient opens or deletes the note.
- ◆ **Notify and Mail:** The user will receive notification through GroupWise Notify and a mail message.

## Send Options: Security

The Security options apply to all GroupWise item types (mail messages, phone messages, appointments, tasks, and notes).



### Conceal Subject

Select this option to conceal the item's subject so the notification that appears on the recipient's screen does not include the subject. The subject of the item is also concealed in the recipient's mailbox and the sender's Sent Items folder. It is visible only when the item is being read.

### Require Password to Complete Routed Item

Select this option to require a user to enter a password before completing a routed item.

### Secure Items Options

If users have installed security providers on their workstations, select the options you want them to use.

- ◆ **Do Not Allow Use of S/MIME:** Select this option to disable S/MIME functionality. This disables the Encrypt and Digitally Sign buttons (and other related S/MIME functionality) in the GroupWise client. By default, this option is enabled. When enabled, you can modify the following options.
- ◆ **URL for Certificate Download:** Specify the Internet address of your preferred certification authority. If not otherwise changed in this field, the GroupWise client accesses <http://www.novell.com/groupwise/certified.html>, which lists several common certification authorities.
- ◆ **Sign Digitally:** Select this option to enable users to add a digital signature to their outgoing messages. Recipients of a digitally-signed item who have S/MIME-enabled e-mail products are able to verify that the item is actually from the sender. This setting will not be a useful security measure unless you lock it as the default.

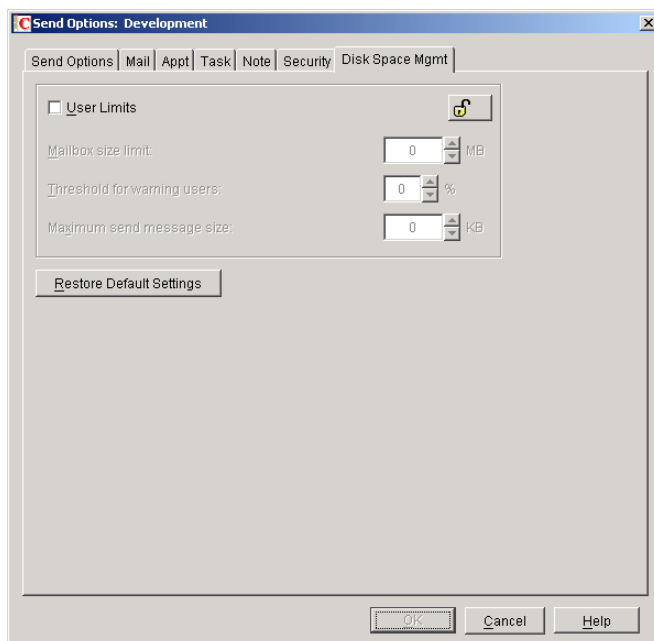


- ◆ **Encrypt for Recipients:** Select this option to enable users to encrypt an outgoing item so they can ensure that the intended recipients who have an S/MIME-enabled e-mail product are the only individuals who can read the item. This setting will not be a useful security measure unless you lock it as the default.

If you enable the Encrypt for Recipients options, you can set the encryption algorithm and key size. The available algorithm methods (RC2, RC4, DES, 3DES) are trusted algorithms that encrypt or transform data to mask the original content. The key size sets the default size (in bits) of the encryption key that will be used with the algorithm you select. These settings will not be useful security measures unless you lock them.

## Send Options: Disk Space Management

The Disk Space Management options let you enforce disk space limitations for users on a post office.



### User Limits

Select this option if you want to impose limits on the size of users' mailboxes or the size of message they can send. By default, this option is disabled. If you enable it, modify the following options:

- ◆ **Mailbox Size Limit:** Specify the maximum amount of post office disk space available to users for storing message and attachment files. The setting uses logical disk space because attachments are shared by all recipient users on the same post office. Messages in shared folders are counted as disk space only for the owner of the shared folder. If you do not want to limit the mailbox size, set the value to zero (0).

If users meet or exceed their mailbox size limits, they will not be able to send items until their mailboxes are under the size limit. Users can reduce the size of their mailboxes by deleting or archiving items.

- ◆ **Threshold for Warning Users:** Select the mailbox capacity (in percentage) that must be reached before the user is warned that his or her mailbox is reaching its limit. For example, if the mailbox size limit is 200 MB and the threshold is set at 75%, users will receive warnings

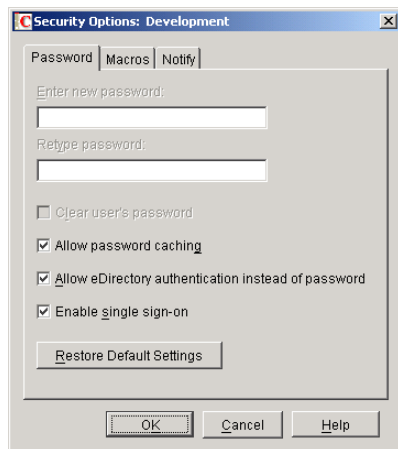
when their mailboxes reach 150 MB. Set the value to 0 or 100 if you do not want users to receive a warning.

- ◆ **Maximum Send Message Size:** Specify the maximum size of a message (in kilobytes) that a user can send using the GroupWise client. If the user sends an item that exceeds this size, a message notifies the user that the item is too large to send.

You can also set message size limits at the post office level through POA configuration, at the domain level through MTA configuration, and at the GroupWise system level through Internet Agent configuration, as described in [“Restricting the Size of Messages That Users Can Send” on page 175](#).

## Modifying Security Options

- 1 If the Security Options dialog is not displayed, follow the instructions in [“Setting Defaults for the GroupWise Client Options” on page 973](#) to display the dialog box.



- 2 Click the tab that contains the options you want to change. Refer to the following sections for information about options:

[“Security Options: Password” on page 997](#)

[“Security Options: Macros” on page 998](#)

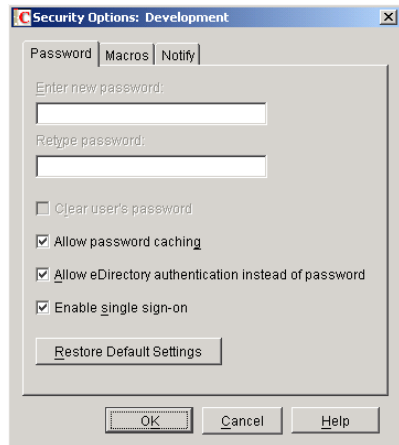
[“Security Options: Notify” on page 999](#)

**NOTE:** To determine which Security options are recognized by the Cross-Platform client, refer to the [client options table](#) in [“Client Options Summary” on page 973](#).

- 3 If you want to prevent users from changing an option’s setting, click the lock button next to it. After you click it, the lock button indicates whether the setting is locked at the domain level, the post office level, or the user level.
- 4 If you want to return all the options on a tab to their default settings, click Restore Default Settings.
- 5 When finished, click OK to save your changes.

## Security Options: Password

The Password options let you reset a user's password and enable various methods by which a user can set up the GroupWise client so that he or she doesn't have to enter a password at startup.



For background information about passwords, see [Chapter 79, “GroupWise Passwords,”](#) on [page 1033](#).

### Enter New Password

This option is available only when setting client options for an individual user. You can use this option to set or reset a user's password. You should advise the user to change the password as soon as possible.

### Retype Password

This option is available only when setting client options for an individual user. If you enter a new password, verify it by retyping it in this field.

### Clear User Password

This option is available only when setting client options for an individual user. Select the option to clear an existing password without assigning a new password.

### Allow Password Caching

Select this option to allow users to enable the Remember My Password option under Security options in the GroupWise client. The Remember My Password option stores the user's password in the workstation's Windows password list so that the user does not need to enter the password when starting GroupWise. This option is enabled by default.

The Remember My Password option applies to Windows 98 only. It will not be displayed to users running the GroupWise client on Windows NT/2000.

### Allow eDirectory Authentication Instead of Password

Select this option to allow users to select the No Password Required with eDirectory option under Security options in the GroupWise client. When selected, this option lets the user access his or her mailbox without requiring a password if he or she is already logged in to Novell® eDirectory™. Mailbox access is granted based on eDirectory authentication, not on password information.

In versions of GroupWise prior to the GroupWise 5.5 Enhancement Pack, this option was called Allow NDS Single Sign-on. The option name has been changed to avoid confusion with the Novell Single Sign-on product.

