

Novell GroupWise 8

New Features

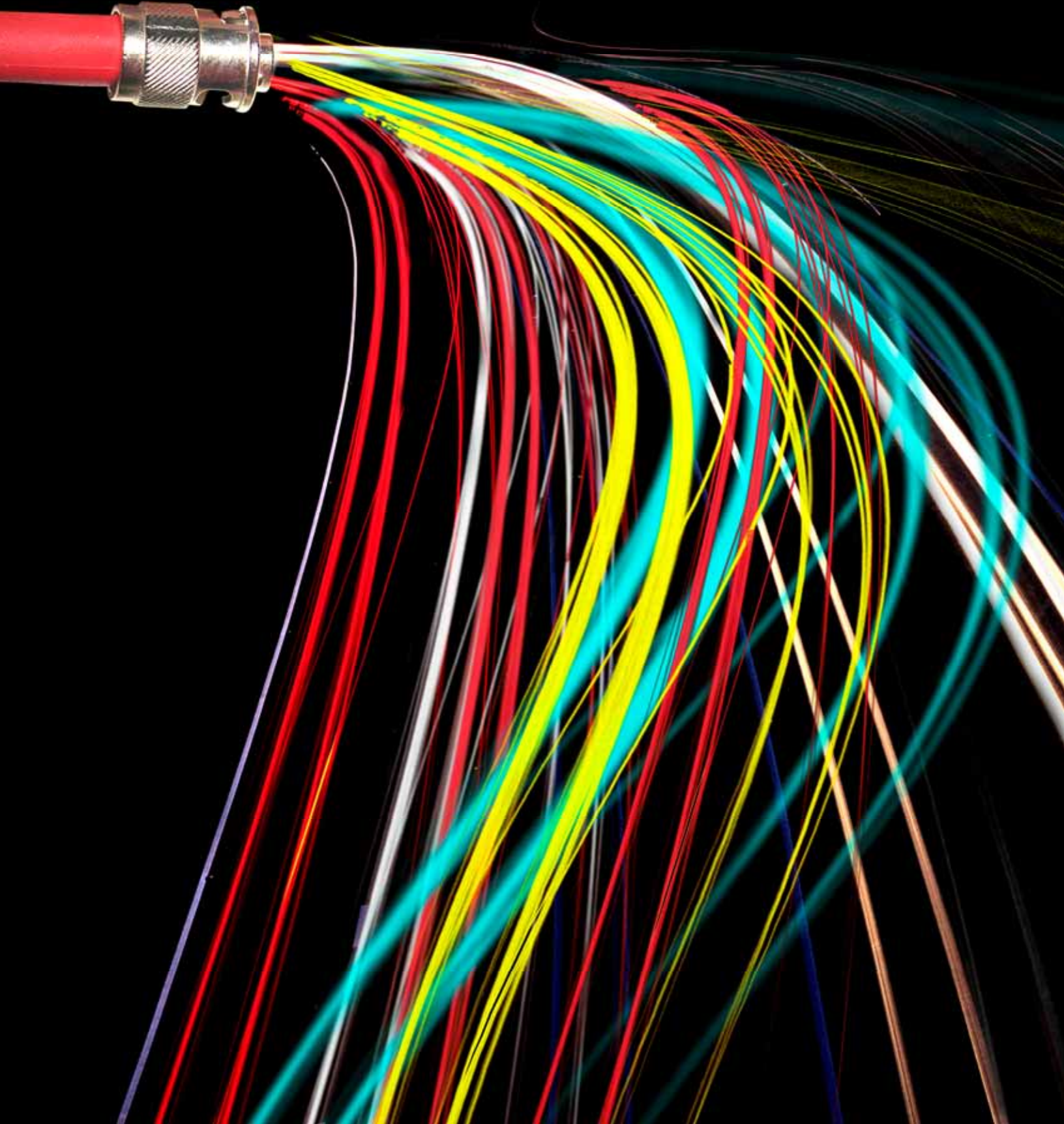


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User Interface

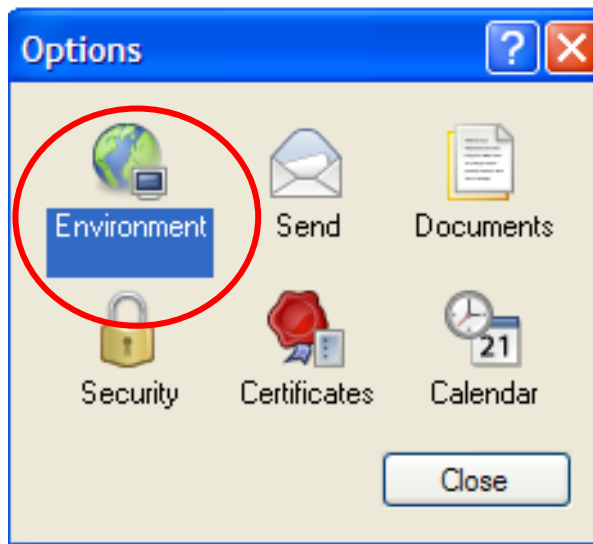
Schemes

Novell GroupWise 8 allows users to choose various schemes.

