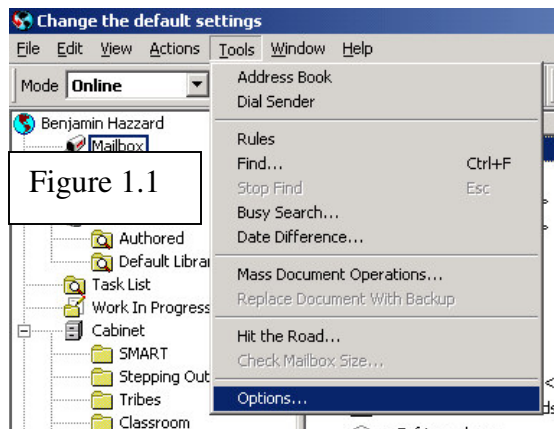


Groupwise: A Starting Point

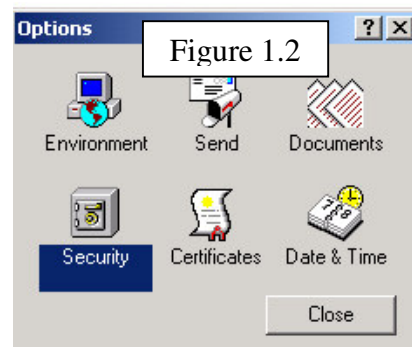
Administrative Features:

Step #1: How do I change my password?

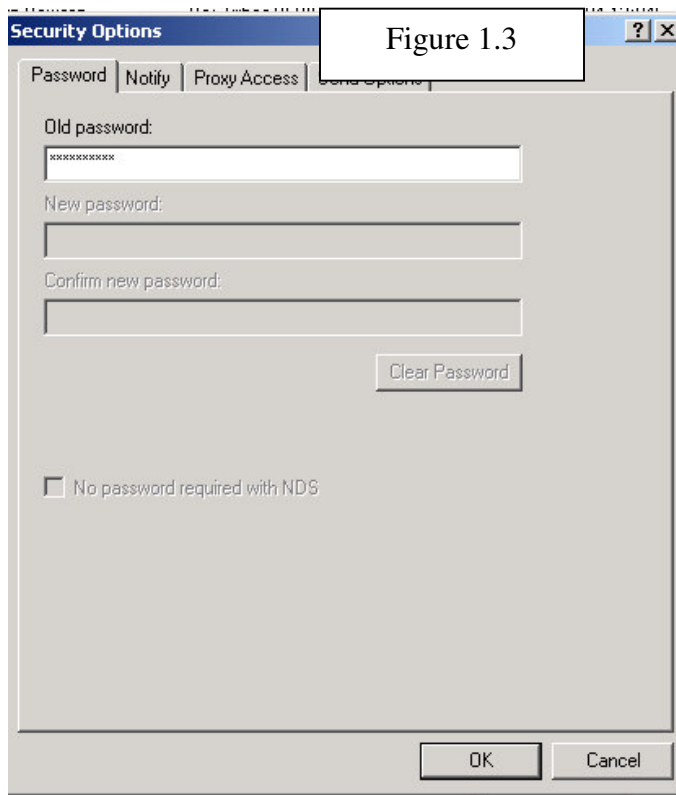
- Select “Tools” from the top menu. Then click on “Options...” within the drop down menu that appears. (Figure 1.1)



- In the new “Options” window that appears, figure 1.2, double click on the “Security” icon.



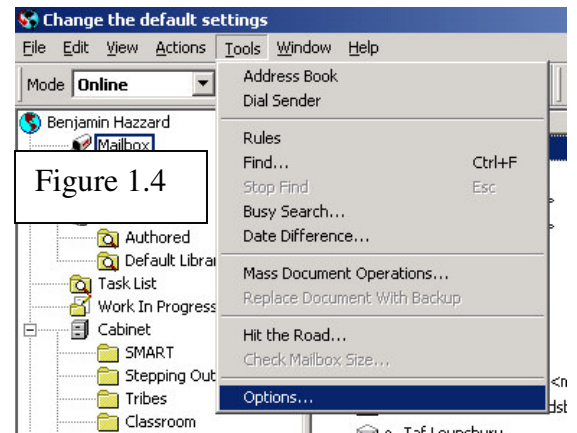
- Within the “Security Options” window, select the “Password” tab. Within this screen you need to first type in your old password. Then click the “Tab” key. If you have entered the correct password you will then be able to enter your new new password in the “New password” field. Then retype your password in the “Confirm new password” field. Finish by clicking “OK”.