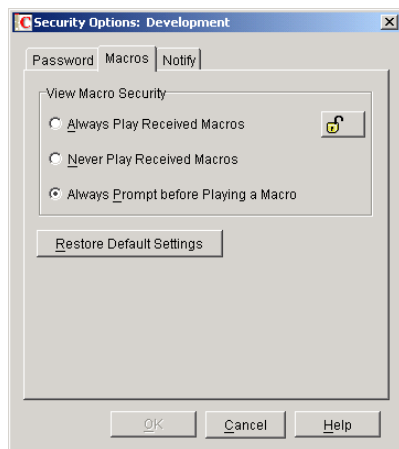
### Enable Single Sign-On

Select this option to allow users to select the Use Single Sign-on option under Security Options in the GroupWise client. When selected, this option lets the user access his or her mailbox without reentering the password. The GroupWise password is stored in eDirectory for the currently logged-in user.

Novell Single Sign-on must be installed on user's workstation in order for this option to take effect.

### Security Options: Macros

The Macros option determines how GroupWise handles macros that are included in received messages.



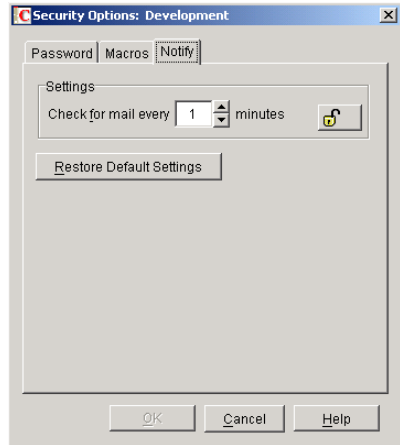
### View Macro Security

Choose from the following settings to determine the level of macro security:

- ◆ **Always Play Received Macros:** Select this option to play attached macros when the message is opened.
- ◆ **Never Play Received Macros:** Select this option to ignore attached macros. Macros will not play.
- ◆ **Always Prompt Before Playing a Macro (Default):** Select this option to have the user prompted to play the macro.

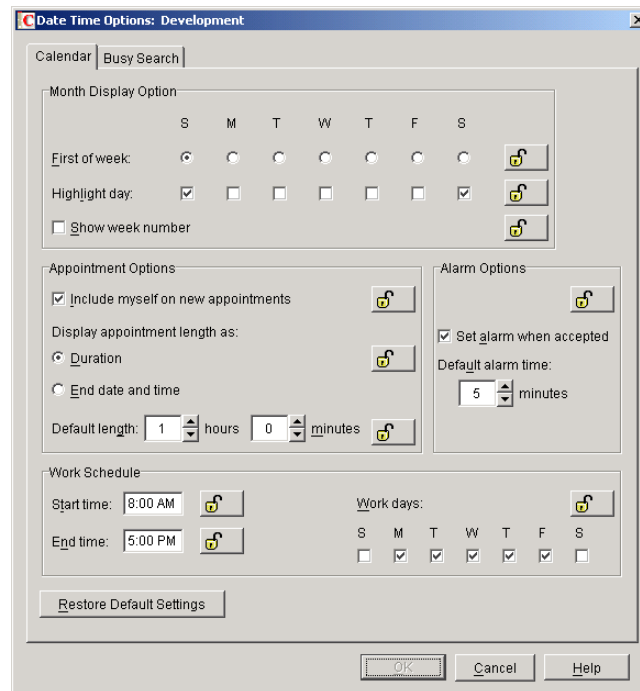
## Security Options: Notify

The Notify option determines how often GroupWise Notify checks a user's mailbox for newly received items. If new items are detected, the user is notified. The default is every minute.



## Modifying Date and Time Options

- 1 If the Date and Time Options dialog box is not displayed, follow the instructions in [“Setting Defaults for the GroupWise Client Options” on page 973](#) to display the dialog box.



- 2 Click the tab that contains the options you want to change. Refer to the following sections for information about options:

[“Date and Time Options: Calendar” on page 1000](#)

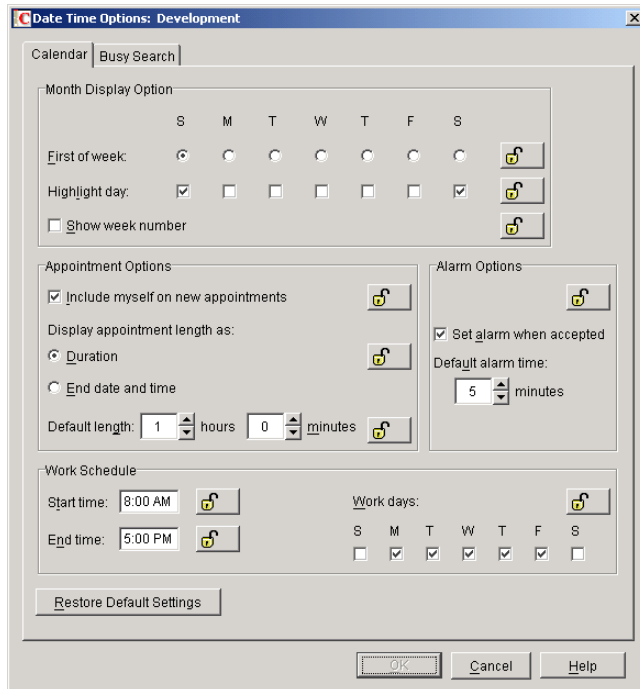
[“Date and Time Options: Busy Search” on page 1002](#)

**NOTE:** The Date and Time options are not currently recognized by the Cross-Platform client.

- 3 If you want to prevent users from changing an option's setting, click the lock button next to it. After you click it, the lock button indicates whether the setting is locked at the domain level, the post office level, or the user level.
- 4 If you want to return all the options on a tab to their default settings, click Restore Default Settings.
- 5 When finished, click OK to save your changes.

## Date and Time Options: Calendar

The Calendar options determine basic settings for the GroupWise Calendar.



### Month Display Option

Select from the following options to determine how the month calendar is displayed:

- ◆ **First of Week:** Select the day of the week that you want to display as the first day on the calendar.
- ◆ **Highlight Day:** Select any days you want highlighted, such as weekends and holidays.
- ◆ **Show Week Number:** Select this option to display the week number (1 through 52) at the beginning of the calendar week.

### Appointment Options

Select from the following options to determine how appointments are handled:

- ◆ **Include Myself on New Appointments:** Select this option to have the sender automatically included in the appointment's To: list. This option is enabled by default.
- ◆ **Display Appointment Length As:** When creating an appointment, the sender must specify the appointment's length. You can use this option to determine whether the sender enters a duration for the appointment or an end time for the appointment. Select the Duration setting

to have appointments display a Duration field that the sender must fill in (for example, 30 minutes, 1 hour, or 10 hours). Select the End Date and Time setting to have appointments display End Date and Time fields that the sender must fill in (for example, June 3, 2001 and 10:00 a.m.). The default setting is Duration.

- ◆ **Default Length:** Select the default length for appointments. Users can change the length. If the appointment's length is displayed as a duration, the duration defaults to this length. If it is displayed as an end date and time, the end time defaults to the start time plus the default length (for example, if the start time is 9:00 a.m. and the default length is 1 hour, the end time will default to 10:00 a.m.).

### Alarm Options

Users can set appointment alarms so that they are notified prior to an appointment time. Select from the following options to determine the default settings for an alarms:

- ◆ **Set Alarm When Accepted:** Select this option to have an alarm automatically set when the user accepts an appointment. By default, this option is enabled.
- ◆ **Default Alarm Time:** Select the number of minutes before an appointment to notify the user. The default is 5 minutes.

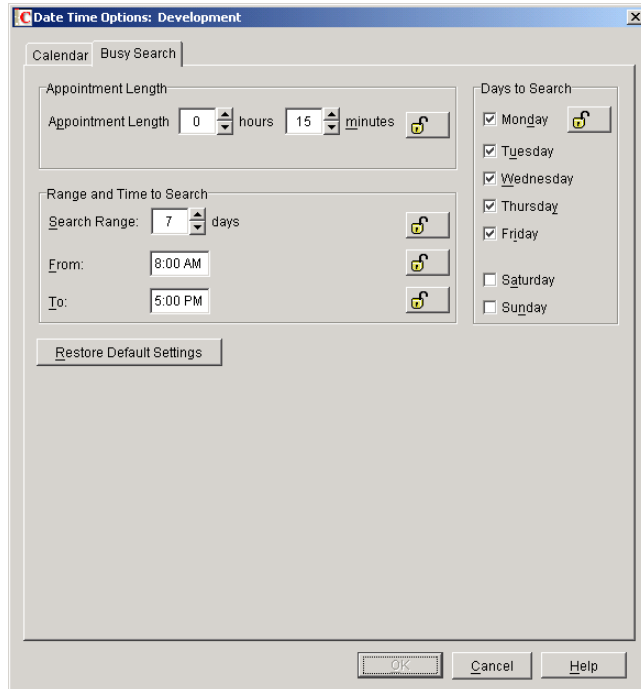
### Work Schedule

The work schedule determines the user's normal work days and hours. In the calendar and during busy searches, any days or hours outside of the work schedule are represented by gray squares (Out of Office). Users can still be scheduled for appointments during non-work hours.

