

GroupWise Mac User Quick Start

October 2015

Novell

Getting Started

GroupWise 2014 R2 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

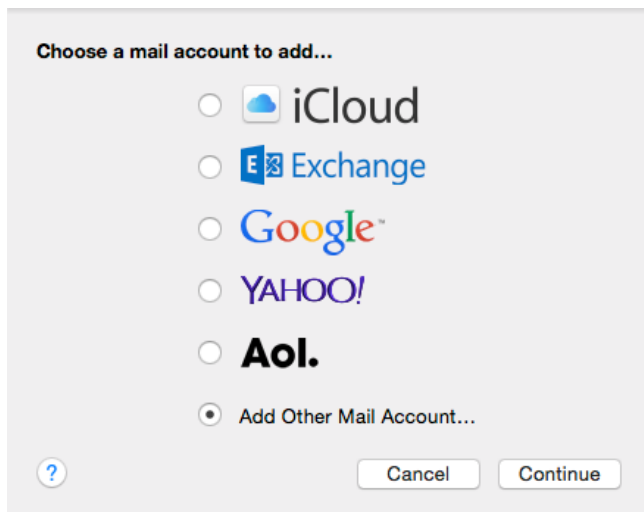
The following Mac operating systems are supported:

- ♦ Yosemite (10.10)
- ♦ El Capitan (10.11)

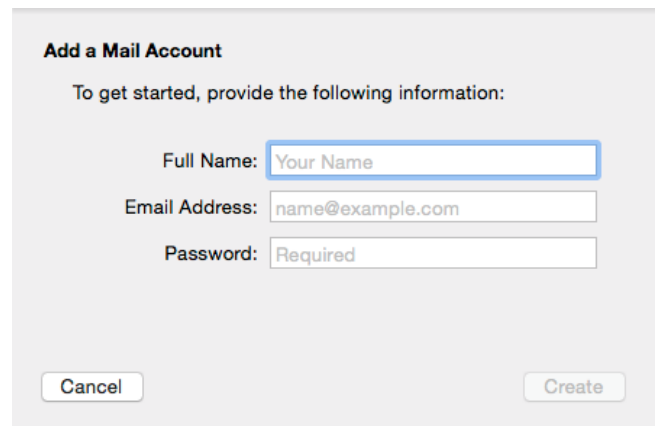
Configuring the Mac Mail App

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**.

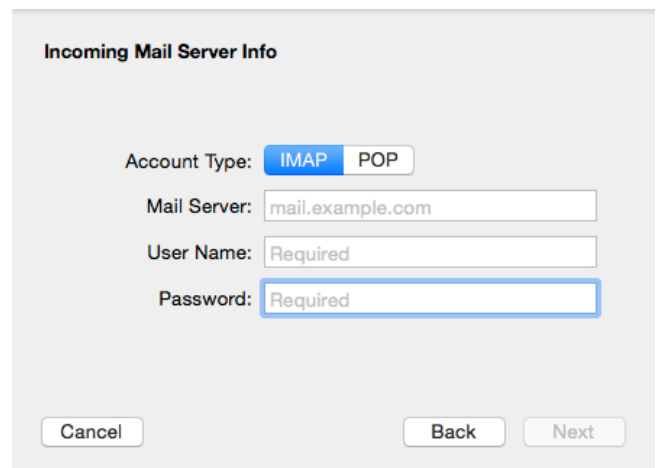


- 2 Select **Add Other Mail Account**.

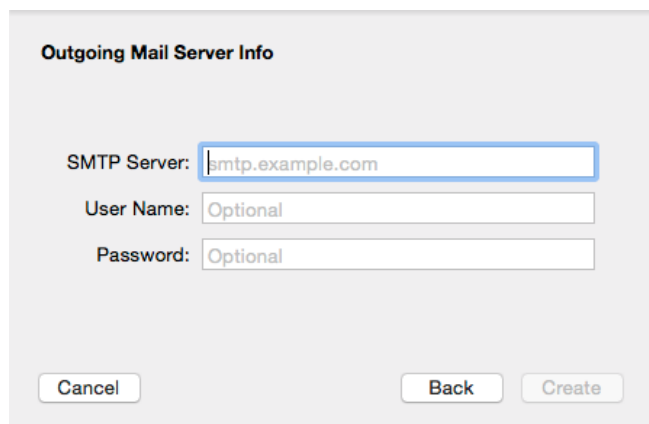


- 3 Enter your full name, GroupWise email address, and GroupWise password.

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.



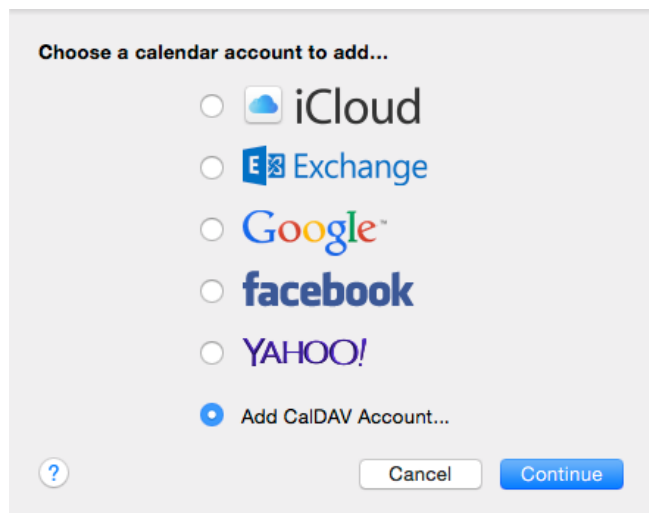
The 'Outgoing Mail Server Info' dialog box contains three input fields: 'SMTP Server:' with the text 'smtp.example.com', 'User Name:' with the text 'Optional', and 'Password:' with the text 'Optional'. At the bottom are three buttons: 'Cancel', 'Back', and 'Create'.

