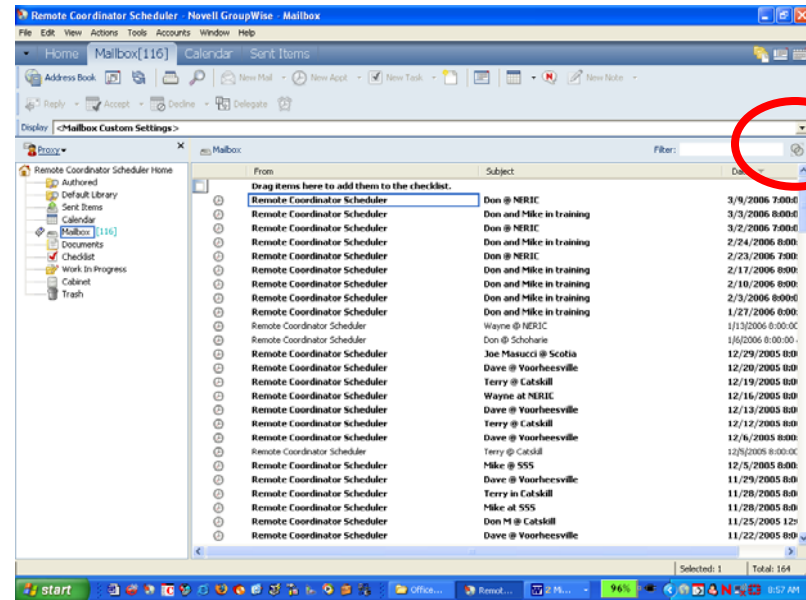


GroupWise Collaborative Features

1. **Mailbox filtering** – this feature may be used to temporarily display just the email messages you wish to view.

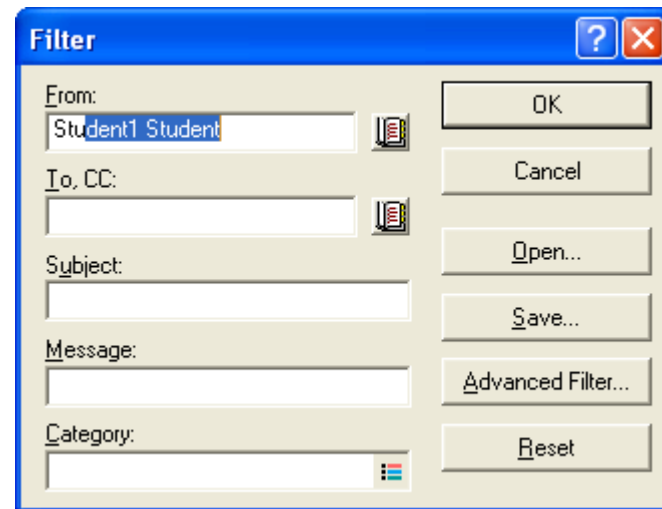
a. Creating a Filter

- i. In the upper right corner of the window, click on the filtering button, and select **Filter**.
- ii. From the resulting dialog box, enter the criteria for the messages you wish to display. Select OK.
- iii. The filtering button in the upper right corner should now be displayed in color.



b. Removing a Filter

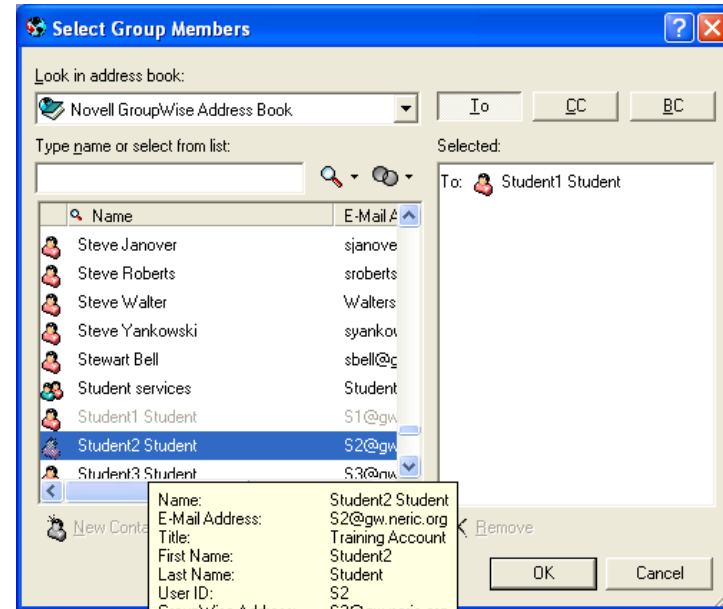
- i. Click on the filtering button in the upper right corner of the screen, and select **Clear Filter**.