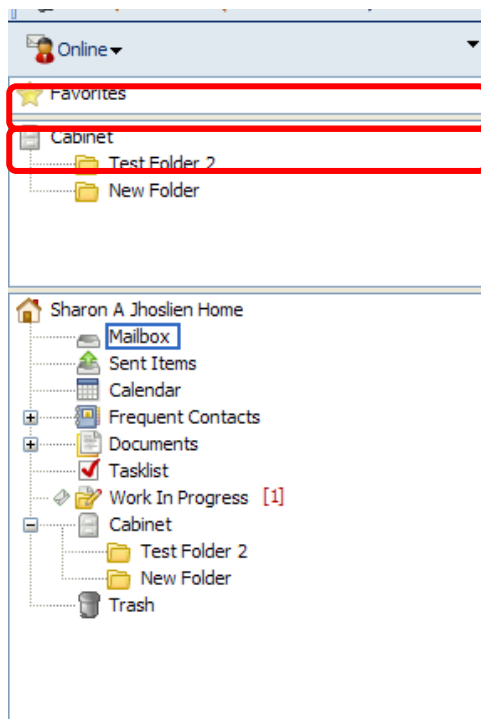
Scheme	View
Default	Displays the Nav Bar, Full Folder List, Main Menu, and 2 columns with panels
GroupWise 6.5	Displays the Folder List, Main Toolbar, and Item List, displaying in the old colors.
Custom	Allows you to set the appearance settings however you like.

Exercise: Selecting a Scheme

- | Step | Action |
|------|---|
| 1. | Sign into your Novell GroupWise account. |
| 2. | Click on the Tools menu. |
| 3. | Choose Options . |
| 4. | Double-click on the Environment icon. |



Step	Action
5.	Select the Appearance tab.
6.	Click the Scheme dropdown and choose Default .
7.	Click OK .
8.	Click Close .
9.	Notice the panels in the Folder List area.



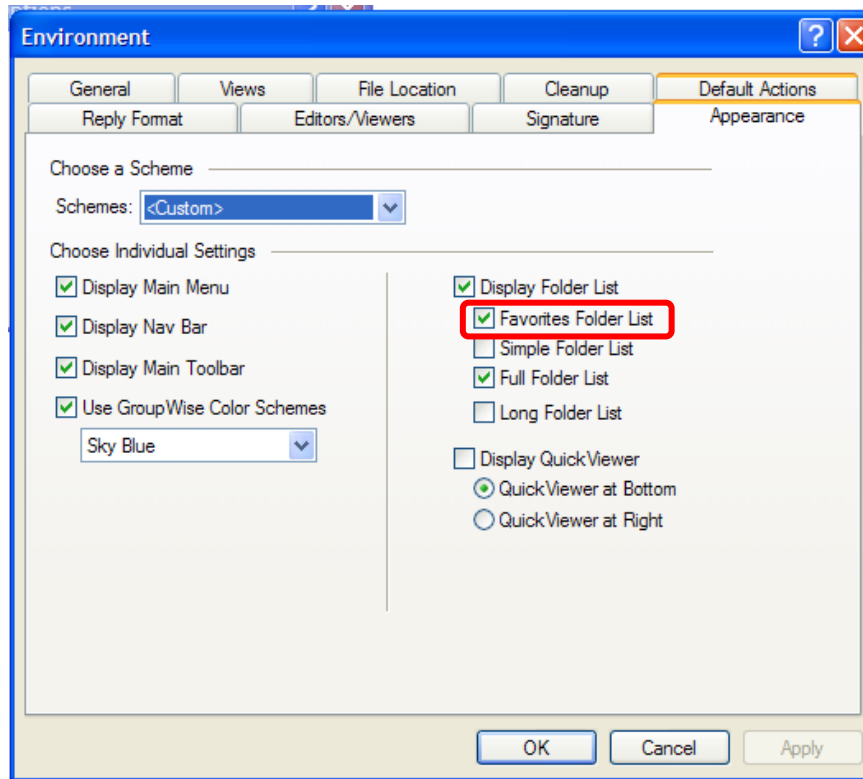
Customizing the Individual Settings

You can show or hide different areas of the Novell GroupWise window.

Exercise: Modifying the Individual Settings

Step	Action
1.	Click on the Tools menu.
2.	Choose Options .