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

Configuring the Mac Calendar App

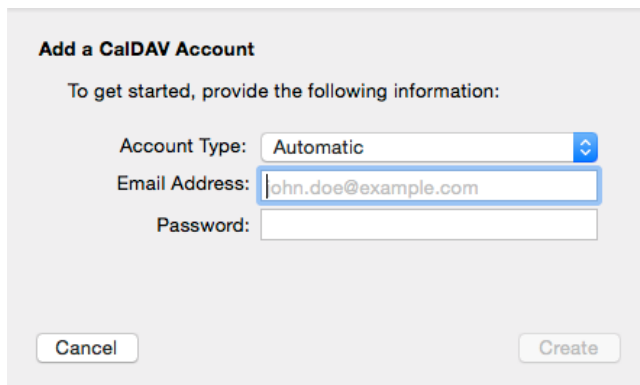
Before configuring the Mac Calendar app, make sure you have the GroupWise Calendar Server IP address or DNS name. It may not be required if auto-discovery of the GroupWise Calendar server is configured by your administrator.

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



The 'Choose a calendar account to add...' dialog box lists several options with radio buttons: iCloud, Exchange, Google, facebook, YAHOO!, and Add CalDAV Account... (which is selected). At the bottom are three buttons: a help icon (?), 'Cancel', and 'Continue'.

- 2 Select Add CalDAV Account.



The 'Add a CalDAV Account' dialog box prompts the user to provide information. It contains 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 are two buttons: 'Cancel' and 'Create'.

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

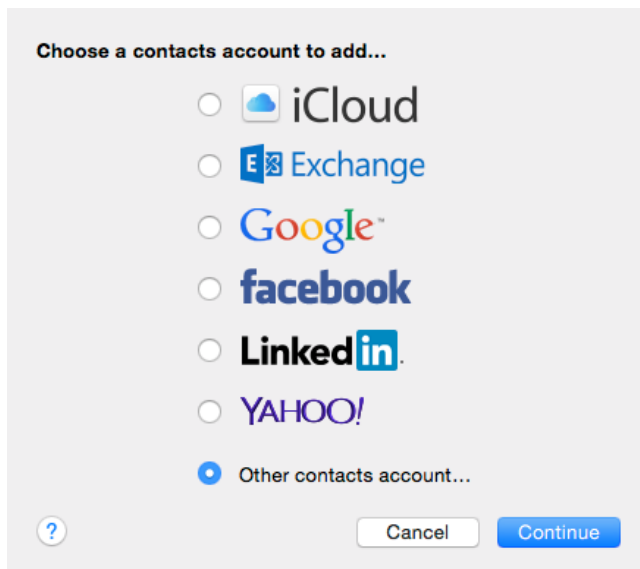
or

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

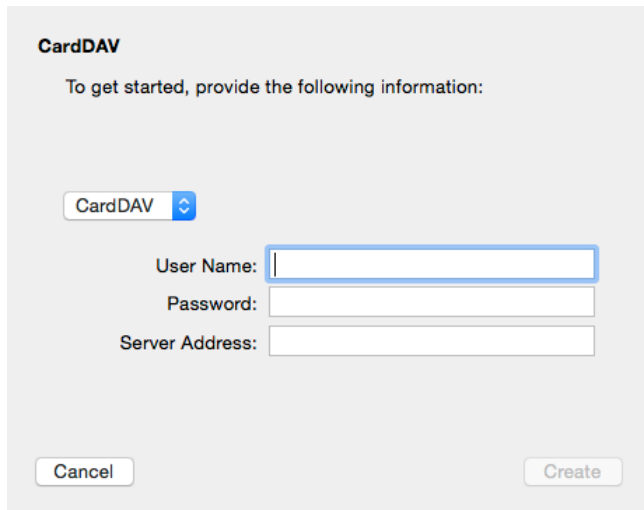
Before configuring the Mac Contacts app, make sure you have the GroupWise Calendar Server IP address or DNS name.

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



The 'Choose a contacts account to add...' dialog box lists several options with radio buttons: iCloud, Exchange, Google, facebook, LinkedIn, YAHOO!, and Other contacts account... (which is selected). At the bottom are three buttons: a help icon (?), 'Cancel', and 'Continue'.

2 Select Other contacts account.



The image shows a 'CardDAV' configuration dialog box. At the top, it says 'CardDAV' in bold. Below that, it says 'To get started, provide the following information:'. There is a dropdown menu currently showing 'CardDAV'. Below the dropdown are three text input fields: 'User Name:', 'Password:', and 'Server Address:'. At the bottom left is a 'Cancel' button, and at the bottom right is a 'Create' button.

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

Legal Notice: For information about legal notices, trademarks, disclaimers, warranties, export and other use restrictions, U.S. Government rights, patent policy, and FIPS compliance, see <https://www.novell.com/company/legal/>.

Copyright © 2016 Novell, Inc., a Micro Focus company. All Rights Reserved.