Groupwise: A Starting Point

Step #2: How do I create a digital signature?

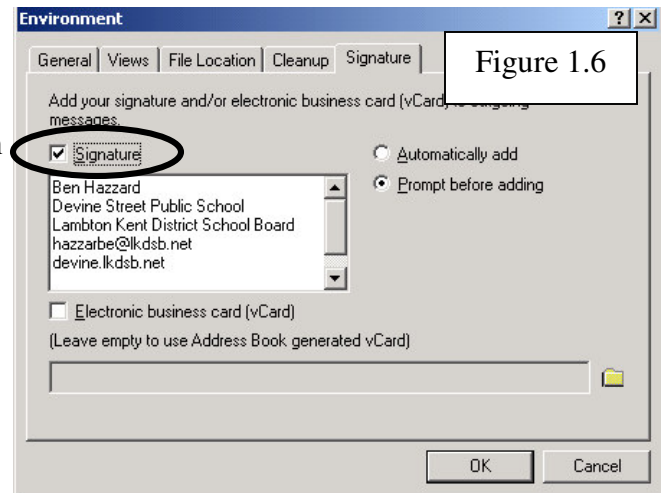
- ➔ Select “Tools” from the top menu. Then click on “Options...” within the drop down menu that appears. (Figure 1.4)



- ➔ In the new “Options” window that appears, figure 1.5, double click on the “Environment” icon.



- ➔ Within the “Environment” window select the “Signature” tab. You will then be able to check the box beside “Signature” which will allow you add your signature information in the box below. (Figure 1.6)
- ➔ Then select either “Automatically add” or “Prompt before adding”. Then click “OK”.

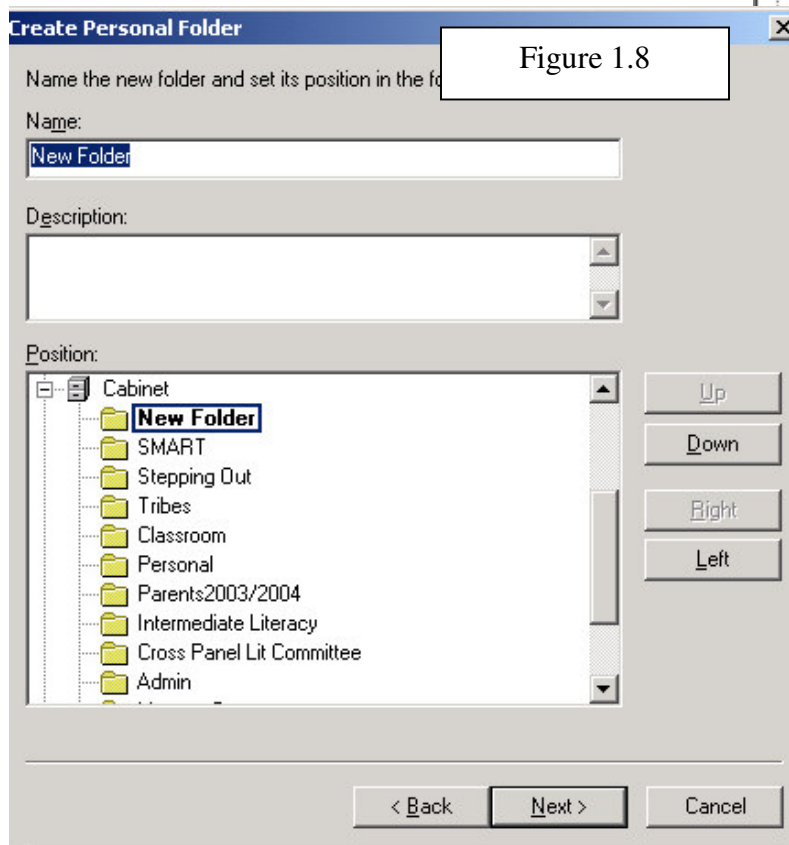
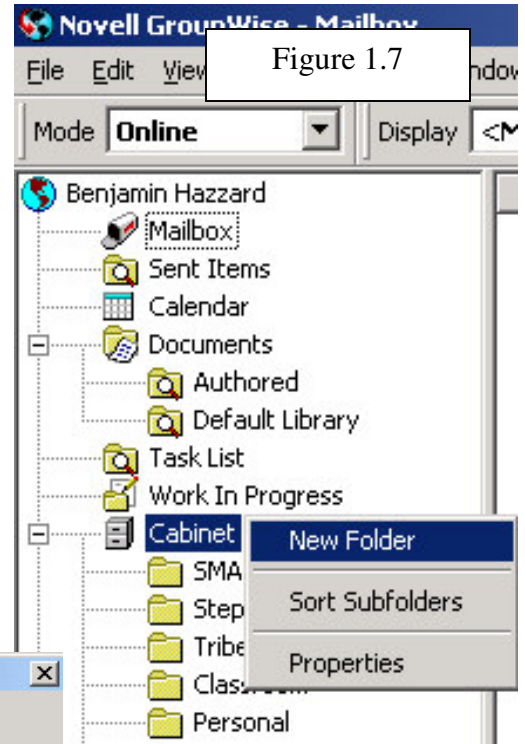