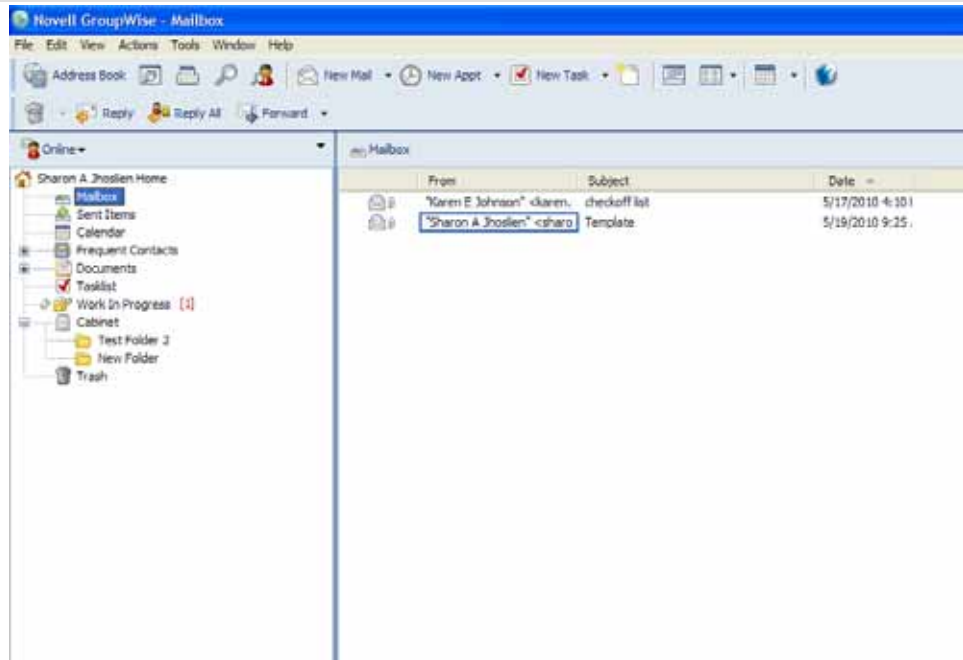
- | Step | Action |
|------|---|
| 3. | Double-click on the Environment icon. |
| 4. | Select the Appearance tab. |
| 5. | Under Folder List , uncheck Favorites Folder List . |



6. Under **Choose Individual Settings**, uncheck **Display Nav Bar**.
7. Click **OK**.
8. Click **Close**.

Step

Action



9. Click on the **Tools** menu.
10. Choose **Options**.
11. Double-click on the **Environment** icon.
12. Select the **Appearance** tab.
13. Under **Choose Individual Settings**, check **Display Nav Bar**.
14. Click **OK**.
15. Click **Close**.

Customizing the Favorites Folder List

The Favorites folder list allows you to display your more commonly used folders at the top of the Folder list.

Exercise: Showing the Favorite Folder List

Step	Action
1.	Click on the Tools menu.
2.	Choose Options .
3.	Double-click on the Environment icon.
4.	Select the Appearance tab.
5.	Under Folder List , check Favorites Folder List .
6.	Click OK . Click Close .

Exercise: Adding a Single Folder to the Favorite Folder List

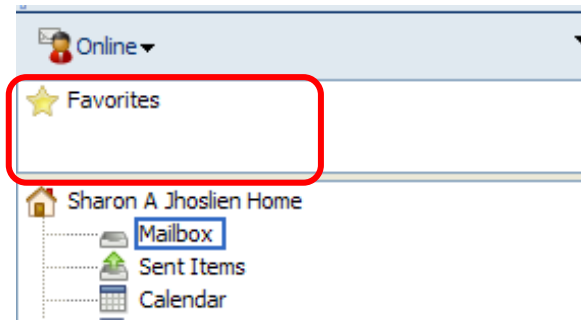
Step	Action
1.	Right-click on the folder that you want to add to the Favorite Folder List area.
2.	Choose Add to Favorites .
	The folder is added.

Exercise: Adding Multiple Folders to the Favorite Folder List

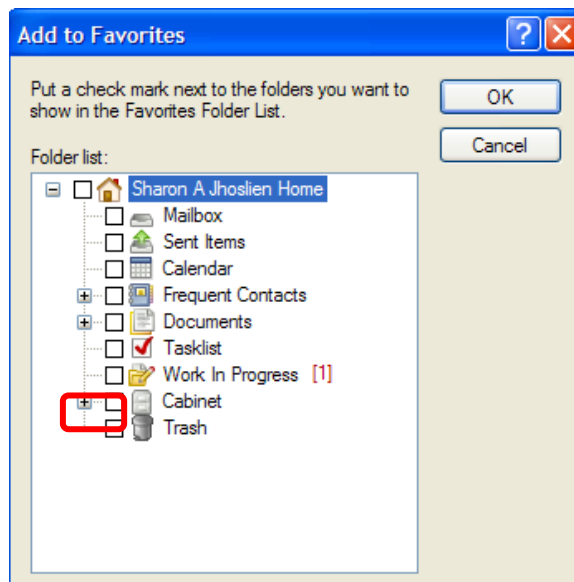
If you have multiple folders in your Cabinet folder, you can select several of them to display under the Favorites heading.

