**VERSION**

5.5

GroupWise™

Novell.

GROUPWISE 5.5 QUICK START CARD

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

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.
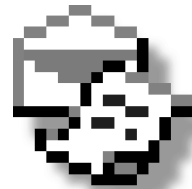
Find and Sort Addresses

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 Conversations

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.
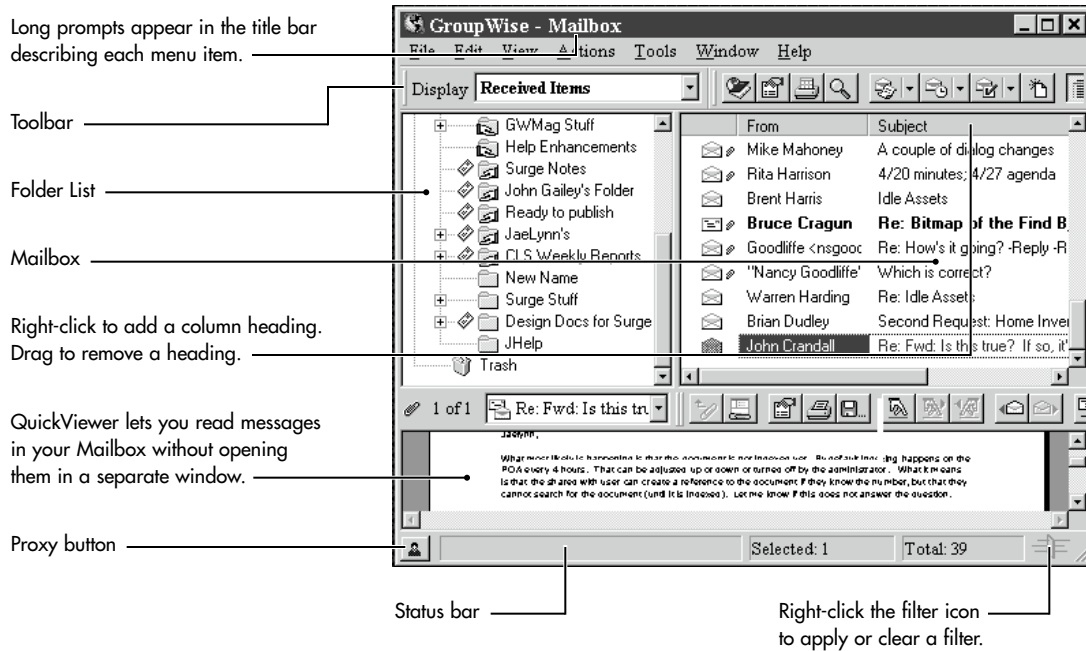
What Else?

You can enhance your GroupWise package with these additional components:

- **GroupWise WorkFlow** automates the distribution of work processes that require decision making and feedback. You can electronically route forms and documents to all recipients simultaneously or sequentially, enhancing collaboration and information sharing. You can even monitor progress and recipient comments without ever having to leave your desk.
- **Imaging** lets you enhance scanned images and documents by rotating, changing resolution, changing scale, annotating, and more. You can then send the documents to other users via GroupWise for additional editing and annotations.

Understanding the Main Window

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

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

Toolbar

Folder List

Mailbox

Right-click to add a column heading. Drag to remove a heading.

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

Proxy button

Status bar

Right-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 Display drop-down list to view only sent items or received items.

Calendar displays all of your appointments, reminder 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.

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

- A guided tour can walk you through parts of the Main Window.
  Click Help>Guides>GroupWise Basics>Take a Tour of GroupWise.

- Quick Tips describe each button on the toolbar. To display a Quick Tip, place the insertion point on any of the toolbar buttons.

- A Help topic can explain what all the icons next to your items represent.
  Click Help>Help Topics>Index>type items> double-click icons next to.

- A guide can teach you how to create a rule that will automatically place incoming messages into certain folders.
  Click Help>Guides>Automating GroupWise> Set Up a Mail Sort Rule.

- A Help topic explains how you can display or hide items in your Mailbox without moving or deleting them.
  Click Help>Help Topics>Contents>double-click How Do I>Manage My Mailbox>Filters>About Filters.