- ◆ **Start Time:** Select the daily start time. The default is 8:00 a.m.
- ◆ **End Time:** Select the daily end time. The default is 5:00 p.m.
- ◆ **Work Days:** Select the work days. The start time and end time will be applied to each work day.

## Date and Time Options: Busy Search

The Busy Search options determine the amount of free time required for the appointment and the range of dates to search.



### Appointment Length

Set the default appointment length to search. You can set the length in 15-minute increments. The default is 15 minutes. This setting is used only when the user does a busy search through the Busy Search option on the Tools menu. Otherwise, the default appointment length defined on the Calendar tab (see [“Date and Time Options: Calendar” on page 1000](#)) is used.

### Range and Time to Search

Specify the number of days to include in the search then set the daily start and end times for the search.

### Days to Search

Select the days to search. By default, the typical work days (Monday through Friday) are selected.

## Resetting Client Options to Default Settings

You can reset client options to the defaults for one or more users using Mailbox/Library Maintenance.

- 1** In ConsoleOne, select one or more User objects (or GroupWise External Entity objects).
- 2** Click Tools > GroupWise Utilities > Mailbox/Library Maintenance.
- 3** In the GroupWise Objects list, select Users/Resources.
- 4** In the Actions list, select Reset Client Options > click Run.



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## Distributing the GroupWise Client

You can distribute the GroupWise® client software in various ways:

- ◆ [“Using GroupWise AutoUpdate and SetupIP to Distribute the GroupWise Windows Client” on page 1003](#)
- ◆ [“Using ZENworks Desktop Management to Distribute the GroupWise Windows Client” on page 1015](#)
- ◆ [“Using Red Carpet to Distribute the GroupWise Cross-Platform Client” on page 1020](#)

### Using GroupWise AutoUpdate and SetupIP to Distribute the GroupWise Windows Client

During installation and subsequent updates, the GroupWise® 6.x. Windows client Setup program generally requires user intervention at the workstation to install the client software. By using a configuration file, you can cause installations and updates to occur, simplifying or eliminating the user response during installation. You can also use this configuration file to enable AutoUpdate, which forces updates to take place. This allows you to maintain current versions of the GroupWise software on the network.

- ◆ [“Understanding the Configuration File” on page 1003](#)
- ◆ [“Installing with the Configuration File \(setup.cfg\)” on page 1004](#)
- ◆ [“Modifying the Configuration File” on page 1005](#)
- ◆ [“Adding LDAP Directory Service Accounts” on page 1010](#)
- ◆ [“Enabling AutoUpdate” on page 1011](#)
- ◆ [“Modifying the addon.cfg File” on page 1013](#)
- ◆ [“Error Log File” on page 1014](#)
- ◆ [“Startup Switches for Administrator-Defined Setup” on page 1014](#)

**NOTE:** This section does not apply to the Cross-Platform client.

### Understanding the Configuration File

The use of a configuration file to install GroupWise is often called an administrator-defined setup. The configuration file, [setup.cfg](#), is an ASCII text file that supports extended ASCII characters. The file contains the responses normally provided by the user during the installation of the Windows client files; for example, the path for the client files, whether to complete a workstation or standard installation, and the folder for the GroupWise icon are specified in this file. Information can be added to the configuration file to add predefined LDAP directory service accounts to the Address Book in the client during installation.

When the GroupWise Windows client **setup.exe** file is executed, it looks in the same directory for a **setup.cfg** file. If none is found, the installation proceeds, prompting the user for the needed information. If the **setup.cfg** file is found, the setup program installs the software, using the information outlined in the configuration file. Depending on the entries in the configuration file, the user might or might not be prompted to provide information during the installation.

If you are going to use a configuration file to install Windows client software, users should be given Read and File Scan rights to the *software\_distribution\_directory\client* and *software\_distribution\_directory\client\win32* directories. (This does not apply if you are running AutoUpdate over an IP connection.)

## Installing with the Configuration File (setup.cfg)

During the installation of GroupWise Administration, the GroupWise client files were copied to the software distribution directory on your server. For example, if you accepted the default `z:\grpwise\software` as your target, the GroupWise client software was copied to `z:\grpwise\software\client\win32`.

### Installing with a Configuration File (setup.cfg)

- 1 Make a backup copy of *software\_distribution\_directory\client\setup.cfg*. Using an ASCII text editor, edit the **setup.cfg** file entries with the values you want. See “**Modifying the Configuration File**” on page 1005 for more information.
- 2 If you want to add predefined LDAP directory service accounts to the Address Book, follow the procedure in “**Adding LDAP Directory Service Accounts**” on page 1010.
- 3 If you want to use AutoUpdate, follow the procedure in “**Enabling AutoUpdate**” on page 1011.
- 4 Save **setup.cfg** > copy the file to the *software\_distribution\_directory\client\win32* directory.
- 5 If you want to install additional components on users’ workstations, follow the procedure in “**Modifying the addon.cfg File**” on page 1013.

For information about installing GroupWise Messenger as an additional component by modifying the **addon.cfg** file, see “**Installing the Messenger Windows Client as a GroupWise Windows Client Add-On**” in “**Managing Messenger Client Users**” in the *Messenger 1.0 Administration Guide*.

If you use several different configuration files, you will need to save them with different names and use the `config=setup filename` startup switch. See “**Startup Switches for Administrator-Defined Setup**” on page 1014 for more information.

To stop **setup.exe** from using the **setup.cfg** file, delete **setup.cfg** from the directory where **setup.exe** resides.

### Setupip.fil File

In previous versions of GroupWise, all language versions of the **setupip.fil** file, used when running AutoUpdate over an IP connection, were not included on the CD and had to be downloaded from the [Novell® Downloads page \(http://download.novell.com\)](http://download.novell.com).

In GroupWise 6.5 Support Pack 1, all non-localized files are included in the **setupip.fil** file and there is a separate *setupip.language\_code* file for each language (**setupip.de**, **setupip.fr**, and so on). All of these files are included in the **setupip** directory on the *GroupWise 6.5 Client* CD in Support Pack 1 and do not need to be downloaded separately.

If you did not select all options for Client when you initially created your software distribution directory, you will need to copy the setupip directory from the *GroupWise 6.5 Client* CD to the software distribution directory. Copy the setupip.fil file and any language-specific setupip.*language\_code* files you want to the HTTP Web server that you will be using for SetupIP. If there are multiple SetupIP files on the Web server, users are prompted for which languages they want to install. For more information, see [“Enabling AutoUpdate” on page 1011](#).

## Modifying the Configuration File

The configuration file is divided into the following sections. In the configuration file, each section head must be enclosed in brackets [ ] as shown.

- ◆ “[GroupWiseSetup]” on page 1005
- ◆ “[ShowDialogs]” on page 1006
- ◆ “[AutoUpdate]” on page 1007
- ◆ “[Startup]” on page 1008
- ◆ “[GWTIP]” on page 1008
- ◆ “[GWMAILTO]” on page 1009
- ◆ “[GWCHECK]” on page 1009
- ◆ “[IntegrationApps]” on page 1010
- ◆ “[Languages]” on page 1010

### [GroupWiseSetup]

- ◆ “Version=” on page 1005
- ◆ “StandardInstall=” on page 1005
- ◆ “Path=” on page 1005
- ◆ “Folder=” on page 1006
- ◆ “LaunchMessenger=” on page 1006
- ◆ “DefaultIPAddress=” on page 1006
- ◆ “DefaultIPPort=” on page 1006

#### **Version=**

This must match the version being installed; otherwise, the setup program will not use setup.cfg. The default is 6.

#### **StandardInstall=**

Specify the type of installation desired. Specify No for a workstation installation, which allows the user to run GroupWise from the network. Specify Yes for a standard installation, which allows the user to run GroupWise from the computer’s hard drive. A standard installation is required to use Caching mode and Remote mode. The default is No.

#### **Path=**

This is the path where you want GroupWise to be installed during a standard installation. The default path is c:\novell\groupwise\.