Step	Action
------	--------

1. Right-click on the **Favorites** folder.

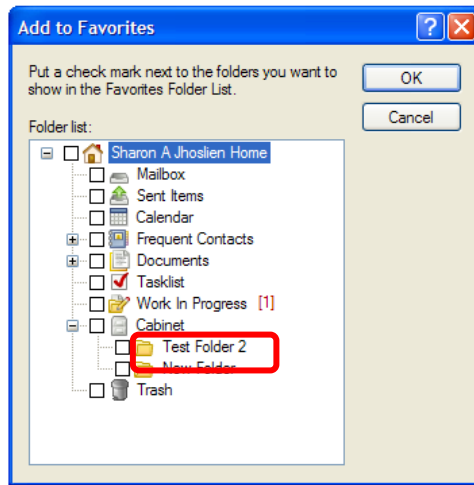


2. Select **Choose Favorites**.
3. Click the **Plus sign** to the left of the **Cabinet**.



Step	Action
------	--------

- | | |
|----|---|
| 4. | Check the folders that you want to add. |
|----|---|



- | | |
|----|-------------------|
| 5. | Click OK . |
|----|-------------------|

Exercise: Removing a Folder from the Favorite Folder List

Step	Action
------	--------

- | | |
|----|--|
| 1. | Right-click on the folder in the Favorite Folder List that you want to remove from that area. |
| 2. | Choose Remove from Favorites . |

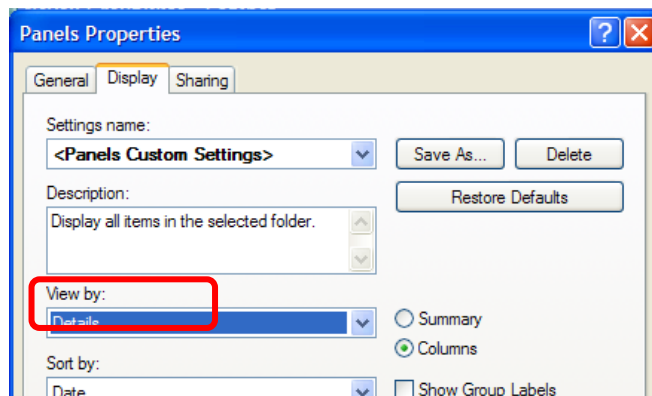
The folder is removed from the Favorites area.

Panels

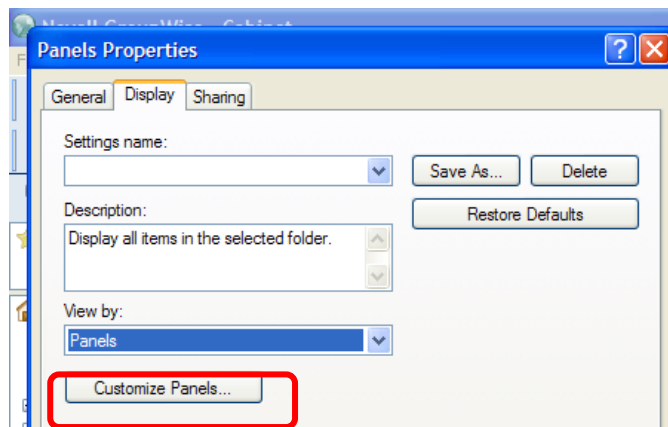
Panels allow you to display multiple panels, such as the Calendar and Unread items, in a single window. In the previous version of Novell GroupWise, you could select a panel from a predefined list. Now, you can create your own custom panel.

Exercise: Creating a Customized Panel

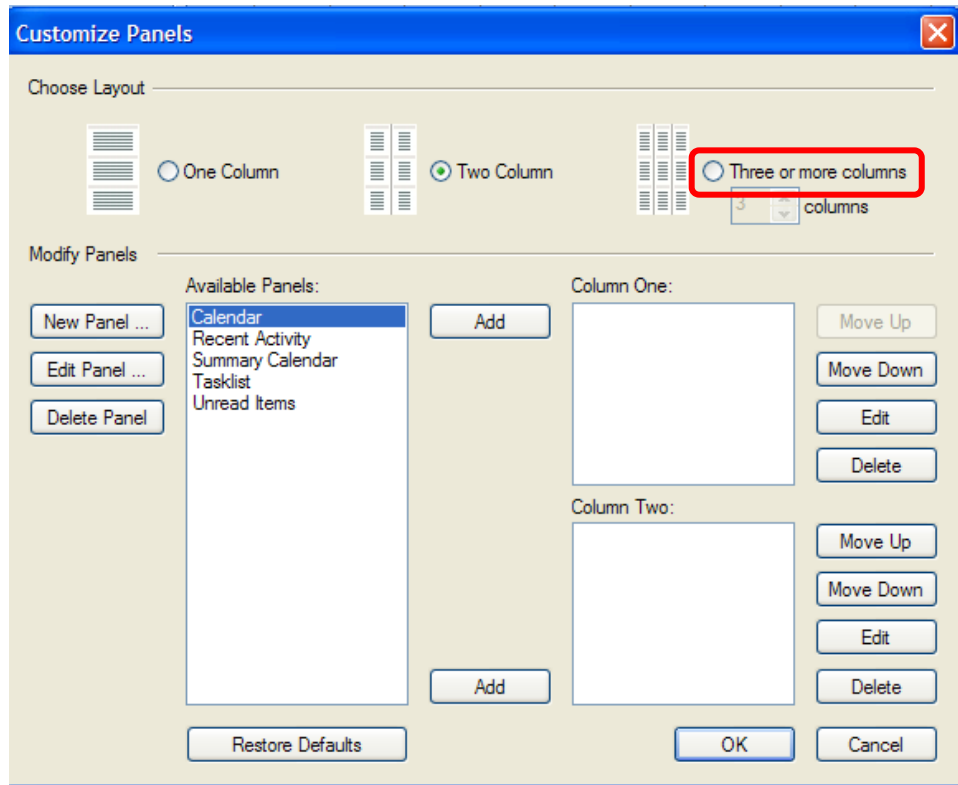
- | Step | Action |
|------|--|
| 1. | Create a new folder and name it Panels . |
| 2. | Right-click on the folder and choose Properties . |
| 3. | Select the Display tab. |
| 4. | Click the View by dropdown and choose Panels . |