Groupwise: A Starting Point

Step #3: How do I organize my cabinet into folders to store messages?

- ➔ Right click on “Cabinet” within the right hand menu. Select “New Folder” from the menu that appears. (Figure 1.7)

In the window that appears, select “Personal Folder” then click “Next”. Then on the next window, type in the folder’s name, its description and where you would like it positioned. (Figure 1.8) Then click “Next” and on the last window, click “Finish”.

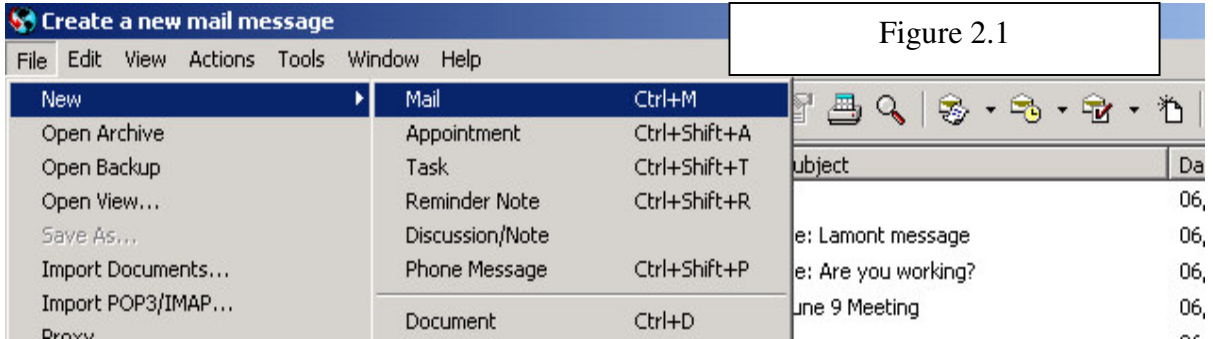


Groupwise: A Starting Point