2. Address Book Groups – use these when sending regular emails to multiple users

a. Creating a Group

- i. Enter the address book. From the dropdown menu on the **New** button (upper left corner of window), select **Group**. Name the group, then click the **Members** button. Select names from any of the available address books (GroupWise Address Book, Frequent Contacts). Double click a name on the left to add it to the group. Conversely, double-click a name on the right to remove it from the group.
- ii. After you have added all the desired names, click the **OK** button in the lower right corner.
- iii. To send an email to the group, type the Group Name in the To: field of the new mail window.



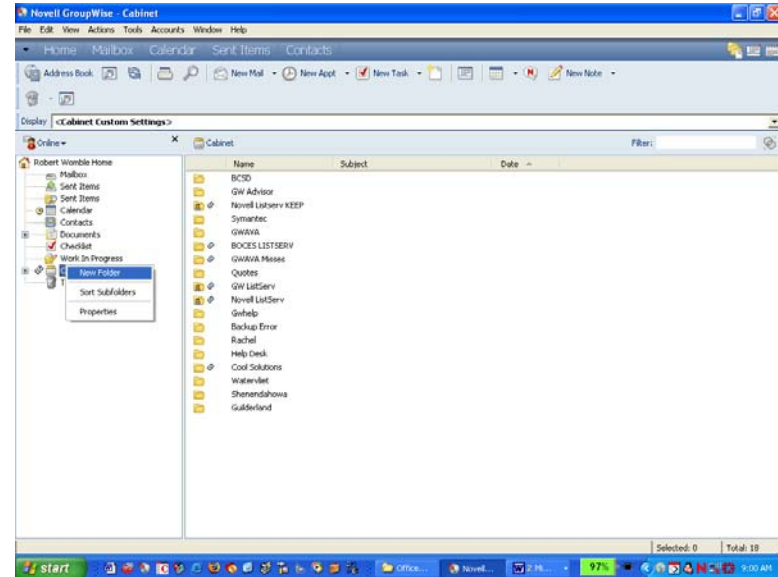
b. Edit a Group

- i. Select the group in the Frequent Contacts tab of the address book.
- ii. Right click on the group. Select **Details**. You may then add or remove names as desired. When finished, click the **OK** button.

3. **Folders** – use to organize mailbox

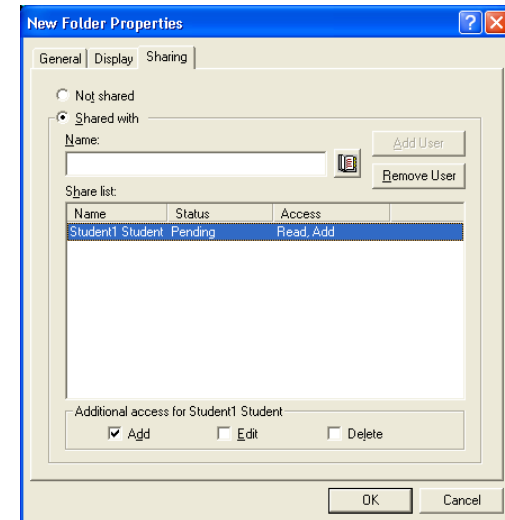
a. Create a personal folder

- i. Right click on the Cabinet. Select **New Folder**.
- ii. Click Next
- iii. Enter a name for the folder. Click Next
- iv. Click Finish.
- v. Click and drag emails from the mailbox to the appropriate folder.



b. Sharing a folder

- i. Right click on a folder. Select **Sharing**.
- ii. Type a username in the box. Click **Add User**.
- iii. Select the user on the Access list. Give the user appropriate rights to the folder using the checkboxes at the bottom. Click OK.
- iv. Enter the message you wish to include in the email notifying the user of the sharing. Click OK, and the email will be sent to the user(s).
- v. You should see a blue user icon appear on the left side of the folder for folders you have shared with others. A red user icon will appear on the right side of a folder that is being shared with you.



