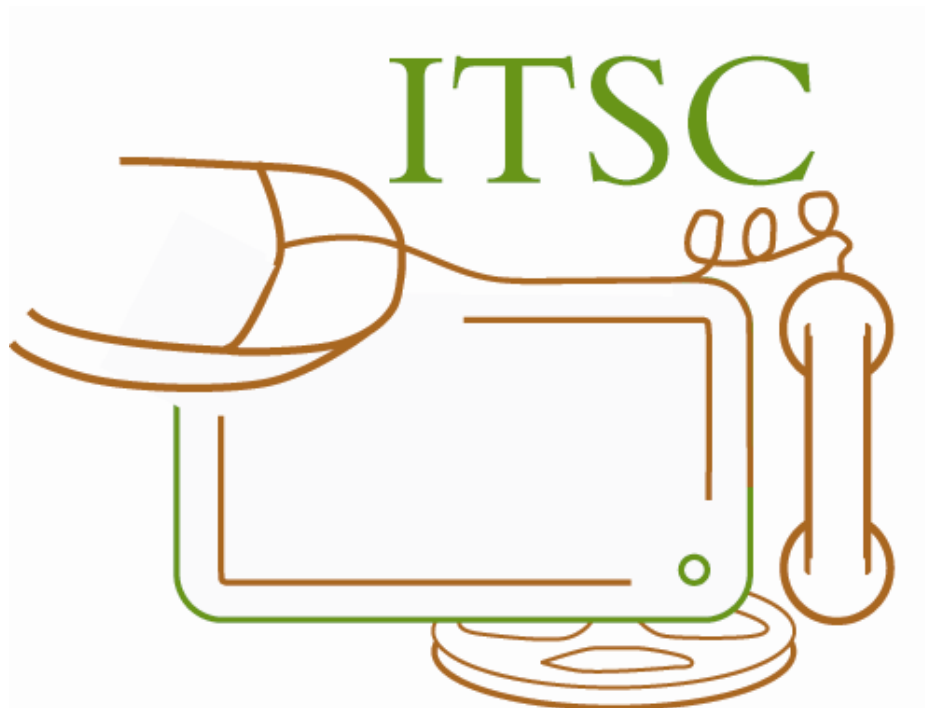


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Novell GroupWise Version 7

Quick Guide



For further information or questions regarding GroupWise or any other software application or computer hardware issue, please call the Help Desk at 8-7600.

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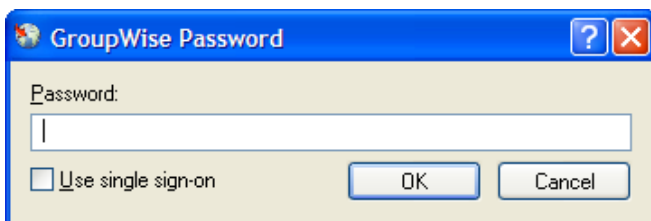


Spokane Public Schools
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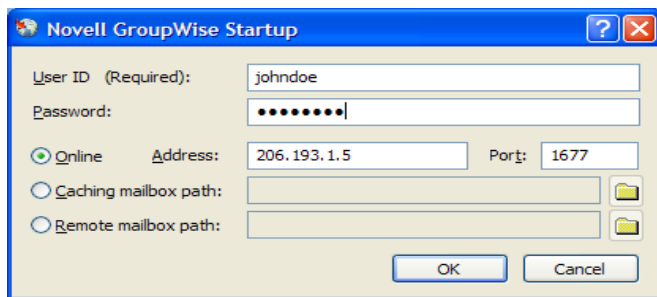
Novell GroupWise Email

Spokane Public Schools uses Novell GroupWise Version 7 as its email program. Not only can you access your email through this program, but has a calendar feature as well.

