

# GROUPWISE 8.0 OVERVIEW <PC>

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## Getting Started:

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☞ **Overview** demo of new look & features; not an in-depth training session.

✧ **GroupWise 8** is a complete collaboration software solution that provides e-mail, calendaring, instant messaging, task management, & contact & document management functions.

☞ **Start** the GroupWise Client.

1. Double click on the **GroupWise 8** icon on desktop.  
or
2. Click once on the **GroupWise 8** icon in Quick Launch bar.
3. Novell GroupWise 8 screen will flash; login screen will appear.
4. Password will be your current password — New users is **password2009** (change it ASAP)

## Welcome to GroupWise Home Folder:

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☞ **Look/View** is the big change from GW 6.5, plus better features & ease of use.

1. **Read** thru Welcome screen
2. **Nav Bar** is new (Home - Mailbox - Calendar...)
  - Turned off/on — **View** > uncheck Nav Bar — Now looks like GW 6.5. **Nav Bar** is very useful when you get comfortable with it.
  - **Customize** Nav Bar > **right** click on **Header** color/**Text** size & customize **Color Scheme**
  - Click on **Folders/sub-folders** to add to Nav Bar list > (Cabinet > Demo Test)
3. **Note:** check boxes at end of page to check/uncheck
  - Don't show Welcome page
  - Start GW in **Home** folder or **Mailbox** (can be changed)

## Help Options:

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- **GW 8** has extensive online **Training Tutorials** (?-icon on toolbar)
  - **Help > What's New in GW 8** — check out new features, updates & overview
  - **Help** feature (**F1** key) on **Menu Bar > Help Topics > Content, Index, Search**
  - Learn to explore these tutorials for questions before calling the Help Desk. Guess where we'll start looking?
- ✧ **GroupWise 8 Clients Documentation:** FAQs, Windows Client User Guide, Linux/Mac Client User Guide, WebAccess User Guide      <http://www.novell.com/documentation/gw8/>
- ✧ **Novell GroupWise 8 Videos:** users comments  
<http://www.novell.com/products/groupwise/videos.html>

## Home Folder – multi-use desktop

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☞ Major new feature with columns & panels

1. Takes time to adjust to — Very useful
  - At a glance: Folder list – Calendar – Unread emails – Task list + I added Yahoo News
2. **Folder** list can be turned off for larger viewing area
  - **View > uncheck** Folder list;
  - **Folder** icon on **Nav Bar** toggles **Folder** list on/off
  - Toggle on/off **Quickviewer & Main Menu**
3. **Home** folder is very customizable to add/delete columns/panels; or change items displayed
  - **Right click** on ▼ in **Panel Bar > Customize Panel or Add Panel/Column**
  - Overview customize options: # of columns, **Panels:** New/Edit/Delete, add/remove Panels to Columns

- **Panels** can be dragged to other columns, or **Move Up/Down**

## **Mailbox:**

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☞ Basically the same look/view as in GW 6.5

1. **Mailbox** toolbar can be customized
  - **Right** click > **Customize Toolbar** to add frequently used icons
2. **Categories** feature has been enhanced
  - ✧ **New feature:** color background highlights entire line of item; not just text as in GW 6.5
    - **Right** click on email item > items list > click **Categories > More...**
    - **Edit Categories: New Category** can be added(at bottom)
    - **Type** category name > **Text/Background** color > **Add OK**
    - **Rename/Delete** existing categories to suit your needs

## **Vacation Rule:**

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☞ Might be most useful new feature — much easier to use

1. **Tools > Vacation Rule** —
2. **Activate** rule:  check box toggle on/off
3. Type **Subject** — *out of office...on vacation, etc.*
4. Type **Message** in box with pertinent information
5. **Uncheck** Reply to External Users
  - Users within FUS GroupWise system will receive vacation rule reply; external users will not receive reply
6. **Check** Reply to External Users
  - **All** incoming emails will receive vacation rule reply

- Can cause problems with clogging email systems & listservs
7. Enter **Start** date & **End** date > click **Save**

