

VERSION

QUICK START CARD  
FOR MACINTOSH

5.2



GroupWise™

Novell®

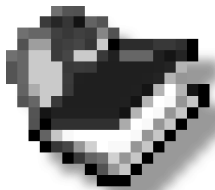
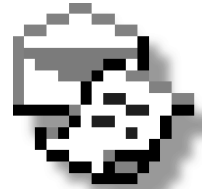
# GROUPWISE 5.2 QUICK START CARD

GroupWise is software that works to meet all your messaging, scheduling, calendaring, and document management needs. Following is a brief overview of how you can use GroupWise.

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## Send Messages and Schedule Appointments

With GroupWise messaging, you can avoid the hassle of typing a memo, copying it, distributing it, and then wondering if the recipients ever found the memo. GroupWise lets you quickly send a message to many people and track who's opened it, deleted it, and more. Scheduling provides an easy way to find out when the people, the conference room, and other resources you need are all available.



## Find and Sort Addresses

When you send a message to several people, you usually don't want to type all their names in the To box. The Address Book lets you quickly select several people for a message. You can sort the information in the Address Book in a number of ways. You can avoid searching the entire Address Book by creating personal address books.

## Manage Documents

If you have trouble finding documents and keeping track of document versions, let GroupWise Library manage documents for you. GroupWise Library provides versatility and security in using and sharing documents. You can store different versions of documents, specify who can view and edit documents, and check documents in and out.



## Integrate Telephone Conversation

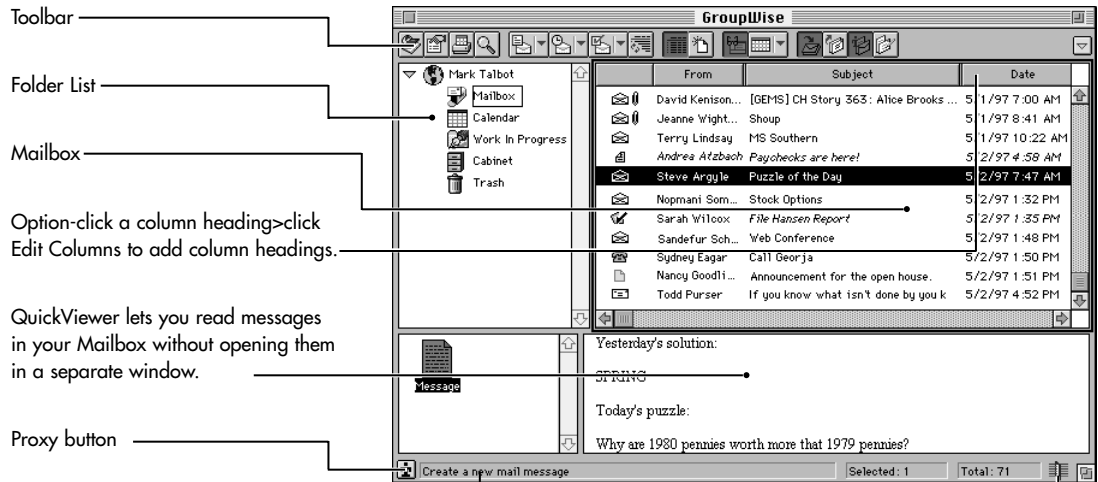
If you have a Power Macintosh, the GroupWise Conversation Place manages your telephone from the desktop so that you don't even have to pick up the phone. You can answer your phone, place callers on hold, conference other callers, keep a log of calls, and look up and dial phone numbers.

## What Else?

You can enhance your GroupWise package with InForms. **InForms Designer** lets you create custom forms and distribute them through e-mail. Recipients can fill in the forms using **InForms Filler**, return them via GroupWise e-mail, and you can quickly compile and evaluate all the returned data.

## Understanding the Main Window

The Main Window is like the “home base” for GroupWise 5.2. From the Main Window, you can read your messages, schedule appointments, view your Calendar, open documents, and much more.



Toolbar

Folder List

Mailbox

Option-click a column heading>click Edit Columns to add column headings.







QuickViewer lets you read messages in your Mailbox without opening them in a separate window.

Proxy button



Long prompts appear in the status bar describing each menu item.

Click the filter icon to apply or clear a filter.

## Folder Types

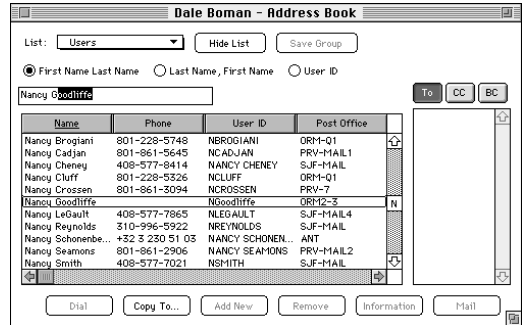
-  Your User folder (indicated by your name) represents your GroupWise database. Your User folder contains other folders as well as items.
-  Your Mailbox includes all items you’ve sent and received. Use the toolbar buttons to view only sent items or received items.
-  Calendar displays all of your appointments, notes, and tasks in calendar format or in a list.
-  Your Cabinet is a container for all your personal folders and shared folders.
-  Work In Progress contains unfinished messages. You can work on a message, then send it later. This folder also contains references to documents that have been opened or checked out.
-  The Trash contains all the items and documents you’ve deleted. You should empty your Trash periodically to conserve network space.

## For Details on the Main Window

- Long Prompts describe each button on the toolbar. To display a Long Prompt, place the insertion point on any of the toolbar buttons and look down at the status bar.
- A Help topic explains how you can display or hide items in your Mailbox without moving or deleting them.  
Click  > GroupWise Guide > Topics > Manage my Mailbox > double-click About Filters.
- A Help topic explains the different features of your Mailbox.  
Click  > GroupWise Guide > Index > Mailbox > double-click About Your Mailbox.