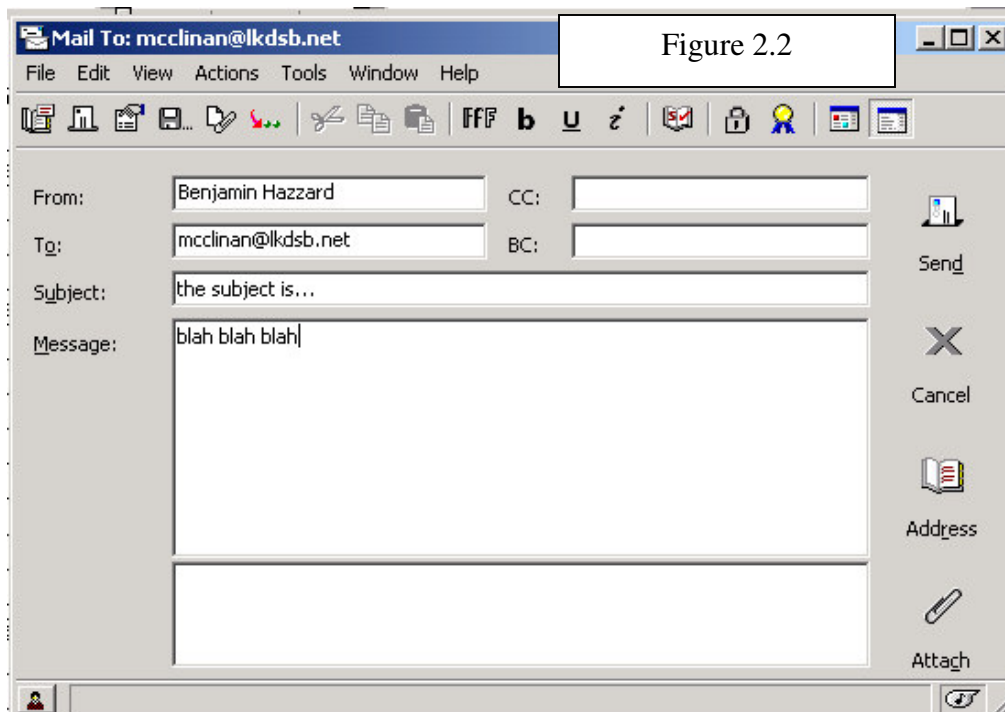
Sending E-Mail:

Step #1: How do I send new mail?

- To begin a new message click on “File” from the top menu. Then select “New” and then “Mail”. (see figure 2.1) A new mail message will then appear.



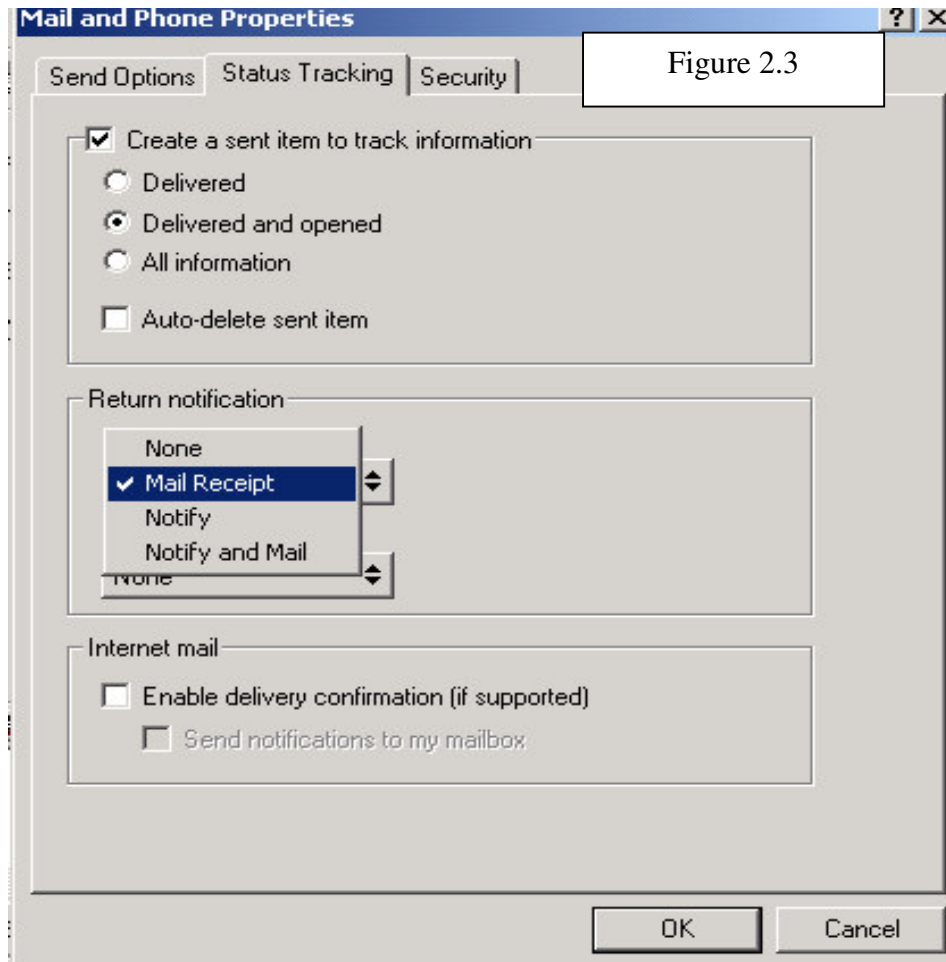
- First, enter your recipient’s email address in the “To:” field. Then if you would like to carbon copy someone, enter his or her email address in the “CC:” field. The last address you may want to add is the blind carbon copy address, within the “BC:” field. (figure 2.2)