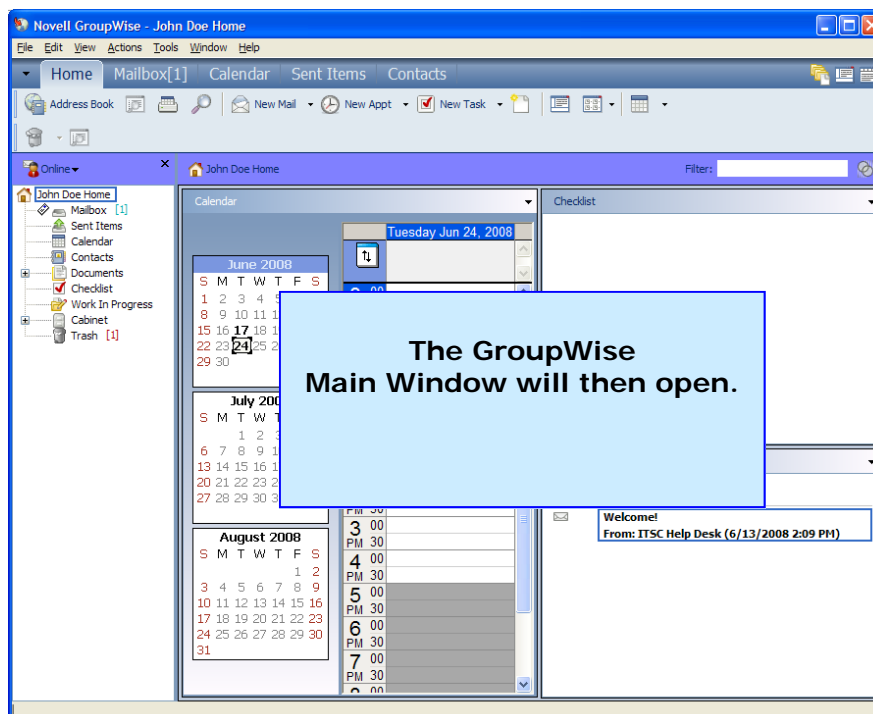
To access GroupWise, click on the icon that looks like this.
It can be accessed from your task bar or from the "Start" menu.



The GroupWise Password window will appear.
Enter your password as you have in the past.



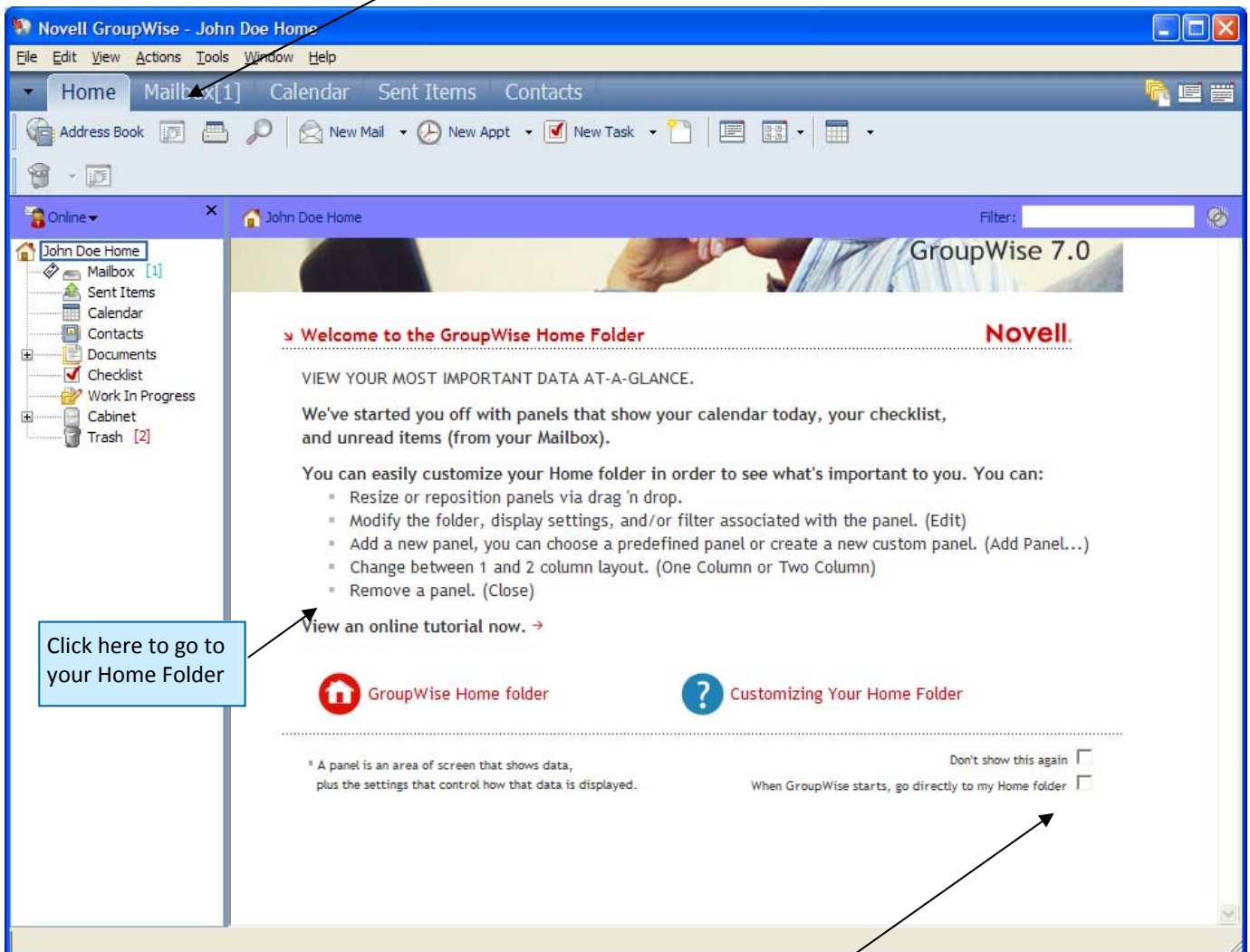
If you receive the window listed to the left,
enter your user name and password.
You do not need to make any other



