

GroupWise Mac User Quick Start

October 2018



Getting Started

GroupWise 18 has included a GroupWise Calendar Server that allows Mac users to connect to GroupWise using CalDAV and CardDAV for calendar and contacts. This, combined with IMAP and SMTP, provides a full solution for Mac users. The following document tells you how to configure your Mac to use GroupWise.

Supported Mac Operating Systems

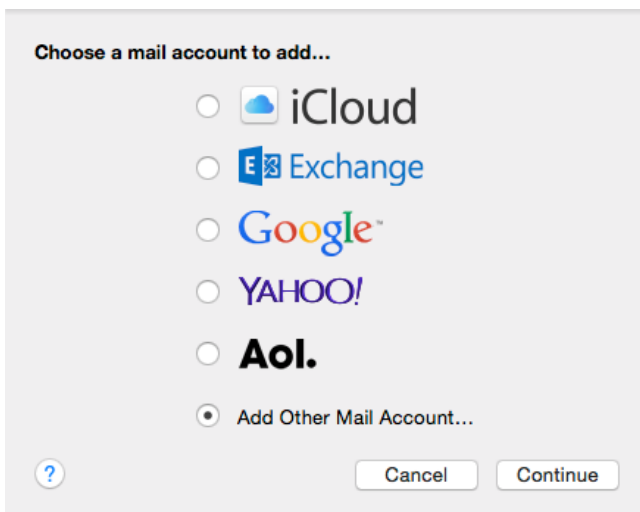
The following Mac operating systems are supported:

- ◆ Yosemite (10.10)
- ◆ El Capitan (10.11)
- ◆ Sierra (10.12)
- ◆ High Sierra (10.13)
- ◆ Mojave (10.14)

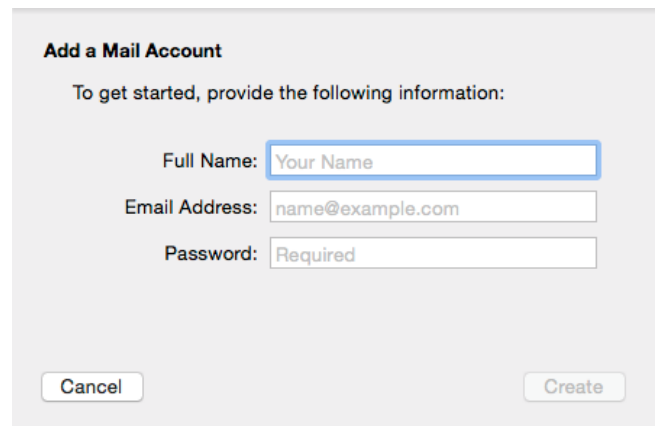
Configuring the Mac Mail App

Before configuring the Mac Mail app, make sure you have the information from your GroupWise administrator for IMAP and SMTP. These provide incoming and outgoing mail connections for the Mac Mail app.

- 1 In the Mac Mail app, select **Mail > Add Account**.

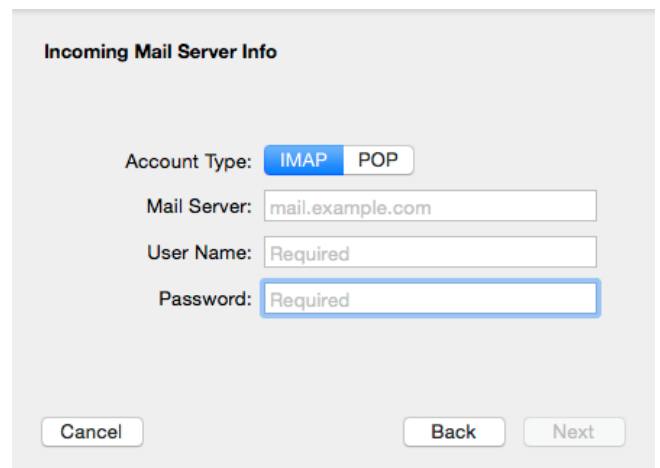


- 2 Select **Add Other Mail Account**.



- 3 Enter your full name, GroupWise email address, and GroupWise password.

When you click **Create**, a dialog appears telling you the account must be manually configured. Click **Next**.



- 4 Specify the IMAP server. Your user name and password should already be filled out.

The screenshot shows a dialog box titled "Outgoing Mail Server Info". It contains three input fields: "SMTP Server:" with the text "smtp.example.com", "User Name:" with the text "Optional", and "Password:" with the text "Optional". At the bottom, there are three buttons: "Cancel", "Back", and "Create".

- 5 Specify the SMTP server, your user name, and password.

Configuring the Mac Calendar App

Before configuring the Mac Calendar app, make sure you have the GroupWise Calendar Server IP address or DNS name. It may not be required if auto-discovery of the GroupWise Calendar server is configured by your administrator.

- 1 In the Mac Calendar app, select Calendar > Add Account.

The screenshot shows a dialog box titled "Choose a calendar account to add...". It lists several account types with radio buttons: iCloud, Exchange, Google, facebook, YAHOO!, and Add CalDAV Account... (which is selected). At the bottom, there are three buttons: a question mark icon, "Cancel", and "Continue".

- 2 Select Add CalDAV Account.

The screenshot shows a dialog box titled "Add a CalDAV Account". It contains the text "To get started, provide the following information:". Below this are three input fields: "Account Type:" with a dropdown menu showing "Automatic", "Email Address:" with the text "john.doe@example.com", and "Password:". At the bottom, there are two buttons: "Cancel" and "Create".

- 3 If auto-discovery is configured, specify your email address and password.

or

Change the Account Type to Manual and specify your GroupWise user name, password, and the GroupWise Calendar server IP address or DNS name.

Configuring the Mac Contacts App

Before configuring the Mac Contacts app, make sure you have the GroupWise Calendar Server IP address or DNS name.

- 1 In the Mac Contacts app, select Contacts > Add Account.

The screenshot shows a dialog box titled "Choose a contacts account to add...". It lists several account types with radio buttons: iCloud, Exchange, Google, facebook, LinkedIn, YAHOO!, and Other contacts account... (which is selected). At the bottom, there are three buttons: a question mark icon, "Cancel", and "Continue".

2 Select Other contacts account.

The screenshot shows a dialog box titled "CardDAV". Below the title, it says "To get started, provide the following information:". There is a dropdown menu currently set to "CardDAV". Below this are three input fields: "User Name:", "Password:", and "Server Address:". At the bottom of the dialog are two buttons: "Cancel" on the left and "Create" on the right.

3 Specify your GroupWise user name, password, and the GroupWise Calendar server IP address or DNS name.

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