**Folder=**

This will create and install the GroupWise icons to the specified folder. The default folder is GroupWise.

**LaunchMessenger=**

This optional entry specifies whether GroupWise Notify should be launched when GroupWise starts.

**DefaultIPAddress=**

This optional entry specifies the default IP address for the client to use the first time it is started.

**DefaultIPPort=**

This optional entry specifies the default IP port for the client to use the first time it is started.

**[ShowDialogs]**

- ◆ “HideAllDialogs=” on page 1006
- ◆ “Welcome=” on page 1006
- ◆ “SetupOptions=” on page 1006
- ◆ “DestinationDirectory=” on page 1007
- ◆ “SelectOptionalComponents=” on page 1007
- ◆ “SelectProgramFolder=” on page 1007
- ◆ “SelectStartUpFolderSoftware=” on page 1007
- ◆ “LanguageSelection=” on page 1007
- ◆ “SoftwareIntegrations=” on page 1007
- ◆ “StartCopyingFiles=” on page 1007
- ◆ “SetupComplete=” on page 1007

**HideAllDialogs=**

Specify No to display dialog boxes during the installation. Specify Yes to hide the dialog boxes. A progress indicator will be displayed to inform the user of the installation status. The default is No.

If an entry is missing from the setup.cfg file and HideAllDialogs=Yes, the setup program will select the default setting. If HideAllDialogs=No, the setup program will prompt the user for a selection.

**Welcome=**

Specify Yes to display the Welcome dialog box during the installation. Specify No to hide this dialog box. The default is Yes.

**SetupOptions=**

Specify Yes to display the Setup Options dialog box during the installation. Specify No to hide this dialog box. The default is Yes.

**DestinationDirectory=**

Specify Yes to display the Destination Directory dialog box during the installation. Specify No to hide this dialog box. The default is Yes.

**SelectOptionalComponents=**

Specify Yes to display the Select Optional Components dialog box during the installation. Specify No to hide this dialog box. The default is Yes.

**SelectProgramFolder=**

Specify Yes to display the Select Program Folder dialog box during the installation. Specify No to hide this dialog box. The default is Yes.

**SelectStartUpFolderSoftware=**

Specify Yes to display the Select Startup Folder Software dialog box during the installation. Specify No to hide this dialog box. The default is Yes.

**LanguageSelection=**

Specify Yes to display the Language Selection dialog box during the installation. Specify No to hide this dialog box. The default is Yes.

**SoftwareIntegrations=**

Specify Yes to display the Software Integrations dialog box during the installation. Specify No to hide this dialog box. The default is Yes.

**StartCopyingFiles=**

Specify Yes to display the Start Copying Files dialog box during the installation. Specify No to hide this dialog box. The default is Yes.

**SetupComplete=**

Specify Yes to display the Setup Complete dialog box during the installation. Specify No to hide this dialog box. The default is Yes.

**[AutoUpdate]**

When an update to the GroupWise software is available, users are prompted if they want to install the new software when they start GroupWise. For complete instructions on enabling AutoUpdate, see [“Enabling AutoUpdate” on page 1011](#).

- ◆ [“Enabled=” on page 1007](#)
- ◆ [“SetupIPEnabled=” on page 1008](#)
- ◆ [“ForceUpdate=” on page 1008](#)
- ◆ [“GraceLoginCount=” on page 1008](#)
- ◆ [“PromptUntilUpdated=” on page 1008](#)

**Enabled=**

Specify Yes if you want users to be prompted to update their GroupWise client software as soon as a newer version is available. Specify No if you want to disable the AutoUpdate feature. The

ForceUpdate= entry is then ignored. This can be useful if you intend to distribute the client software using a different method such as ZENworks® Application Launcher, or if you want to disable AutoUpdates at the post office level during a migration to a newer version of GroupWise. The default is Yes.

#### **SetupIPEnabled=**

The default is No. Specify Yes if you want to run AutoUpdate over an IP connection to a software distribution directory that resides on an HTTP web server.

#### **ForceUpdate=**

When this entry is set to Yes, GroupWise automatically updates the users' software. The default is No.

Users can still click Cancel to cancel out of the update; however, they cannot run the client software and access their mailboxes until they update the software.

#### **GraceLoginCount=**

Specify the number of grace logins allowed before you will require the users to update their client software. If ForceUpdate is set to No, this entry is ignored.

#### **PromptUntilUpdated=**

When PromptUntilUpdated= is set to Yes, the user will be prompted to update the client each time the GroupWise client starts. The user can choose not to install the new software when prompted and still run the currently installed version of the client. The AutoUpdate reminder will appear the next time the user starts the client. The default is No.

### **[Startup]**

#### **Notify=**

If you specify Yes, the setup program will place Notify in the Startup folder to be started automatically when the computer starts. The default is No.

### **[GWTIP]**

The Tip of the Day introduces what's new in the GroupWise client, as well as displaying a variety of hints about using GroupWise. A new tip is displayed each time GroupWise is started.

- ◆ [“Default=” on page 1008](#)
- ◆ [“Hide=” on page 1008](#)
- ◆ [“Workstation=” on page 1009](#)

#### **Default=**

If you specify No, Tip of the Day will not be installed. If you specify Yes, Tip of the Day will be installed. The default is Yes.

#### **Hide=**

If you specify No, Tip of the Day will appear in the Select Components dialog box. The default is No.

The Hide= entry allows the system administrator to force the user to install or not install a particular component. If Hide=Yes, then the component will not be listed in the Select Components dialog and the Default= entry will determine if the component is going to be installed. For example, if Hide=Yes and Default=Yes, then the component will always be installed. However, if Hide=Yes and Default=No, then the component will never be installed.

#### **Workstation=**

If you specify No, Tip of the Day will not be available for a workstation installation. If you specify Yes, Tip of the Day will be available for a workstation installation. The default is Yes.

### **[GWMAILTO]**

This section enables Internet Browser Mail Integration, which makes the GroupWise client the default e-mail program in the user's browser. Whenever a user clicks an e-mail link on a Web page or chooses Mail in the browser, the GroupWise client opens.

- ◆ [“Default=” on page 1009](#)
- ◆ [“Hide=” on page 1009](#)
- ◆ [“Workstation=” on page 1009](#)

#### **Default=**

If you specify No, Internet Browser Mail Integration will not be installed. If you specify Yes, Internet Browser Mail Integration will be installed. The default is Yes.

#### **Hide=**

If you specify No, Internet Browser Mail Integration will appear in the Select Components dialog box. The default is No.

The Hide= entry allows the system administrator to force the user to install or not install a particular component. If Hide=Yes, then the component will not be listed in the Select Components dialog and the Default= entry will determine if the component is going to be installed. For example, if Hide=Yes and Default=Yes, then the component will always be installed. However, if Hide=Yes and Default=No, then the component will never be installed.

#### **Workstation=**

If you specify No, Internet Browser Mail Integration will not be available for a workstation installation. If you specify Yes, Internet Browser Mail Integration will be available for a workstation installation. The default is Yes.

### **[GWCHECK]**

This section installs and enables GroupWise Check (also called GWCheck). GroupWise Check is a tool that performs maintenance and repair tasks to keep GroupWise operating efficiently. It is essentially a standalone version of the Mailbox/Library Maintenance feature available in GroupWise Administration in ConsoleOne. GWCheck will check and repair GroupWise user, message, library, and resource databases without having ConsoleOne® and the GroupWise snap-in loaded. In addition to checking post office, user, and library databases, it will also check remote and archive databases.

- ◆ [“InstallGWCheck=” on page 1010](#)
- ◆ [“GWCheckEnabled=” on page 1010](#)

**InstallGWCheck=**

Specify Yes to install GWCheck files to the workstation. Specify No to not install GWCheck. The default is Yes.

**GWCheckEnabled=**

Specify Yes to install the files to the same directory as the GroupWise client, which will result in the Repair Mailbox option being enabled under the Tools menu in the client. Specify No to install the files in a GWCheck subdirectory below the GroupWise client directory, which disables the Repair Mailbox option until the files are manually copied into the GroupWise directory. The default is No.

**[IntegrationApps]**

GroupWise will install integration for the following applications, if found, unless the entry is set to No.

- ◆ Lotus Word Pro
- ◆ Microsoft Binder
- ◆ Microsoft Excel (versions higher than 7.0)
- ◆ Microsoft Excel 7.0
- ◆ Microsoft Word (versions higher than 7.0)
- ◆ Microsoft Word 7.0
- ◆ Microsoft PowerPoint
- ◆ Corel Presentations
- ◆ Corel Quattro Pro
- ◆ Corel WordPerfect 7.0
- ◆ Corel WordPerfect 8.0
- ◆ Corel WordPerfect 9.0
- ◆ Corel WordPerfect 10.0

**[Languages]**

The default language is set to English, and all other languages are set to No, meaning they will not be installed. See the setup.cfg file for a listing of the different languages. The GroupWise client might not yet be available in all listed languages.