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Novell GroupWise Email, cont.

One of the main differences from previous versions of GroupWise is the Main GroupWise Window. You'll notice there are tabs across the Nav Bar. The tabs allow you to easily move from one GroupWise folder to another.



Novell GroupWise - John Doe Home

File Edit View Actions Tools Window Help

Home Mailbox[1] Calendar Sent Items Contacts

Address Book New Mail New Appt New Task

Online John Doe Home Filter:

John Doe Home

Mailbox [1]

Sent Items

Calendar

Contacts

Documents

Checklist

Work In Progress

Cabinet

Trash [2]

GroupWise 7.0

» Welcome to the GroupWise Home Folder **Novell.**


VIEW YOUR MOST IMPORTANT DATA AT-A-GLANCE.


We've started you off with panels that show your calendar today, your checklist, and unread items (from your Mailbox).

You can easily customize your Home folder in order to see what's important to you. You can:

- Resize or reposition panels via drag 'n drop.
- Modify the folder, display settings, and/or filter associated with the panel. (Edit)
- Add a new panel, you can choose a predefined panel or create a new custom panel. (Add Panel...)
- Change between 1 and 2 column layout. (One Column or Two Column)
- Remove a panel. (Close)

View an online tutorial now. →

 GroupWise Home folder

 Customizing Your Home Folder

* A panel is an area of screen that shows data, plus the settings that control how that data is displayed.