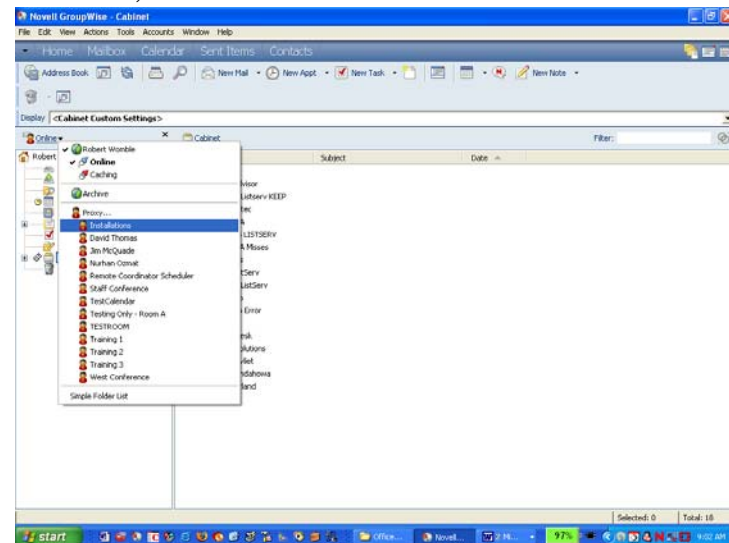
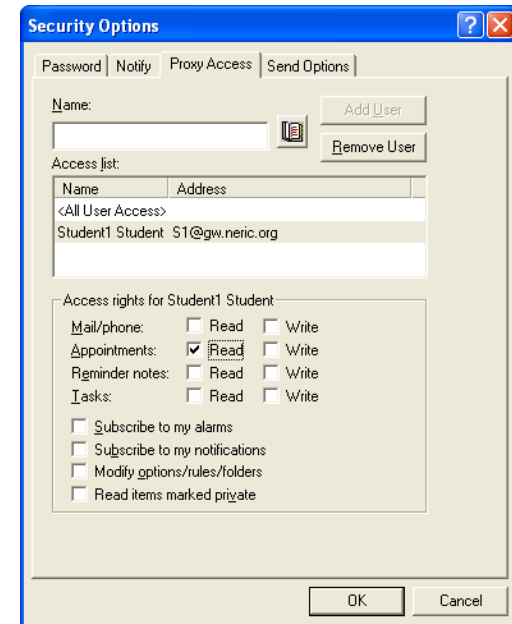
4. Proxy Access – allowing access to your account for others.

a. Give proxy access

- i. In Tools>Options>Security, select the **Proxy Access** tab. Add the user(s) you wish to have access.
- ii. Select the newly added user(s) on Access list, and give the appropriate access. Click OK.

b. Access another account

- i. Click on the Online User Icon. From the dropdown menu, select **Proxy...**
- ii. Enter the name of the account you wish to access. Select OK. If you have not been given access to that account, you will receive a message stating as much. Otherwise, your Online user icon will change to a **Proxy** user icon, and you will be viewing whatever information in the proxy account to which you have been given access.
- iii. To return to your account, click the Proxy user icon. From the menu, select your name from the list.



5. Calendar Functions – schedule your own appointments, as well as group meetings and tasks.

a. Posted Appointment

- i. In One Day View on the Calendar, double-click on the starting time for your appointment. Enter the desired information.
- ii. Click the **Post** button in the upper left corner of the window. The appointment will then display on the calendar.
- iii. To edit the appointment, double-click on the desired appointment. Edit the information as appropriate. Click on the **Post** button.

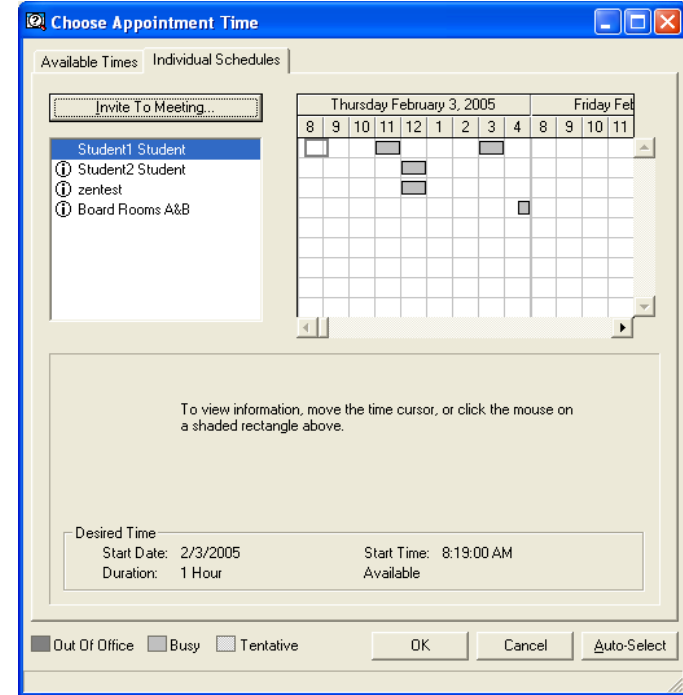
b. Posted Appointment (Recurring)

- i. In One Day View on the Calendar, double-click on the starting time for your appointment. Enter the desired information.
- ii. From the **Actions** menu, select **Auto Date**. From this window, click on the dates you would like this appointment to be added to your calendar. Click OK. Click **Post**.

c. Meeting Request (Group Appointment)

- i. Click the **New Appt** button. From the Appointment window, click on the Busy Search button.