**Adding LDAP Directory Service Accounts**

LDAP directory service accounts provide users with the ability to search directory services such as Bigfoot\* for names of people. Each search can check potentially millions of names. After locating a name through a directory service search, users can add those names to their personal address books.

You can add predefined LDAP directory service accounts to the Address Book by adding information to setup.cfg. This information can be added even after the initial installation. After the accounts are added, this information does not have to be removed from setup.cfg. During



subsequent installations, GroupWise will add any new accounts listed but will not update or duplicate existing LDAP accounts.

The user can also choose to add LDAP directory service accounts after the GroupWise client is installed.

To add an LDAP account during installation, add the following lines to the setup.cfg file, providing information that is specific to the account:

```
[LDAP Account 1]
Description=Ldap Server1
Server=ldap.server1.com
Port=389
SearchRoot=c=us
Login=TRUE
```

You can add multiple accounts:

```
[LDAP Account 2]
Description=Ldap Server2
Server=ldap.server2.com
Port=389
SearchRoot=0=widget, c=us
Login=FALSE
```

Parameter	Description
<b>Description=</b>	The name that displays in the list of LDAP directory services in the Address Book.
<b>Server=</b>	The LDAP server name or IP address.
<b>Port=</b>	The LDAP directory service's port number. The number is usually 389.
<b>SearchRoot=</b>	The base or root of the LDAP directory service where the user will search for names. For example, the base could be a country, organization, or other type of grouping. This is not required for all LDAP directory services. If a search root is required, the LDAP directory service will provide the information.
<b>Login=</b>	TRUE means users are prompted for a username and password when they use that LDAP directory service.

## Enabling AutoUpdate

AutoUpdate can occur whether users have a mapped drive or IP connection to the software distribution directory. If users have a mapped drive to the software distribution directory, make sure they have Read and Scan rights to the *software\_distribution\_directory\client* and *software\_distribution\_directory\client\win32* directories.

**IMPORTANT:** To install the GroupWise client using AutoUpdate, you must first make sure GroupWise 6.x Administration and GroupWise 6.x agents have been installed, and that administration, agent, and client software has been updated.

**IMPORTANT:** If you did not select all options for Client when you initially created your software distribution directory, you will need to copy the *setupip* directory from the *GroupWise 6.5 Client* CD to the software distribution directory. If you are going to use AutoUpdate over an IP connection, copy *setupip\setupip.fil* to an HTTP web server, or copy the entire client directory to the HTTP web server.

For information about the location of *setupip.fil*, see [“Setupip.fil File” on page 1004](#).

In the following procedure, steps 1-4 apply only if you will be using an IP connection for AutoUpdate.

- 1** Run *software\_distribution\_directory*\setupip\writeip.exe.

Specify an IP location for setupip.fil (or the IP location of the software distribution client subdirectory). For example, you can specify:

```
http://151.155.135.122/gw65/client
```

or

```
http://intranet.company.com/software/gw65/gwclient
```

You can include proxy and port information, for example:

```
http://name.mycompany.com/software/gw65/  
client;proxy.place.mycompany:1690
```

You can specify up to five locations. During AutoUpdate, each location is checked, in order, until a connection is made.

If you select Choose IP Address at Random, the order in which the locations are checked is selected randomly when AutoUpdate occurs. This will balance the load on the web server.

- 2** Specify other options, such as the location for downloading the client installation files (setupip.fil or the client subdirectory files).

You can have files downloaded to a temporary or specific directory.

If you select Allow the User to Change the Download Directory, the user is prompted for the location of the download directory and can change the default location.

- 3** Click OK.

The setupip.exe file is created. The writeip.ini file is also created, which stores the options you selected in writeip.exe.

- 4** Copy setupip.exe to the *software\_distribution\_directory*\client\win32 directory.

- 5** Make a backup copy of *software\_distribution\_directory*\client\setup.cfg.

- 6** Using an ASCII text editor, edit the setup.cfg file entries with the values you want.

- 6a** Under the [AutoUpdate] heading, specify

```
Enabled=Yes
```

- 6b** Specify

```
ForceUpdate=Yes
```

if you want GroupWise to automatically update the users' client software

or

```
ForceUpdate=No
```

if you want users to be prompted to update their client software.

- 6c** Specify the number of grace logins you want to allow a user before forcing an AutoUpdate, for example:

```
GraceLoginCount=2
```

This entry is ignored if ForceUpdate=No.

- 6d** If you will be using an IP connection for AutoUpdate, specify

```
SetupIPEnabled=Yes
```

- 7** Save the file as setup.cfg. Copy setup.cfg from *software\_distribution\_directory\client* to *software\_distribution\_directory\client\win32*.
- 8** If necessary, modify addon.cfg files with the values you want. See “[Modifying the addon.cfg File](#)” on page 1013 for more information.
- 9** Log in to ConsoleOne as an Admin equivalent.
- 10** Click Tools > GroupWise System Operations.
- 11** Double-click Software Directory Management.
- 12** Click the software distribution directory > Update.
- 13** Select Force Auto-Update Check by GroupWise Components.

This causes the GroupWise client to check for a new version. If a new version is found, the next time a user starts the GroupWise client, he or she is prompted to update the client software. If you have set ForceUpdate=Yes, the user will not be prompted before installation begins. If a mapped drive to the software distribution directory is found, the client software is installed from the mapped drive. If a mapped drive to the software distribution directory is not found, GroupWise looks at the IP locations you specified in writeip.ini and installs the client software.

In the event that no connection to the software distribution directory can be made, the file setupip.err is created in c:\windows of the user’s workstation. This file explains why none of the connections could be made.

## Modifying the addon.cfg File

The addon.cfg file is an ASCII text file that supports extended ASCII characters. The GroupWise client setup program uses the addon.cfg file to install additional components on users’ workstations. The components might include software not shipped with GroupWise. The addon.cfg is specific to each program being installed. The required program files and the associated addon.cfg file must be copied to a subdirectory under *software\_distribution\_directory\client\win32\addons*.

During the client installation, the GroupWise setup program will search the subdirectories under the \addons directory for any addon.cfg files. The setup program will then execute the installation program for that component using the settings specified in the addon.cfg. If an entry is missing in the addon.cfg file, the installation program will prompt the user for the required information.

The addon.cfg files for Internet Browser Mail Integration and GroupWise Tip of the Day are included in the corresponding subdirectories under \addons, but the basic control for installing these two components is in the [GWMAILTO] and [GWCHECK] sections of setup.cfg.

For information about installing GroupWise Messenger as an additional component by modifying the addon.cfg file, see “[Installing the Messenger Windows Client as a GroupWise Windows Client Add-On](#)” in “[Managing Messenger Client Users](#)” in the *Messenger 1.0 Administration Guide*.

When creating an addon.cfg file for a different component, you must include at least the following section headings and associated entries. If the installation program requires additional information, you can include that information as additional entries. The required entries are as follows:

- ◆ “[GroupWiseAddon]” on page 1014
- ◆ “[Name]” on page 1014
- ◆ “[Description]” on page 1014

## [GroupWiseAddon]

This section head must be included with the following entries.

Entry	Example
Install= <i>add-on's_setup_program_filename</i>	Install=setup.exe
Parameters= <i>parameters_to_be_passed_on_to_the_add-on's_setup_program</i>	Parameters=/install
Silent= <i>parameters_to_append_to_administrator-defined_setup</i>	Silent=/s
Size= <i>installed_size_of_add-on_in_kilobytes</i>	Size=100

## [Name]

Under this section head, specify the two-letter language code for the language being installed, followed by the name of the add-on. This name appears in the components listing.

**Example:** US=GroupWise Tip of the Day

## [Description]

Under this section head, specify the two-letter language code followed by a short description of the add-on. This description appears in the Description field when the component is highlighted in the component listing.

**Example:** US=GroupWise Tip of the Day introduces new features and provides tips for using the GroupWise client.

## Error Log File

If an error occurs during the installation and ShowDialogs=No, the error message is logged in gwsetup.err in the user's \windows directory. If ErrorMessage=*error\_text* has been added as the last entry under the [GroupWiseSetup] section, the error text will be displayed. Otherwise, a generic error message will be displayed notifying the user to contact the system administrator. The log file is an ASCII text file.