5. Click the **Customize Panels** button.

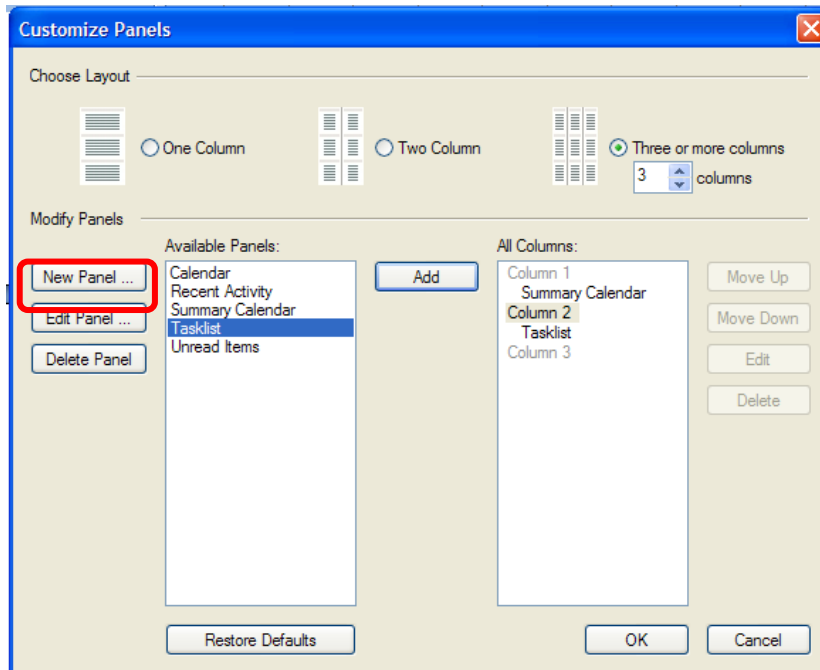


Step	Action
6.	Choose Three or more columns .

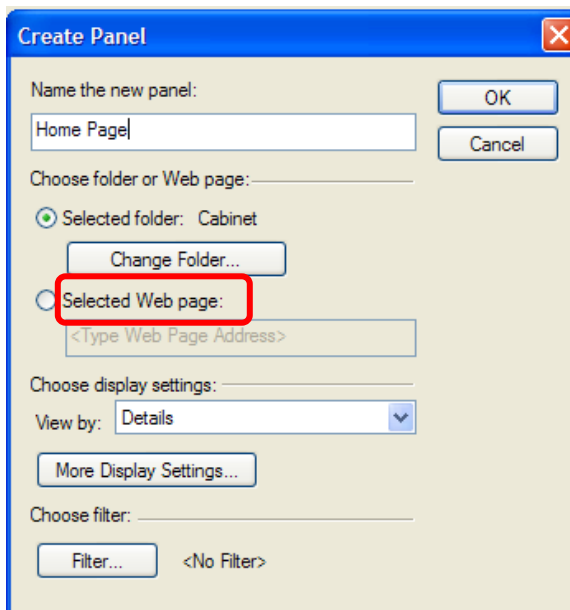


7. Click on **Summary Calendar** in the **Available Panels** area.
8. Click the **Add** button.
9. Click on **Column 2** in the **All Columns** area.
10. Select **Task List** from the **Available Panels** area.
11. Click the **Add** button.