## Getting Acquainted with the Address Book

You can think of the Address Book as your GroupWise “phone book.” The Address Book stores names, e-mail addresses, phone numbers, and more. The Novell GroupWise Address Book contains an entry for each user in your GroupWise system. Frequent Contacts contains the addresses you use the most. Each time you send or receive an item GroupWise adds the address to your Frequent Contacts. In addition, GroupWise lets you create personal Address Books.



## Tasks to Get You Started


### Sending a Mail Message

1. Click  on the toolbar.
2. Type one or more usernames in the To box.
3. Type a subject.
4. Type a message.
5. Click Send.


### Reading a Message You've Received

1. Double-click the message in your Mailbox that you want to read.

Or


Click  >click any message to read it in the QuickViewer.

### Displaying Your Calendar

1. Click .

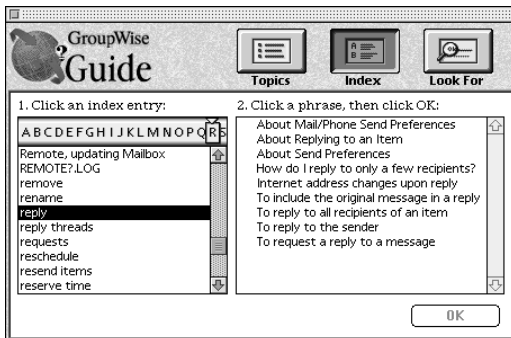
If you want to display your Calendar in your Mailbox, rather than open a separate Calendar window, click the Calendar folder. Click View>as Calendar to view today's schedule in a calendar format.

### Finding Free Times for a Meeting


1. Click  on the toolbar.
2. Type usernames and resource names in the To box.  
If you don't know the correct names, click Address>double-click each user and resource you want to schedule>click OK.
3. Specify the first possible day for the meeting in the Start Date box.
4. Specify the meeting duration.
5. Click Busy.
6. Click Auto-Select to select the first available meeting time>click Request Meeting.
7. Complete the appointment>click Send.

## How You Can Use Online Help

All of the GroupWise client documentation is available online. A variety of access methods into online Help are provided so you can pick which method suits your needs.



**Topics** displays a list of tasks you can choose from.

1. Click  >GroupWise Guide>Topics.

**Index** displays keywords to help you find topics, much like an index in a book.

1. Click  >GroupWise Guide>Index.

**Look For** lets you ask a question. GroupWise Guide will display a list of topics that may answer your question.

1. Click  >GroupWise Guide>Look For.

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## Nifty Features You Should Try

### Feature

Sharing folders

Saving unfinished messages


Moving items into folders


Proxying for another user


Managing your phone calls with  
Conversation Place


Changing one type of item into another type  
(for example, changing a mail message  
into a task)


### Where can you learn more?


Click  >GroupWise Guide>Index>Shared  
Folders>double-click About Shared Folders.

Click  >GroupWise Guide>Topics>Send  
Items>double-click Save an Unfinished Item.

Click  >GroupWise Guide>Topics>Organize  
my Mailbox>double-click Move on Item to  
Another Folder.

Click  >GroupWise Guide>Index>Proxy>  
double-click To Manage Someone's Mailbox.

Click  >GroupWise Guide>Index>  
Conversation Place>double-click About  
Conversation Place.

Click  >GroupWise Guide>Index>Items,  
Changing Type of>double-click the topic you  
want.

## Customizing your GroupWise Desktop

You can customize your desktop to match the way you work and make the commands you use easily accessible.

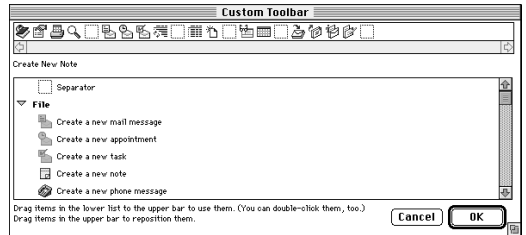
### Specifying your Preferences

To specify whether you want to read a message or view its properties when you double-click it,

1. Click Edit>Preferences>Environment>Open Item or Show Properties.

To specify whether you want to view attachments in the viewer or open them in an application,

1. Click Edit>Preferences>Environment>View Attachment or Open Attachment.




### Customizing your Toolbar

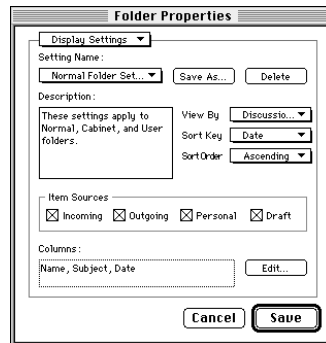
You can move, add, and remove buttons from the toolbar. For example, to add the Notes button to your toolbar,

1. Click the pop-up menu at the right end of the toolbar>click Configure.
2. Click the arrow next to File>double-click Create a New Note>OK.

### Specifying Folder Properties

Your folders can display incoming, outgoing, or draft items in an item list, in a calendar, or as discussion threads. To have a folder display discussion threads,

1. Click the folder>.
2. Click the View By pop-up menu>Discussion Thread.
3. Click Save As>type a name such as Discussion Group>click OK.
4. Click Save.



You can find this Quick Start card and additional information about GroupWise on the GroupWise Cool Solutions home page at [www.gwmag.com](http://www.gwmag.com). If you have questions about your Mailbox, please contact your local IS&T representative.

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Patent Pending

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102-000987-001 A PDF

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