- ii. Click on the **Invite To Meeting** button. Enter the names of the users you wish to attend the meeting. May also enter the names of any resources (conference rooms, projectors, etc.) that are in the GroupWise system. Press the Enter key after each entry, to add the entry to the list. Press OK.
- iii. The resulting screen should populate with the Free/Busy information for the invitees. Select an appropriate meeting day/time. Press OK.
- iv. Add any comments you wish to include in the invitation email that will be sent. Press **Send**.
- v. Each invitee will receive an email. To accept or decline the invitation, open the email and select **Accept** or **Decline** from the upper left corner of the email window. An acceptance will automatically add the meeting to your calendar.

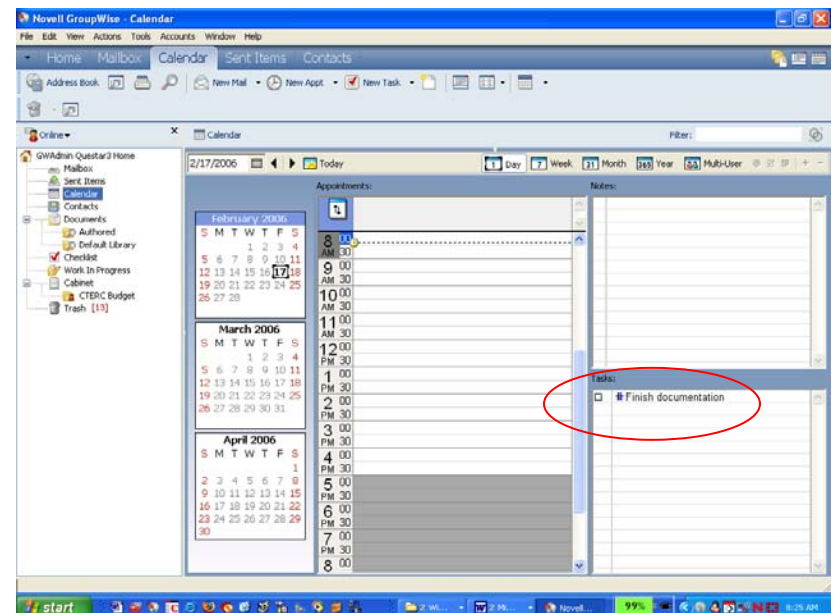
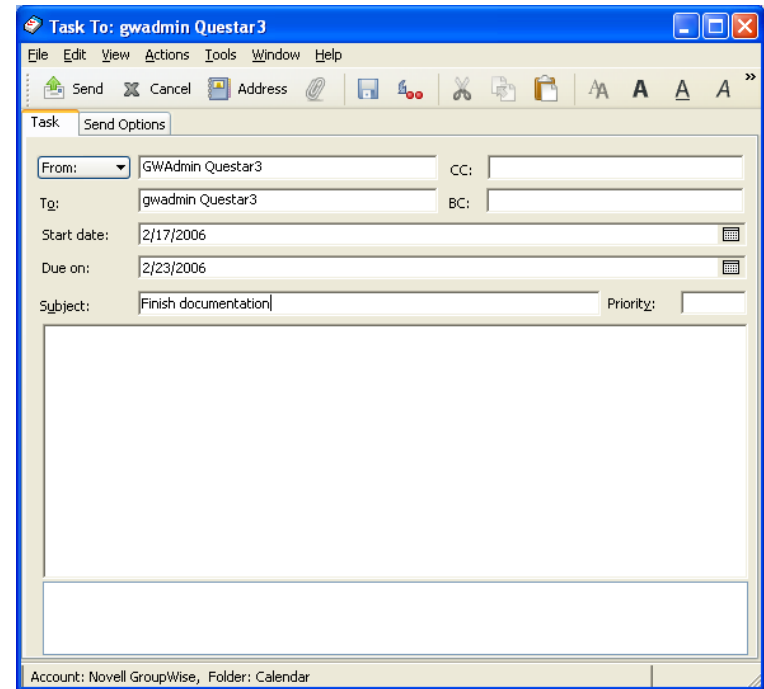


d. Collaborative Tasks

- i. Click the New Task button.
- ii. Address the task to the recipient
- iii. Assign a start/finish date and subject
- iv. Click Send.
- v. Recipient will receive task as an email.
- vi. Recipient selects received task, click “Accept”
- vii. Task is removed from email, placed in Tasks area of calendar.
- viii. Task will appear daily until marked finished.
- ix. When task is complete, place a checkmark in checkbox next to task..
- x. Sender can check status of task in sent items.

e. Reminder Notes

- i. Click File>New>Reminder Note for collaborative.
- ii. Address to user or group.
- iii. Click Send.



6. Passwords – how to change the GroupWise Password

- a. From the main GroupWise window, select Tools>Options.
- b. Double click on “Security”.
- c. In the resulting window, enter your old password. Press the TAB key on the keyboard.
- d. Enter the new password you wish to use, press TAB, enter the same password again.
- e. Click OK.
- f. Click Close.
- g. The new password will be in effect the next time you login to GroupWise.