Don't show this again

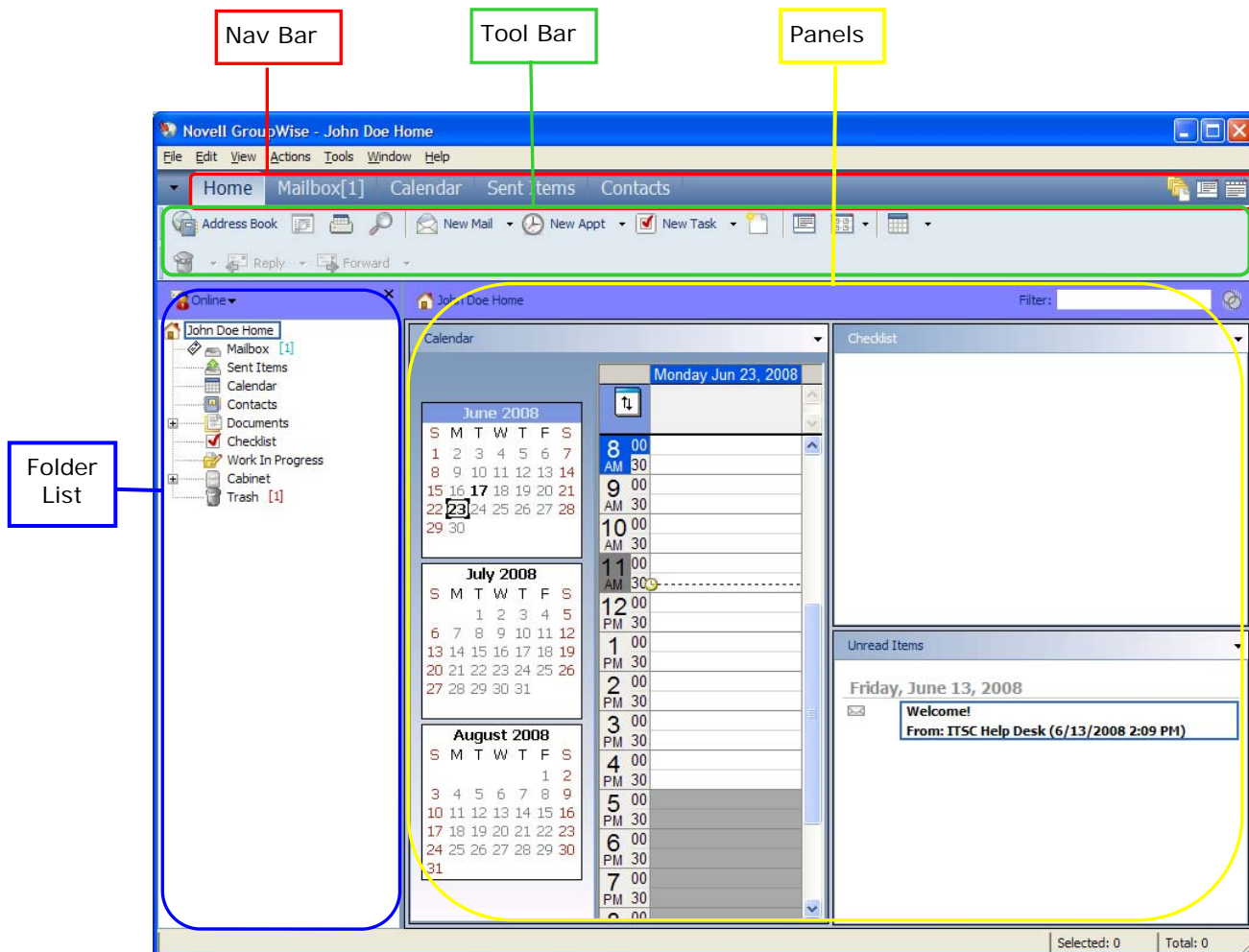
When GroupWise starts, go directly to my Home folder

Click here to go to your Home Folder

When you initially open your new GroupWise, you *may* get the Window that appears in the diagram above. You can choose to not see this message again and go directly to your **Home Folder**.

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You can navigate through GroupWise 7 using the features listed below. Each of these features can be customized to your personal settings.



Nav Bar

Provides quick access to your most commonly used folders. By default, the Home, Mailbox, Calendar, Sent Items, and Contacts are on the Nav Bar. You can also customize the Nav Bar.

Tool Bar

Lets you quickly accomplish common GroupWise tasks, such as Opening the Address Book, sending mail messages, and filtering items.

Panels

Displays your frequently used information in a quick glimpse. You can add additional panels from a list of preconfigured panels or you can create your own.