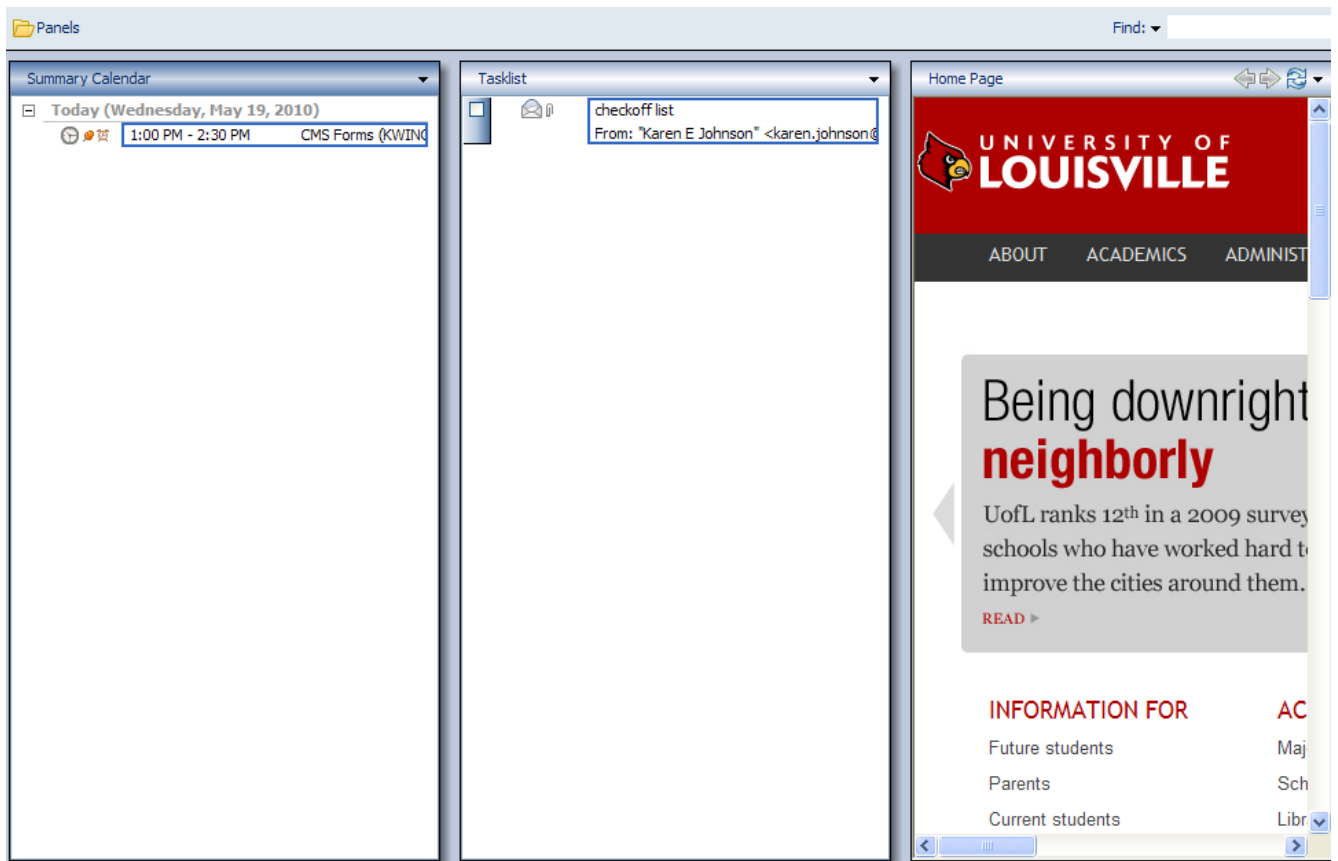
Step	Action
12.	Click the New Panel button.



13. Name the panel **Home Page**.
14. Choose the **Selected Web page** radio button.



- | Step | Action |
|------|-------------------------------------|
| 15. | Type: http://louisville.edu. |
| 16. | Click OK. |
| 17. | Select Column 3. |
| 18. | Select the Home Page panel. |
| 19. | Click the Add button. |
| 20. | Click OK. |
| 21. | Click OK. |
| 22. | Click OK. |
| 23. | Select the Panels folder. |



Tasklist Folder

The Tasklist folder replaces the checklist folder. Any item type (mail, appointment, task, reminder note, phone message) can be placed in the Tasklist folder. Items in the Tasklist folder with a due date will appear on the Calendar also. Items without a due date will not appear on the Calendar. Whenever you create or accept a task, it will appear in the Tasklist folder.

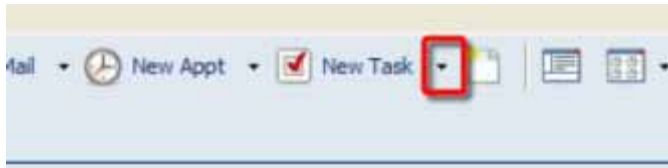
Creating Tasks

You can create tasks in Novell GroupWise 8 just as you have done in the earlier versions of Novell GroupWise. All tasks will appear in your Tasklist folder. Tasks with due dates will also appear on the calendar.