## Startup Switches for Administrator-Defined Setup

The following startup switches can be used in conjunction with an administrator-defined setup. These switches can be used individually or in combination.

- ◆ **config=setup\_filename**
- ◆ **noconfig**
- ◆ **record**

### **config=setup\_filename**

This runs the setup program using a configuration file other than setup.cfg. The other configuration file must be located in the software distribution directory. This switch does not apply when the GroupWise Windows client setup program is executed by AutoUpdate.

**Syntax:** `config=setup_filename`

**Example:** `setup config=test.cfg`

## noconfig

This runs the setup without using the configuration file, even if one exists.

**Syntax:** `noconfig`

**Example:** `setup noconfig`

## record

This option runs the setup program, displaying all installation dialog boxes, and records the installation responses as they are selected. No installation files are copied and no changes are made to your workstation. After setup finishes, a corresponding `setup.cfg` file is created in the `\windows` directory of your workstation.

**Syntax:** `record`

**Example:** `setup record`

# Using ZENworks Desktop Management to Distribute the GroupWise Windows Client

You can use the Application Management functionality in Novell® ZENworks® Desktop Management to distribute the GroupWise Windows client to workstations. The following sections provide instructions:

- ♦ “Understanding the GroupWise Windows Client .aot Files” on page 1015
- ♦ “Creating a GroupWise Client Application Object” on page 1016

**IMPORTANT:** This information assumes that you are familiar with ZENworks Desktop Management. For background information, or for help completing the ZENworks tasks outlined in the steps below, see the ZENworks Desktop Management documentation at the [Novell ZENworks documentation site \(http://www.novell.com/documentation-index/index.jsp?category=ZENworks\)](http://www.novell.com/documentation-index/index.jsp?category=ZENworks).

## Understanding the GroupWise Windows Client .aot Files

The most effective way to create a GroupWise client Application object is from an Application Object Template (.aot) file. If desired, you can use the ZENworks Desktop Management `snAppShot™` utility to create a GroupWise Windows client .aot file, or you can use one of the predefined .aot files included with GroupWise:

- ♦ **us-9x.aot:** Creates an Application object you can use to install the English version of the GroupWise client to a Windows 95/98/ME workstation.
- ♦ **us-9xwms.aot:** Creates an Application object you can use to install the English version of the GroupWise client and the Windows Messaging System to a Windows 95/98/ME workstation
- ♦ **us-nt.aot:** Creates an Application object you can use to install the English version of the GroupWise client to a Windows NT/2000/XP workstation.
- ♦ **us-ntwms.aot:** Creates an Application object you can use to install the English version of the GroupWise client and the Windows Messaging System to a Windows NT/2000/XP workstation.

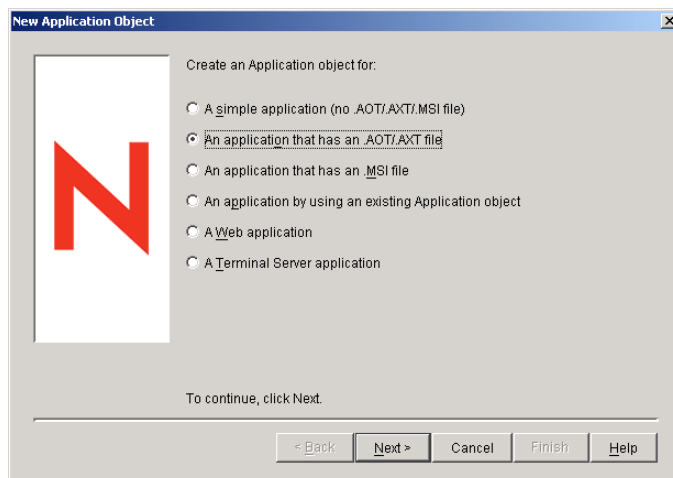
- ◆ **multi19x.aot:** Creates an Application object you can use to install the English, Portuguese, French, Italian, German, Spanish, Danish, Dutch, Norwegian, Finnish, and Swedish versions of the GroupWise client to a Windows 95/98/ME workstation.
- ◆ **multi1nt.aot:** Creates an Application object you can use to install the English, Portuguese, French, Italian, German, Spanish, Danish, Dutch, Norwegian, Finnish, and Swedish versions of the GroupWise client to a Windows NT/2000/XP workstation.
- ◆ **multi29x.aot:** Creates an Application object you can use to install the English, Hungarian, Czech, Polish, and Russian versions of the GroupWise client to a Windows 95/98/ME workstation.
- ◆ **multi2nt.aot:** Creates an Application object you can use to install the English, Hungarian, Czech, Polish, and Russian versions of the GroupWise client to a Windows NT/2000/XP workstation.
- ◆ **multi39x.aot:** Creates an Application object you can use to install the English, Chinese Simplified, Chinese Traditional, Japanese, and Korean versions of the GroupWise client to a Windows 95/98/ME workstation.
- ◆ **multi3nt.aot:** Creates an Application object you can use to install the English, Chinese Simplified, Chinese Traditional, Japanese, and Korean versions of the GroupWise client to a Windows NT/2000/XP workstation.

The .aot files contain the basic information required to create GroupWise client Application objects in Novell eDirectory®. For example, the multi2nt.aot file can be used to create an Application object that, when associated with users, will cause the English, Czech, Hungarian, Polish, and Russian versions of the GroupWise client to be installed to a user's Windows NT/2000/XP workstation. For this to work, you must have already installed the files for these language versions to a GroupWise software distribution directory or another installation source directory.

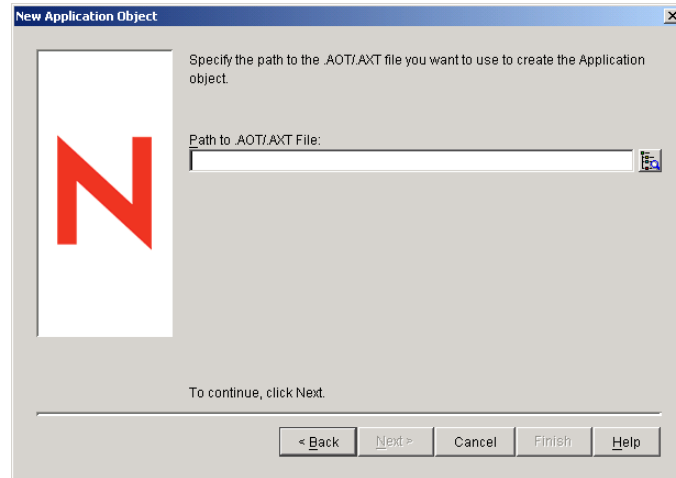
## Creating a GroupWise Client Application Object

The following steps explain how to use ZENworks Desktop Management to create an GroupWise client Application object from one of the .aot files. Depending on your version of ZENworks Desktop Management, the steps you need to complete might be slightly different.

- 1 In ConsoleOne®, right-click the container where you want to create the GroupWise client Application object, then click New > Object to display the New Object dialog box.
- 2 In the list of objects, click App:Application > OK to display the New Application dialog box.



- 3 Select the An Application that Has an .AOT/.AXT File option, then click Next to display the .AOT/.AXT file path page.

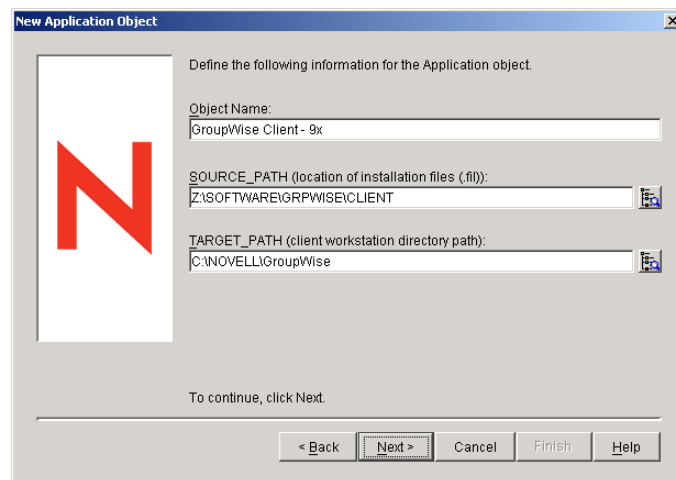


- 4 In the Path to .AOT/.AXT File field, browse for and select the .aot file you want to use.

By default, the .aot files are located in the client\zen directory in the GroupWise software distribution directory or on the *GroupWise 6.5 Client CD*

For example, if you want to create an Application object that will install the English, Czech, Hungarian, Polish, and Russian versions of the GroupWise client to a Windows NT/2000/XP workstation, select the multi2nt.aot file.