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. Each tab in the Address Book corresponds to a different address book. The Novell GroupWise Address Book tab contains an entry for each user in your GroupWise system. The Frequent Contacts tab contains the addresses you use the most. Each time you send or receive an item GroupWise adds the address to your Frequent Contacts tab. In addition, GroupWise displays a tab for each personal Address Book you create.
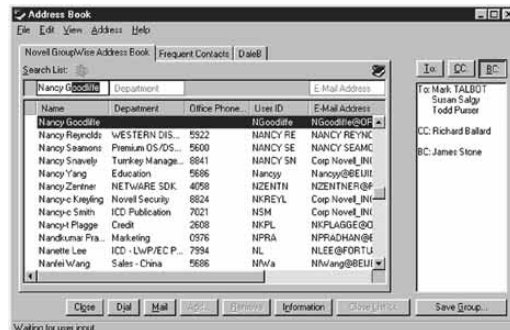
For Details on the Address Book

- A guided tour can walk you through parts of the Address Book. Click Help>Guides>Address Book>Tour the Address Book.

- A guide will take you step by step through the process of creating an address group. Click Help>Guides>Address Book>Create an Address Group.

Tasks to Get You Started

Sending a Mail Message

1. Click [icon] on the toolbar.
2. Type one or more names 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 any message to read it in the QuickViewer, if it's open.

Displaying Your Calendar

1. Click Window>Calendar.

   If you want to display your Calendar in your Mailbox, rather than open a separate Calendar window, click the Calendar folder.

Finding Free Times for a Meeting

1. Click [icon] on the toolbar.
2. Type names 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 OK.
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. Here are two methods:
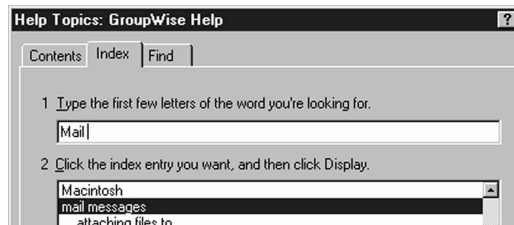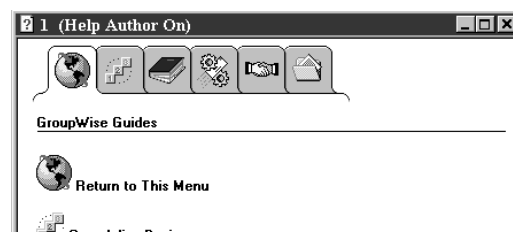

Guides walk you through a task or series of tasks to help you learn GroupWise features. You may simply read the instructions in the guides if you'd rather not perform the steps.

1. Click Help>Guides.
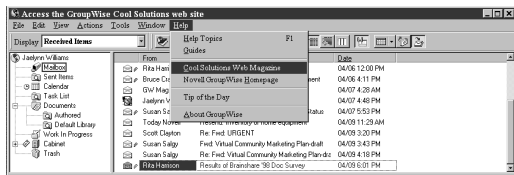
Index displays keywords to help you find topics, much like an index in a book.

1. Click Help>Help Topics>Index.

Cool Solutions is available on the web and contains quick tips and regular feature articles about GroupWise. In addition, you can send your questions and comments to the GroupWise Experts. You can also download this Quick Start Card and a printable User's Guide from the Cool Solutions web site.

1. If you have a web browser, such as Netscape or Internet Explorer installed, Click Help> GuidesCool Solutions Web Community.

Features You Should Try

Feature	Where can you learn more?
Sharing folders	Click Help>Guides>Sharing Your Work>Share a Folder.
Saving unfinished messages	Click Help>Help Topics>Index>type unfinished messages>double-click Saving> To Save an Unfinished Item.
Moving items into folders	Click Help>Help Topics>Contents>double-click How Do I>Manage My Mailbox>Folders>Move Items to Folders.
Proxying for another user	Click Help>Guides>Sharing Your Work>Manage Another Person's Mailbox.
Changing one type of item into another type (for example, changing a mail message into a task)	Click Help>Help Topics>Index>type change>double-click Item Types>To Change an Item in Your Calendar to Another Type of Item.

Customizing your GroupWise Desktop

You can add and remove buttons from the toolbar, change default settings in Options, and more. The following are some tasks to get you started customizing your options.

To set a password for your Mailbox,

1. Click Tools>Options>double-click Security>click the Password tab. In the New Password text box type your password>retype it> click OK.

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

1. Click Tools>Options>double-click Environment>click Open Item or Show Properties.

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

1. Click Tools>Options>double-click Environment>click View Attachment or Open Attachment.

You can find this Quick Start Card and additional information about GroupWise on the GroupWise Cool Solutions home page at www.gwmag.com.

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