- Add your subject line, then type your message within the “Message:” field.

Groupwise: A Starting Point

- To request confirmation that your message has been received and / or read, you can click “File” in the top menu, then select “Properties”.
- Within the new window that appears, select the “Status Tracking” tab. Underneath the “Return Notification” section, click the upper button and select “Mail Receipt”. This will mail you a receipt when the recipient opens it.



- Finally, to include a file with your email. Click on the “attach” button within the message. Then find your file, select it and click “OK”.
- To now send your message, click “Send”.

Groupwise: A Starting Point

Step #2: How do I use the address book?

- To open the address book, click on the address book icon in the toolbar. (See figure 2.4) You can also click on “Tools” then “Address book” in the top menu.

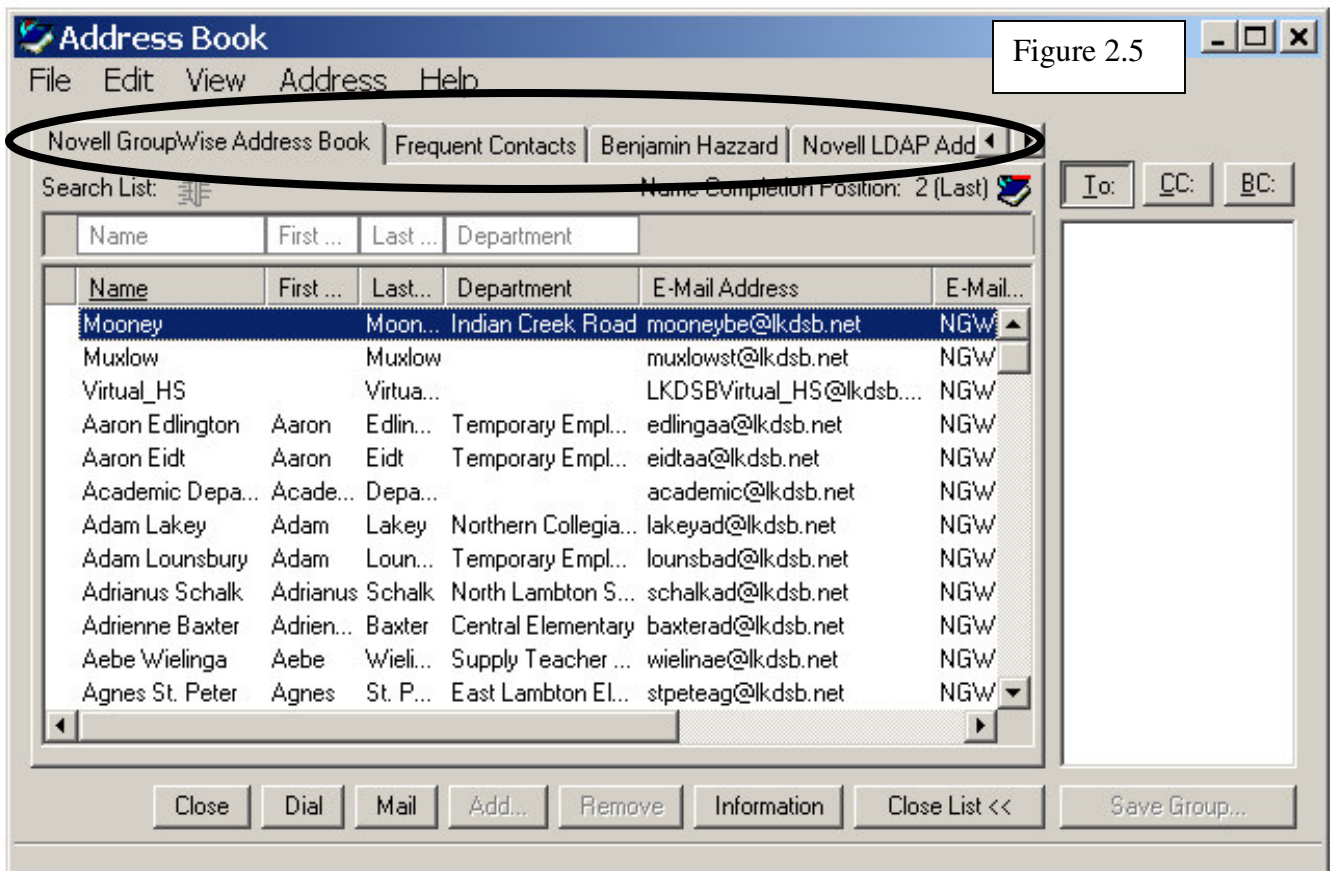


- There are different sections to the your address book. The click on the top tabs to switch between the different options. See figure 2.5

The “Novel GroupWise Address Book” gives you access to all the email addresses within the LKDSB.