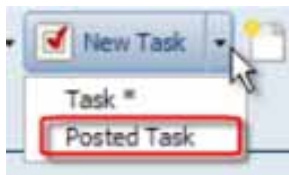
Creating a Task from Scratch

Step	Action
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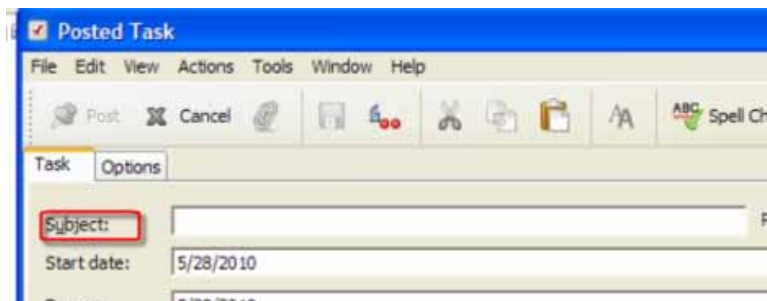
1. Click on the **New Task** dropdown button.



2. Select **Posted Task**.



3. Click in the **Subject** field and type the subject.

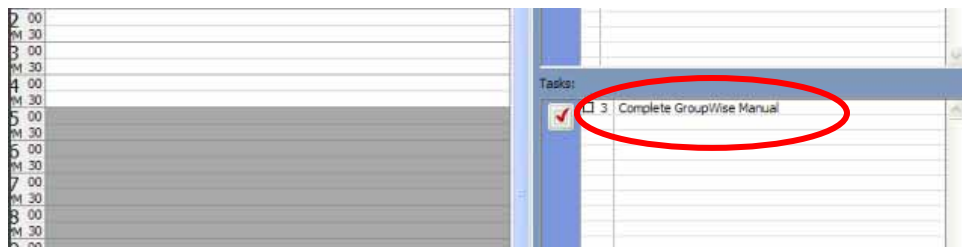


4. Click in the **Priority** field and type **1**, **2**, or **3** for the priority of the task.

- | Step | Action |
|------|--|
| 5. | Click in the Start date field and type the start date for the task. |
| 6. | Click in the Due on field and type the due date for the task. |
| 7. | Click in the Message field and type the information about the task. |
| 8. | Click the Post button. |



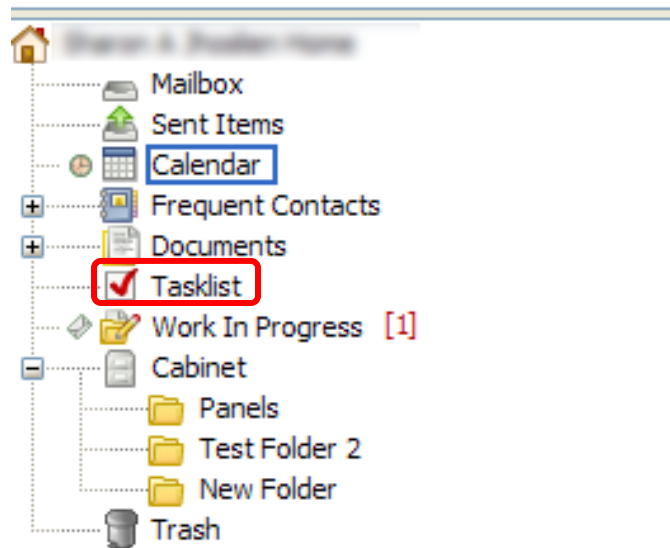
9. Click on the **Calendar** folder.
10. Click on the start date for the task.
11. Notice the task appears on the **Task** pane of the calendar.