## **Calendar:** lots of new features

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### **New Calendars:** Create multiple personal/shared calendars

1. **Folder List:** Select **Calendar** in **Folder List** > **right** click > **New Calendar**
  - **Type** calendar name in box > **Enter**
  - **Right** click on new calendar > click **Sharing** to share calendar with others
  - Click **Properties** > check box  **Color** > click on **icon** to select a color for to color code new calendar display.
  - Check box  **Calendar Folder** + **Show Me**
2. Can create any number of new calendars
  - **Be careful:** too many is cluttering & confusing
3. In **Folder List** > click **+** in front of **Calendar** to open subset of other calendars.
  - Check boxes of which calendars you want to display together when you click **Calendar** — like overlays.
  - **Note** which calendar title is displayed on **Calendar Menu Bar**
4. In full-Calendar view > click on **Calendar** ▼ to open Folder List drop-down menu to select calendars
  - Drop-down menu closes when click on **Calendar Bar**
5. Able to **Import** calendars in **.ics** format

### **Posted Appointment by default**

1. Start typing in day/time slot to enter a posted appt. > Enter
2. Double-click appt. to open **Posted Appt** box

- Add Place > change date/time/length
3. **Or**, right click in calendar > click **Posted Appt** to open **Posted Appt** box
    - Fill in information for each section
  4. **Note:** the check box  for **All Day Event** — show **All Day Event** pane at top of calendar view, under dates.
    - Useful for vacations or all day events
    - Enter **Start** date & **End** date
    - Click **Out of Office** icon to select **Free – Tentative – Busy** or **Out of Office** — color code for event appears on calendar
  5. **All Day Event** for just one day—**uncheck** box 
    - Dialog box changes—**Duration**
    - Click on top clock icon to set **Start** time; bottom clock to **End** time
    - Select **Free – Tentative – Busy** or **Out of Office**
  6. Click **Options** tab to select **Category** > click **Post** to post on calendar

### **Shared Calendars** — new feature

1. **Folder List** or **Calendar ▼** > **right** click on calendar to be shared > select **Sharing** from drop-down list
  - **Properties** box opens with calendars name at top
  - Click **Shared With** > type in name to share with, or click on **icon** at end of **Name** box to choose **Address Book** > double-click **Name/s** to add to **Selected** field > click **OK**
  - Select name/s to assign **access rights** >  check boxes for **Add – Edit – Delete** >click **OK**
  - Select different **color code** to view each calendar
  - **Shared Calendar Notification** list new participants to share > type in **Subject** > fill in **Message** > click **OK**
  - Email message sent to notify recipient/s

2. **Check/uncheck** box  in Calendar tab to display calendar/s
  - **Client only:** click on calendar 1<sup>st</sup>; then check/uncheck
3. **Shared** calendars are not the same as **Proxy**
  - Can only share a created personal calendar

## **Address Book:**

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### Turn off **Auto-Save**

1. Click on **Address Book** icon on toolbar > select **Frequent Contacts** > **Right** click >
2. Click **Properties** > **Options** tab > check **Auto-Saving Off**
3. **Note: Delete addresses...** check box  at bottom > **OK**

## **Tools > Options:** new Options

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### **Environment:**

1. **General:** Two boxes  for **Check Spelling** — **as you type & before send**
2. **Auto-Save** turned on by default
  - Messages are auto-saved every 30 seconds in case of a GW shut down
  - GW will alert you if there are auto-saved messages and how to retrieve them (**Help > Auto-Save**)
3. **Views:** make sure **HTML** boxes  are checked
4. **Default Actions:**
  - **Start In:** change between **Mailbox** or **Home** at Startup
5. **Signature:** check box  **Signature** > type in information

### **Calendar:** replaces GW 6.5 Date/Time Options

1. **General:** new look and layout

- **Accept Options** default alarms — on/off
- **Line/Color Options:** select background colors for **All Day Events – Appts – Reminder Notes – Tasks**
- Or > **Right** click in area in calendar to change background color — Toggle **Lines** on/off

## **Web Access:** greatly enhanced features

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☞ **Look/View** is the big change from GW 6.5 WebAccess, plus better features & ease of use.