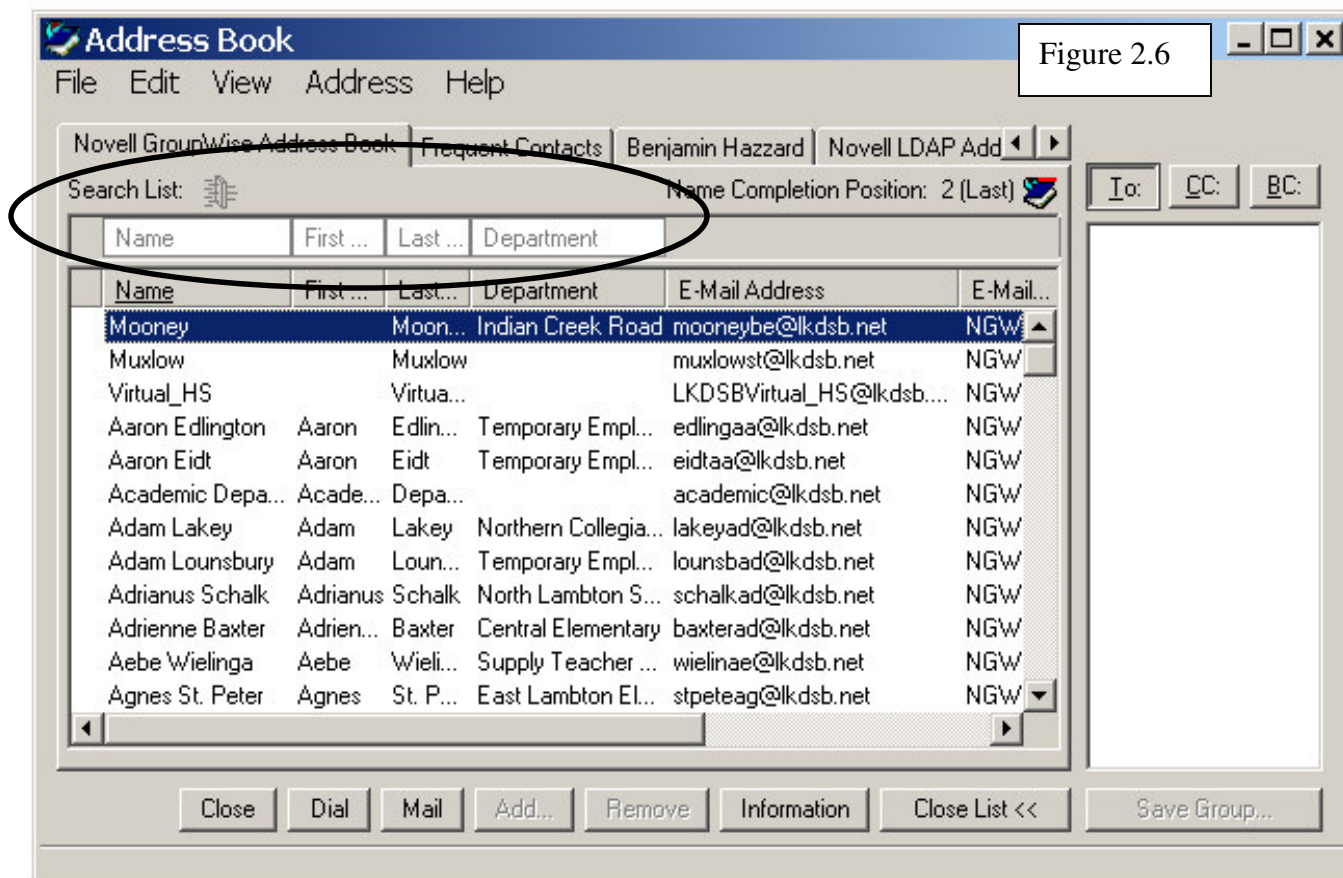
The “Frequent Contacts” gives you access to your most frequently used addresses.

The “Your Name” gives you access to an address book that you have created.



Groupwise: A Starting Point

- To search the address book, select the address book you would like to search in. Then below the heading “Search List:” (see figure 2.6) type the search term in the appropriate column. For instance, type the last name of your desired contact in the “Last...” column.



Groupwise: A Starting Point

- To add a contact to your personal address book, click on the tab with your name on it. Then click on the “Add...” button at the bottom of the window. In the next window, click on “Person” then select Ok.
- The next window that appears will prompt you to enter the person’s contact information. Make sure you enter the first and last name, as well as the person’s email address. (See figure 2.7). Then click “OK”.
- To email this person, click on the “TO:” button then double click on the person’s name. Continue this until you have added all the people you would like to add to this email list. Then click “Mail” in the bottom buttons to send an email to these individuals.
- To create a group, add the people to the “To:” list by double clicking then selected “Save Group...” from the bottom buttons. In the next window enter the group’s name and click “OK”.
- Now when you would like to email all the members of your group, just double click on the group’s name to add them to the distribution list.

The screenshot shows a dialog box titled "Information for New Entry" with the following fields and buttons:

- First name: David
- Last name: Letterman
- Display name: David Letterman
- Organization: (empty)
- E-mail address: dletterman@cbs.com
- E-mail type: (dropdown menu)
- Address: (text area)
- City: (text field)
- State: (text field)
- ZIP code: (text field)
- Country: (text field)
- Screen name: (text field)
- Department: (text field)
- Title: (text field)
- Mailstop: (text field)
- Greeting: (text field)
- Phone #s: Office (dropdown menu)
- Comments: (text area)

Buttons on the right side: OK, Cancel, New, Advanced..., Prev, Next, and a Default button for the Phone #s field.

Groupwise: A Starting Point

Step #3: What do I do with mail that I receive?