- 5 Click Next to display the Application object information page, then customize the object name, source path, and target path information if necessary.



**Object Name:** This is the name that will be used for the Application object in eDirectory. You might want to use a descriptive name (for example, "GroupWise ECHPR Client - Windows9x" for the English, Czech, Hungarian, Polish, and Russian versions installed to a Windows 95/98/ME workstation.

**SOURCE\_PATH:** This is the directory from which the GroupWise client will be installed. Specify the full path to the client directory (for example,

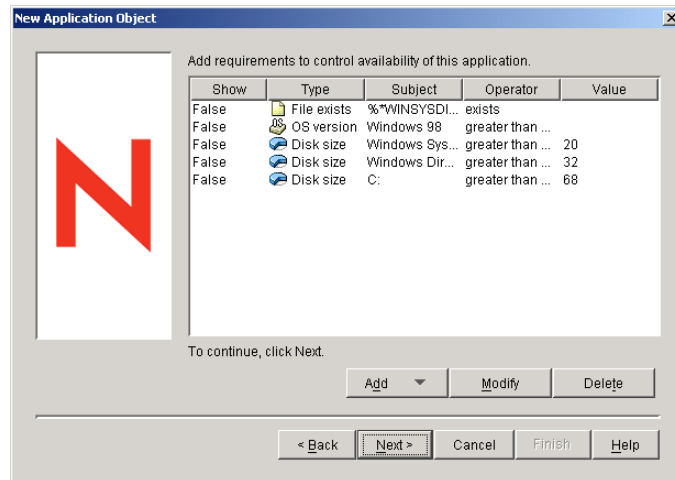
\\server1\vol1\grpwise\software\client). Unless all users will have the same drive mapping to the volume, make sure you use a UNC path.

This path is saved as the SOURCE\_PATH variable. If you need to change it later, you can do so on the Application object's Macros page (Application object > Common tab > Macros page).

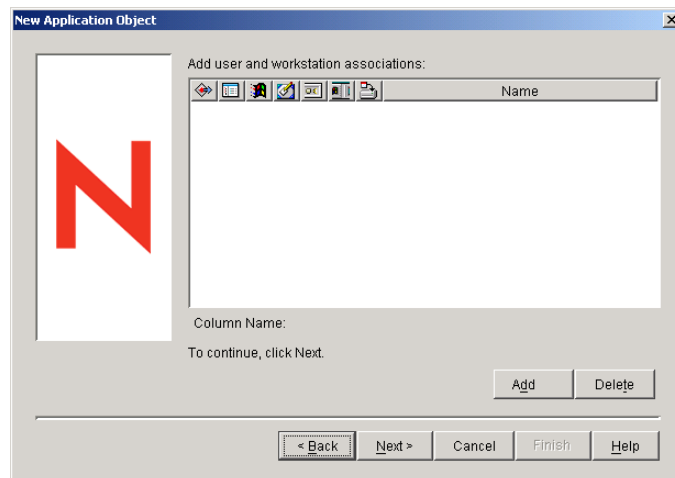
**TARGET\_PATH:** This is the workstation directory where the GroupWise client will be installed. Specify a path relative to the user's workstation.

This path is saved as the TARGET\_PATH variable. If you need to change it later, you can do so on the Application object's Macros page (Application object > Common tab > Macros page).

- 6 Click Next to display the system requirements page, then modify the system requirements if necessary.



- 7 Click Next to display the user associations page.

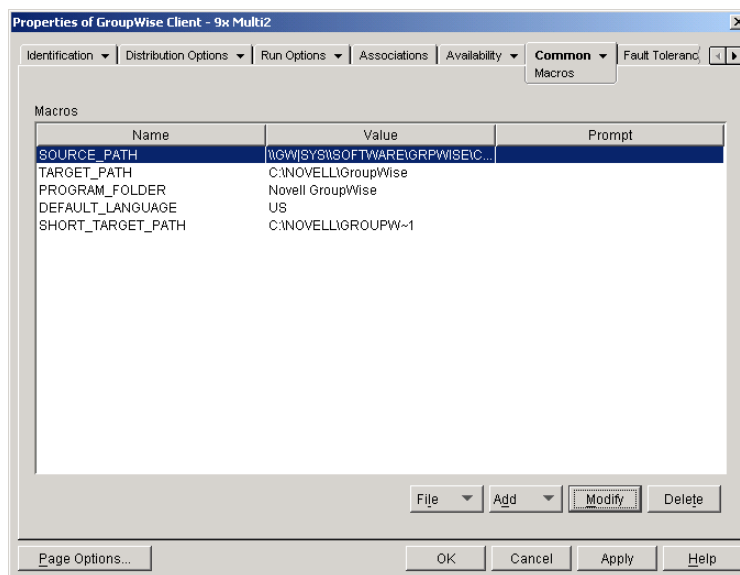


You can associate the Application object with the users and workstations you want it distributed to at this time, or you can create the associations later.

- 8 After you've added the associations you want, click Next, review the information, then click Finish to create the Application object.



- 9 Right-click the newly-created GroupWise client Application object, then click Properties.
- 10 Click Common > Macros to display the Macros page.



If you used one of the multix.aot files to create the Application object, the Macros list includes a DEFAULT\_LANGUAGE variable. This variable specifies the interface language that the GroupWise client will default to when it is installed. If necessary, individual users can change the language when they start the GroupWise client. If you modify the default language, use the language codes listed under “/l-xx” on page 1027.

If you have users who use different language versions and you don’t want them to need to change the default language, you can use the same .aot file to create multiple Application objects. For each Application object, you would need to specify a default language and then associate the Application object with the users who would want that default language.

- 11 Configure any other Application object settings required to provide the performance or functionality you want.

For example, you can configure the Application object so that the GroupWise client will be installed immediately upon distribution to the user’s workstation, without any intervention by the user. Or, you can change the locations where the GroupWise client’s icon will be displayed. For information about Application object settings, see the ZENworks Desktop Management documentation at the [Novell Documentation Web site \(http://www.novell.com/documentation-index/index.jsp?category=ZENworks\)](http://www.novell.com/documentation-index/index.jsp?category=ZENworks).

After you associate the Application objects with the users you want, Novell Application Launcher will display the Application object’s icon on the users’ workstations, provided the workstation meets the operating system requirements. If the Application object’s icon does not appear immediately, have the user refresh Novell Application Launcher.

- 12 If necessary, repeat the above steps to create additional GroupWise client Application objects from the GroupWise client .aot files.

## Using Red Carpet to Distribute the GroupWise Cross-Platform Client

You can install the GroupWise Cross-Platform client and agents using Red Carpet™ 2.0 or later. Refer to the [Red Carpet Web site \(http://www.ximian.com/products/redcarpet\)](http://www.ximian.com/products/redcarpet) for additional information.

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## Supporting the GroupWise Client in Multiple Languages

The GroupWise client software is available in a broad range of languages to meet the needs of users in many countries. If your GroupWise system services users who speak more than one language, the following tasks help you meet your multilingual users' needs.

- ♦ [“Providing the GroupWise Client Software in Multiple Languages” on page 1021](#)
- ♦ [“Providing Post Office Support for Multiple Languages” on page 1021](#)

### Providing the GroupWise Client Software in Multiple Languages

- 1 Make sure that you have the multilingual version of GroupWise.

Both initial releases and Support Packs are provided in an English Only version (for faster download) and a multilingual version (that includes all available languages).

- 2 Install the client software in the languages you need in one or more software distribution directories, following the instructions in [“Software Directory Management” on page 57](#).
- 3 Distribute the client software to users, as described in [Chapter 75, “Distributing the GroupWise Client,” on page 1003](#).

By installing the GroupWise client software in their language of choice, users can begin using GroupWise in that language immediately. However, there are a few language-related details of GroupWise functionality that are not taken care of by the client software running on users' workstations. For a fuller multilingual implementation, continue with [“Providing Post Office Support for Multiple Languages” on page 1021](#).

### Providing Post Office Support for Multiple Languages

A few aspects of GroupWise functionality are affected by the language in use by the POA running for the post office to which users belong. The POA returns certain text in the language in which it is running, not the language in use on users' workstations.