Folder List

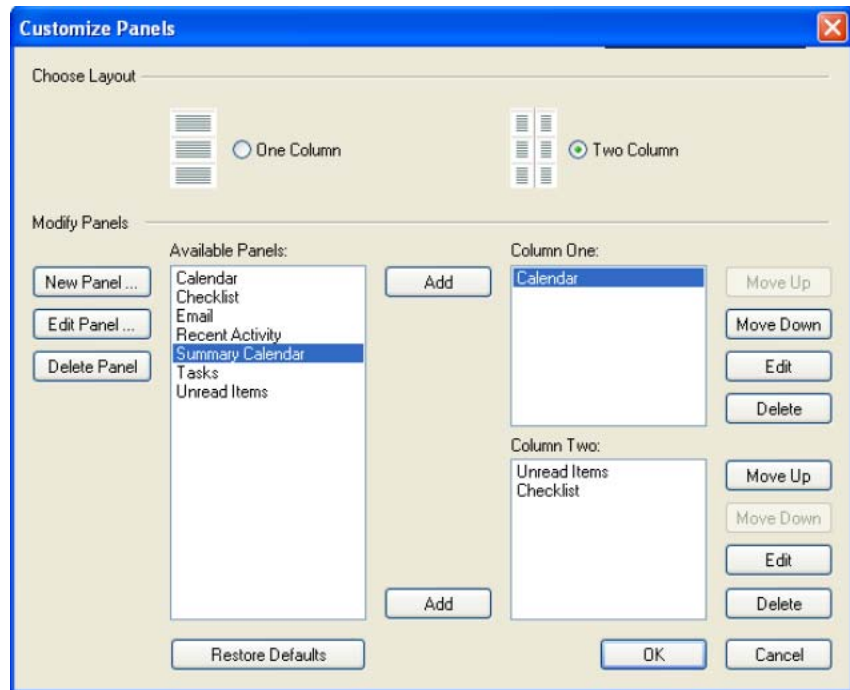
Lets you organize our GroupWise items. You can create new folders as needed for storage of GroupWise items.

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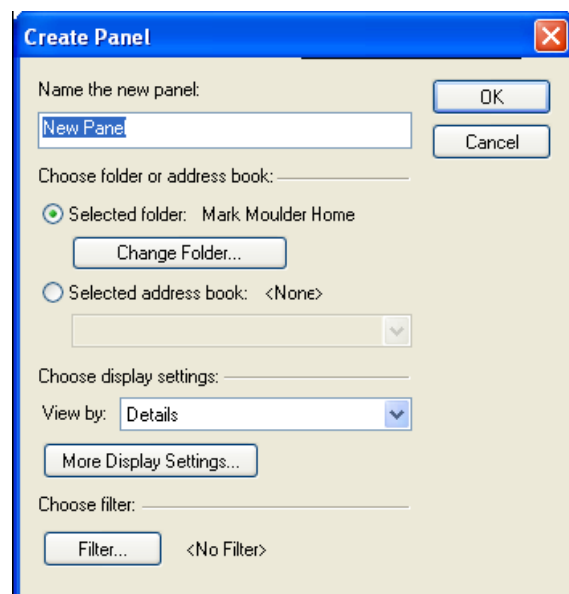
“Panels” are a new feature in GroupWise Version 7. A panel is a customized view of information in GroupWise. By default in the Home view, you see an Unread Messages panel. The unread Messages panel displays a list of items you have not read. The Checklist panel is another default panel on the Home view. The Checklist panel displays items that are in your checklist folder. A panel can be created to display a multitude of information. A predefined list of panels has been created, but you can also **create your own custom panels**.

- Right-click on the folder that you want to modify the panels for; then click Properties.
- Click the Display tab.
- Select Panels from the View By drop-down list.
- Click Customize Panels.
- Select whether you want to view the panels in one or two columns.
- Select from the list of available panels or create your own panels by clicking New Panel.
- Click Add next to the column you want the column to display in.
- (Optional) Click Move Up or Move Down to position the column where you want it to display
- Click OK.



To Create a New Panel:

- Click the panel drop-down arrow, then click Add Panel.
- Click New Panel.
- Type the panel name in the Name the new panel field.
- Select whether you want the panel to display a folder or the Address Book. If you select a folder, click Change Folder to select the folder to display the content of or If you select Address Book, use the drop-down list to select the address book you want to display.
- Select a display setting from the Choose display settings drop-down list.



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Note - The URL for GroupWise Remote Email has changed!
If you have bookmarked GroupWise WebAccess you will receive the following message:

GroupWise Remote Email has moved please update your Favorites and Bookmarks to the following link:

<http://email.spokaneschools.org/gw/webacc>

You will need to delete the old URL and book mark the new one -

<http://email.spokaneschools.org/gw/webacc>.