- **Help > What's New in GW 8 WebAccess**
- Improved Interface – Tasklist Folder – Email & Calendar Improvements & more
- Use **Help** menu: **Table of Contents – Index**

### ☞ **Improvements:**

1. **Interface:** looks like **GW 8 Client**, & more customizable
2. **Mailbox:**
  - Displays all emails; not just 20 at a time
  - Click on **New...** to open new **Mail Message** window
  - **Auto-Save:** automatically saves what you are composing. GW prompts you with recovery options after an unexpected GW stoppage
  - **HTML:** option to choose to view & compose in Plain Text or HTML format. Quickly change fonts, sizes, colors, bullet & numbered lists
  - **Spell Check:** Yeah! Choose to automatically check each message before sending
  - **Name Completion:** When addressing a new email, GW auto-searches for a name as you type from you contacts list & address book
3. **Calendar:**

- **Graphical Calendar Display:** Choose Day/Week/Month display
  - **Posted Appt:** Click on date/time for pop-up box to quickly enter new appt/note/task
  - **Mouse-over** posted appt/note/task to view summary
  - **Create** multiple personal calendars, in addition to the main GW Calendar. Click ▼ next to New... on toolbar > **Calendar**. Type **Name** + (option) **Description** + **Color** to display > **Save**
  - **Share Calendars:** Select name/s to assign **access rights** > check boxes  for **Add – Edit – Delete** >click **OK**. Select different **color code** to view each calendar
  - **Calendar tab** displays **check box** for Main GW Calendar + each personal calendar you create, & shared calendars. Check/uncheck box  to display calendar/s.
4. **Contacts/Address Books:** simply much easier to access & use
- Click **New...▼** to add new **Contact, Resource** or **Organization**. Fill in Properties box.
5. **Options:**
- **Compose:** make sure **Auto-Save** + **Spell Check** are enabled. Can add **Signature** > **Save**
  - **Proxy Access:** to grant rights to another
  - **Rules:** Click ▼ >  **Vacation Rule** check box. Does not have date start/end. **Remember** to toggle off again.

## Proxy Access

- ☞ Use **Proxy** to *manage another user's Mailbox and Calendar*. **Proxy** lets you perform various actions, such as reading, accepting, and declining items on behalf of another user, within the restrictions the other user sets.
- ☞ **Two steps must be completed before you can act as someone's proxy:**

1. The person for whom you will act as proxy **must grant you rights** in the **Access List** in **Options**.
2. You must add that user's name to your **Proxy List** so you can access his or her **Mailbox** or **Calendar**.
3. **You can give** others access to your calendar, as well as your to your mailbox.
  - Click **Tools > Options > Double-click Security > Proxy Access**.
  - Select name/s from Address Book
4. Specify New Person's Rights
  - Click on the person's name in the **Access List**.
  - Check the appropriate boxes.
  - **Read** access gives someone the ability to just read whatever you select. They cannot change anything.
  - **Write** access gives them the ability to read, write, and delete items.
  - **Be cautious** when granting someone these complete rights.

## How to Change Your Groupwise Password:

1. Go to the **Tools** option on the **Menu Bar**.
2. Select **Options**.
3. Double click on the **Security** icon.
4. Make sure **Password** tab is on selected.
5. Enter current password in upper box; press tab key.
6. Type in a new password in middle box. Enter the same password in the lowest box as a confirmation.
7. Click the **OK** button. Click on the **Close** button to return to GroupWise.

### **Tips for good passwords:**

A good password is at least 6 characters long and contains a combination of letters and numbers, e.g., *fus1946*. Don't

choose proper names or words that can be found in a dictionary. Don't write your password down or share it with others.

 **I forgot my password. What do I do?:**

Call the OIT Help Desk at ext. 7033. They cannot look up your GroupWise password but they can arrange for it to be reset and you can change it the next time you login.