- ♦ The status information (Delivered, Opened, and so on) displayed in the Properties page of items
- ♦ The text of return notification mail receipts (if the user has enabled this type of notification)
- ♦ The sort order in the Address Book

In some circumstances, these issues can be resolved by grouping users who speak the same language into the same post office and then installing the POA in the same language that the users are using. The following sections of the *GroupWise 6.5 Administration Guide* help you with the tasks of setting up additional post offices and installing the POA for each one:

- ◆ “Creating a New Post Office” on page 147
- ◆ “Installing and Starting the POA” on page 427

At present, the POA is available in fewer languages than the GroupWise client, so this solution helps only those client users who are at least somewhat familiar with the language in use by the POA.

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## Tools for Analyzing and Correcting GroupWise Client Problems

The following tools can assist you in analyzing and correcting GroupWise® client problems.

- ◆ [“GroupWise Exception Handler for the Windows Client” on page 1023](#)
- ◆ [“GroupWise Check” on page 1023](#)

### GroupWise Exception Handler for the Windows Client

In the event that the GroupWise Windows client causes an exception (or “crashes”), GroupWise generates a GroupWise Exception Report. This report contains information that is useful in analyzing the problem that the client is having so that it can be solved.

The report is saved in `\temp\grpwise.rpt`. The `\temp` directory used is the one specified by the `TMP` environment variable, or if not defined by `TMP`, the one specified by the `TEMP` environment variable. If neither environment variable is defined, GroupWise uses the current directory specified when `grpwise.exe` is started (on Windows 95/98/ME) or the `windows` directory (on Windows NT/2000).

Each time an exception or crash occurs, a new report is appended to `grpwise.rpt`. If the file reaches 100K, the oldest reports (at the beginning of the file) are deleted.

The GroupWise Exception Report contains information such as the date and time the report was generated, the exception code, fault address, date of `grpwise.exe`, computer and username where the exception occurred, hardware and operating system information, process modules, raw stack dumps, and call stacks.

### GroupWise Check

GroupWise Check (GWCheck) is a tool that performs maintenance and repair tasks to keep GroupWise operating efficiently. It is essentially a standalone version of the Mailbox/Library Maintenance feature available in ConsoleOne®. GroupWise Check checks and repairs GroupWise user, message, library, and resource databases without having ConsoleOne and the GroupWise snap-in loaded. In addition to checking post office, user, and library databases, it also checks remote and archive databases.

- ◆ [“Enabling GroupWise Check in the Windows Client” on page 1024](#)
- ◆ [“Using GroupWise Check with the Cross-Platform Client” on page 1024](#)

## Enabling GroupWise Check in the Windows Client

GroupWise Check can be installed with the GroupWise Windows client (unless you have specified in setup.cfg that it not be installed), and is available by clicking Tools > Repair Mailbox in the client in Caching and Remote modes after you complete the following:

- 1** Locate the directory named gwcheck. This is a subdirectory of the directory where the client is installed (usually c:\novell\groupwise).
- 2** Locate grpwise.exe. It is usually in c:\novell\groupwise.
- 3** Copy all the files in gwcheck to the directory where grpwise.exe is located.

You can now run GroupWise Check in Caching and Remote mode. The GroupWise Check dialog box is titled GroupWise Mailbox Maintenance. You can also use Ctrl+Shift when accessing a Caching or Remote mailbox to run GroupWise Check before opening the mailbox.

For detailed information about GroupWise Check, click Help or see [“GroupWise Check” on page 391](#).

## Using GroupWise Check with the Cross-Platform Client

GroupWise Check is not accessible from the Cross-Platform client but can be installed on a Linux workstation if you need to repair local databases. For installation instructions, see [“Starting GWCheck on a Linux Workstation” on page 394](#).

**NOTE:** GroupWise Check is not available on Macintosh.

# 78 Startup Switches for the GroupWise Client

The GroupWise® client has optional startup switches that you can use when you start the program. Some of these startup switches are for your convenience, while others are necessary to run GroupWise on your particular hardware. Some switches are not available in the Cross-Platform client.

Windows Client	Cross-Platform Client
<i>/@u-?</i>	<i>-@u ?</i>
<i>/@u-user_ID</i>	<i>-@u user_ID</i>
<i>/bl</i>	N/A
<i>/c</i>	N/A
<i>/cm</i>	N/A
<i>/iabs</i>	N/A
<i>/ipa-IP_address_or_hostname</i>	<i>-ipa IP_address_or_hostname</i>
<i>/ipp-port_number</i>	<i>-ipp port_number</i>
<i>/l-xx</i>	<i>-l xx</i>
<i>/la-network_ID</i>	N/A
<i>/nu</i>	<i>-nu</i>
<i>/ph-pathname</i>	<i>-ph pathname</i>
<i>/pc-path_to_caching_mailbox</i>	<i>-pc path_to_caching_mailbox</i>
<i>/pr-path_to_remote_mailbox</i>	N/A

## */@u-?*

Displays a login dialog box whenever you open the GroupWise client, allowing you to supply any necessary login information.

**Syntax:** */@u- ?*

**Example:** `grpwise.exe /@u-?`

## ***/@u-user\_ID***

Lets you use your GroupWise user ID to use the GroupWise client as yourself on another user's computer. The other user remains logged on to the network.

**Syntax:** */@u-user\_ID*

**Example:** `grpwise.exe /@u-ltanaka`

## ***/bl***

Prevents the GroupWise client logo screen from being displayed when you start the GroupWise client.

**Syntax:** */bl*

**Example:** `grpwise.exe /bl`

This startup switch is not available in the Cross-Platform client.

## ***/c***

Checks for unopened items. If there are unopened items, the GroupWise client opens as usual. Otherwise, the GroupWise client does not start.

**Syntax:** */c*

**Example:** `grpwise.exe /c`

This startup switch is not available in the Cross-Platform client.

## ***/cm***

Checks for unopened items. If there are unopened items, the GroupWise client opens minimized and a beep sounds. Otherwise, the GroupWise client does not start.

**Syntax:** */cm*

**Example:** `grpwise.exe /cm`

This startup switch is not available in the Cross-Platform client.

## ***/iabs***

Initializes the Address Book when the GroupWise client starts.

**Syntax:** */iabs*

**Example:** `grpwise.exe /iabs`

This startup switch is not available in the Cross-Platform client.



## ***/ipa-IP\_address\_or\_hostname***

Lets you specify the IP address or the hostname when you are running in client/server mode.

**Syntax:** */ipa-IP\_address*

**Example:** `grpwise.exe /ipa=127.65.45.1`

## ***/ipp-port\_number***

Lets you specify the IP port number when you are running in client/server mode.

**Syntax:** */ipp-port\_number*

**Example:** `grpwise.exe /ipp-1677`

## ***/l-xx***

Applies only if you have two or more language versions or language modules. This option instructs GroupWise to override the default environment language (under Environment in Options) with the language specified by the language code *xx*. The language codes are listed below. This table lists the language codes used by all Novell® products. GroupWise might not yet be available in some of the listed languages. For current information, contact your local reseller.

<b>Language</b>	<b>Code</b>
Arabic	AR
Chinese Simplified	ZH-CN
Chinese Traditional	ZH-TW
Czech	CS
Danish	DK
Dutch	NL
English	US
Finnish	SU
French	FR
German	DE
Hebrew	HE
Hungarian	MA
Italian	IT
Japanese	JA
Korean	KO
Norwegian	NO

Language	Code
Polish	PL
Portuguese	BR
Russian	RU
Spanish	ES
Swedish	SV

**Syntax:** /l-xx

**Example:** grpwise.exe /l-ES

## ***/la-network\_ID***

Lets you use your network ID to use the GroupWise client as yourself on another user's computer. The other user remains logged on to the network.

**Syntax:** /la-network\_ID

**Example:** grpwise.exe /la-jgrey

This startup switch is not available in the Cross-Platform client.

## ***/nu***

Turns off AutoRefresh. If this option is selected, click View > Refresh whenever you want to update the display to see the items currently in your mailbox.

**Syntax:** /nu

**Example:** grpwise.exe /nu

## ***/ph-pathname***

Lets you specify the path to the post office.

**Syntax:** /ph-pathname

**Example:** grpwise.exe /ph-j:\mail\denver1

## ***/pc-path\_to\_caching\_mailbox***

Opens GroupWise in Caching mode. GroupWise must be restarted when you change from Online to Caching.

**Syntax:** /pc-path\_to\_caching\_mailbox

**Example:** grpwise.exe /pc-c:\novell\groupwise\cache

## ***/pr-path\_to\_remote\_mailbox***

Opens the GroupWise client in Remote mode. This startup switch can be used in the Target text box only.

**Syntax:** */pr-path\_to\_remote\_mailbox*

**Example:** `grpwise.exe /pr-c:\novell\groupwise\remote`

This startup switch is not available in the Cross-Platform client.