- To open an email within your main screen, double click the email message and a new window will open for you to read the new email.
- If the email requires a reply, click on “Reply” in the right hand tool bar. A window will appear. (See figure 2.8) You will then have the option to: Reply to sender (just the person who sent the email to you) or, Reply to all (everyone the email was originally sent to). Then click “OK”.

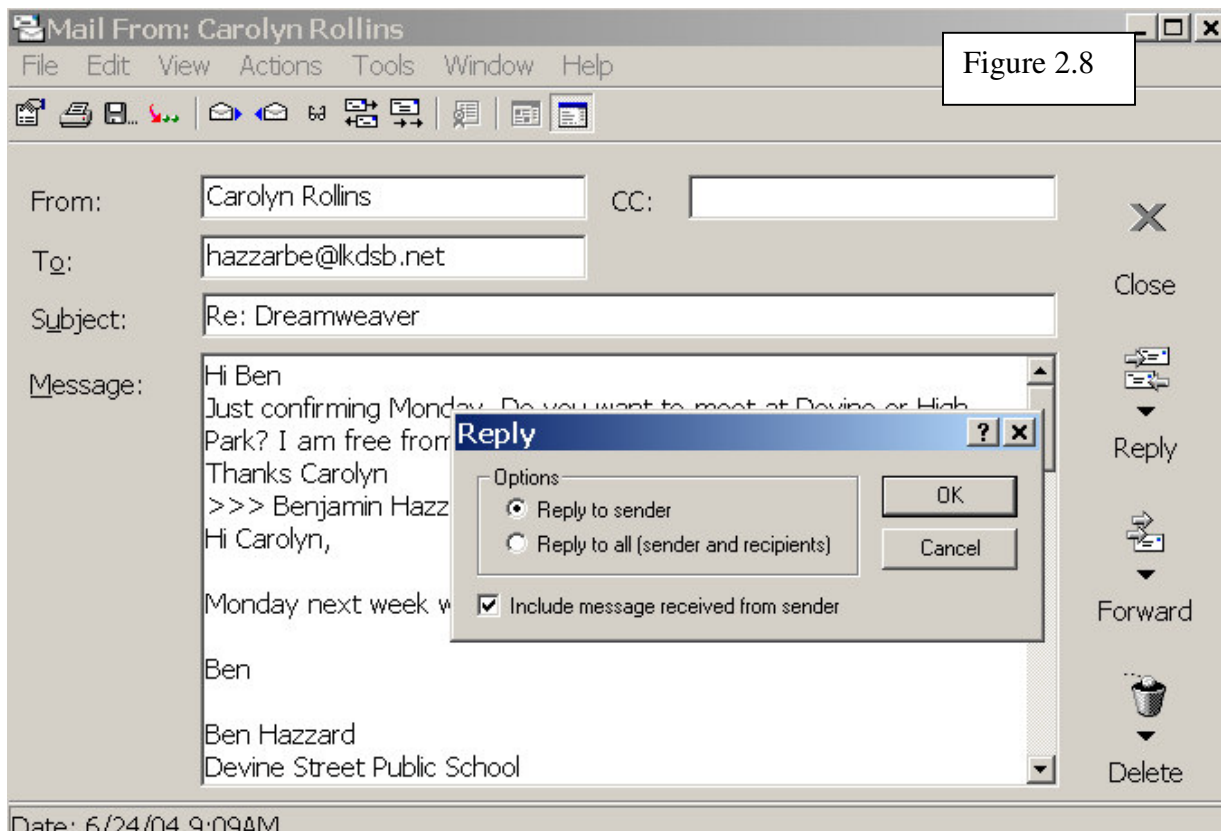


Figure 2.8

- To send the email to someone different, click “Forward” from the side tool bar and then in the new email window that appears, enter the desired recipient’s email address.
- To delete mail from the main screen, right click on the sender’s name, then click “Delete”. The message will then be sent to the trash.
- To clear your trash, right click on the trash folder in the right hand side of the screen. Then select “Empty Trash”. Groupwise will then ask if you are sure, click “Yes”.