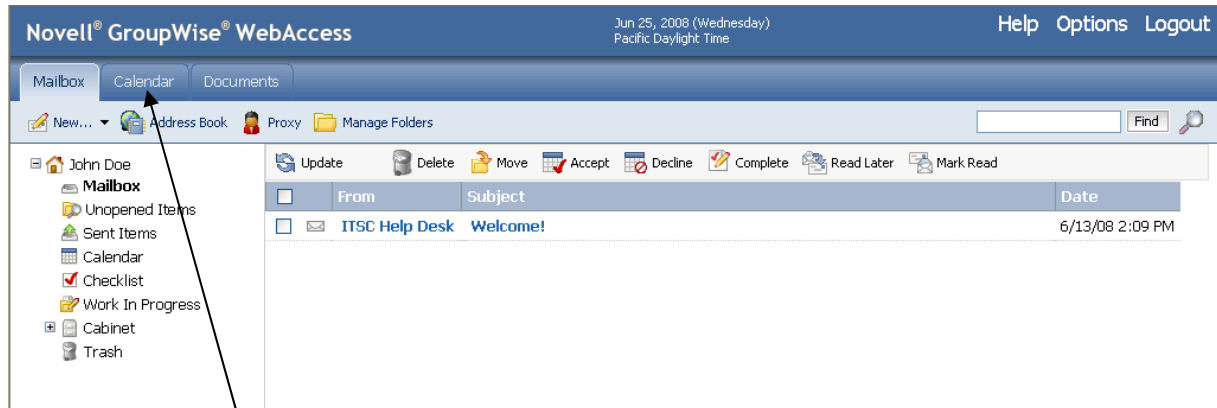
GroupWise WebAccess has a new look.

You can customize your login settings based on how and where you are accessing your information.

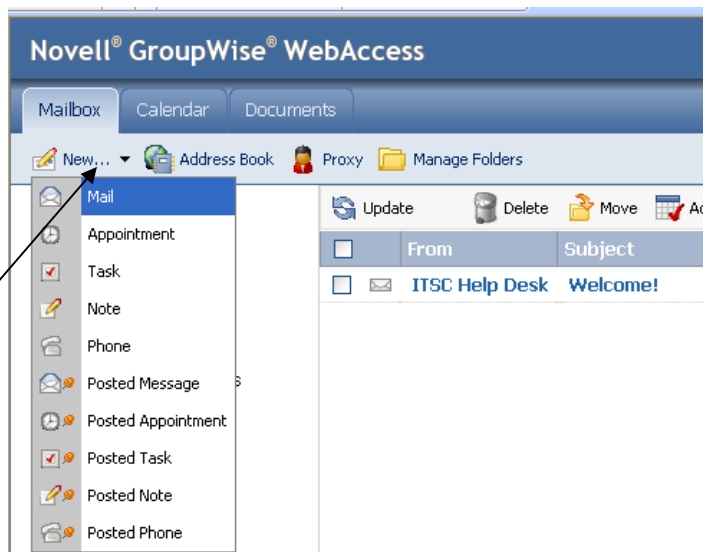
- On the WebAccess login page, enter your username and password.
- Select your connection speed:
 - High (Broadband)**, which has all the features that are available in GroupWise WebAccess. Use this default setting if you have a high-speed internet connection.
 - Low (Dial-up)**, which looks the same as the default high-speed interface but does not auto update your message list and calendar. It also does not support name completion.
- *(Conditional)* If you're using a mobile device, select Use the Basic Interface. The basic interface has limited functionality and graphics. It is designed to perform the most basic tasks in GroupWise.
- *(Optional)* If you use the same browser to log in to GroupWise Web Access every time, select *Remember My Settings* to save your preferences.

Your Password will not be saved!

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The WebAccess version of GroupWise also has tabs for easy folder access.



By clicking on the drop down arrow on any of the tabs you can send a message, create a task or note, or post an appointment.

Full user manuals can found at:

GroupWise Version 7

http://www.novell.com/documentation/gw7/pdfdoc/gw7_userwin/gw7_userwin.pdf

GroupWise 7 WebAccess

http://www.novell.com/documentation/gw7/pdfdoc/gw7_userweb/gw7_userweb.pdf