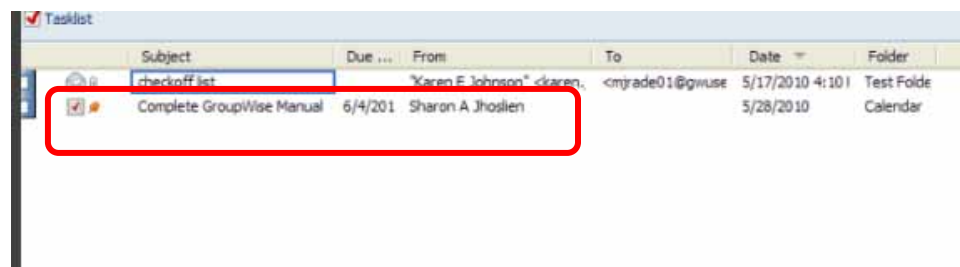
Step

Action

12. Click on the **Tasklist** folder in the **Folder List** pane.

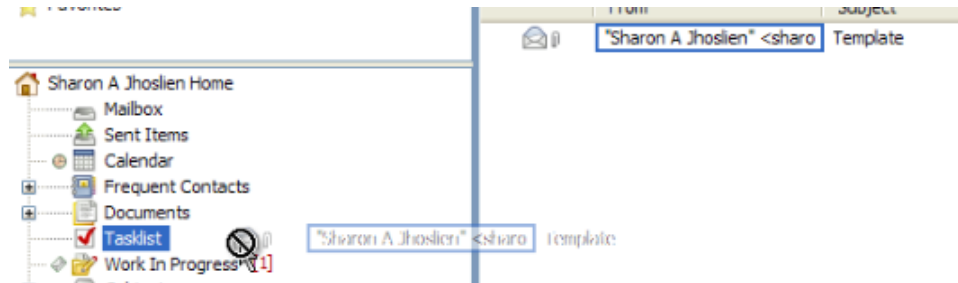


13. The task appears also in the Tasklist folder.

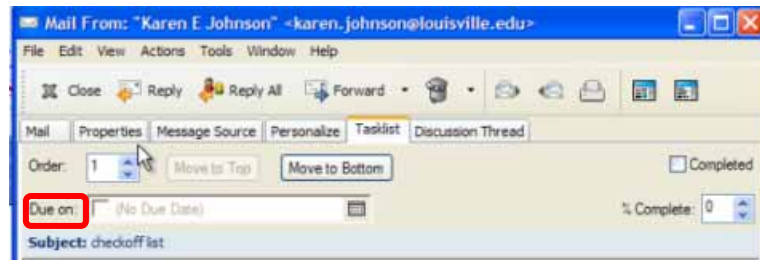


Making a Mail Message a Task

- | Step | Action |
|------|---|
| 1. | Click and drag the mail message into the Tasklist folder. Release the mouse. |



- Open the new task.
- Click in the **Due on** field.

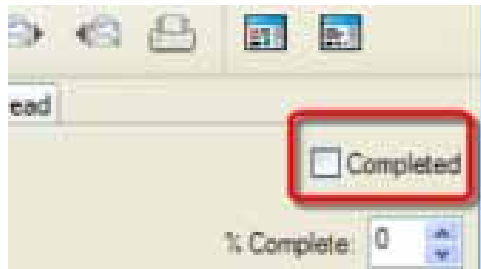


- Select a due date.
- Click the **Close** button.

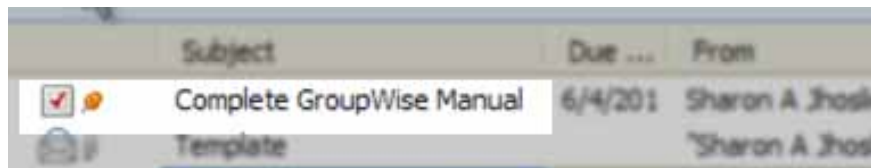
Marking a Task Completed

- | Step | Action |
|------|--|
| 1. | Open the task in the Calendar or the in Tasklist folder. |

- | Step | Action |
|------|--------------------------------------|
| 2. | Check the Completed checkbox. |



3. Click **Close** button.
4. The task is marked as completed.

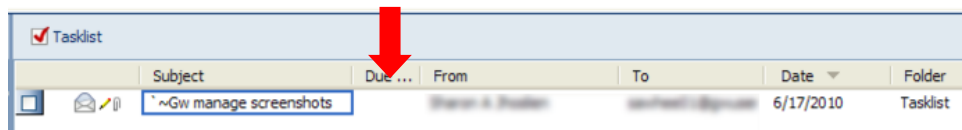


Tracking Status of a Task

You can show how much you have completed on any task.

Exercise: Displaying Task Completion Percentage

- | Step | Action |
|------|------------------------------------|
| 1. | Move the Tasklist folder. |
| 2. | Right-click on the column headers. |

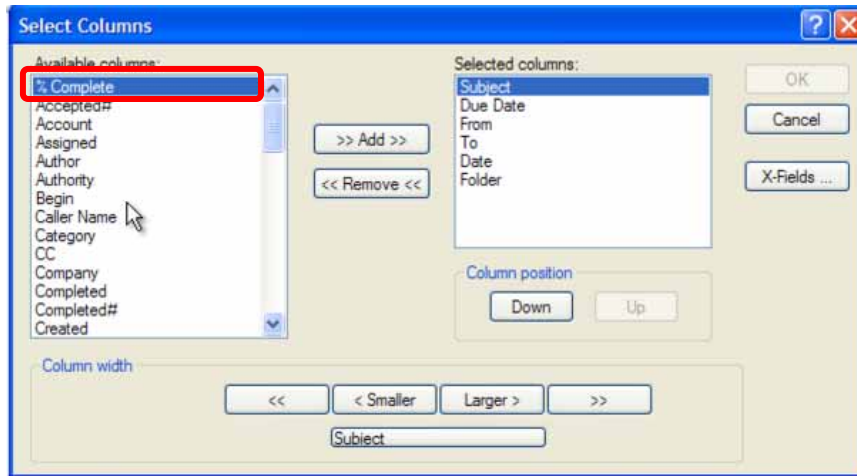


3. Choose **More Columns**.

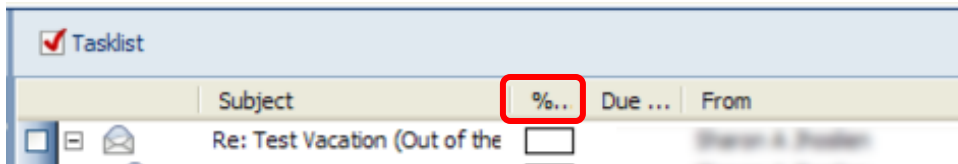
Step

Action

4. **Select % Complete.**

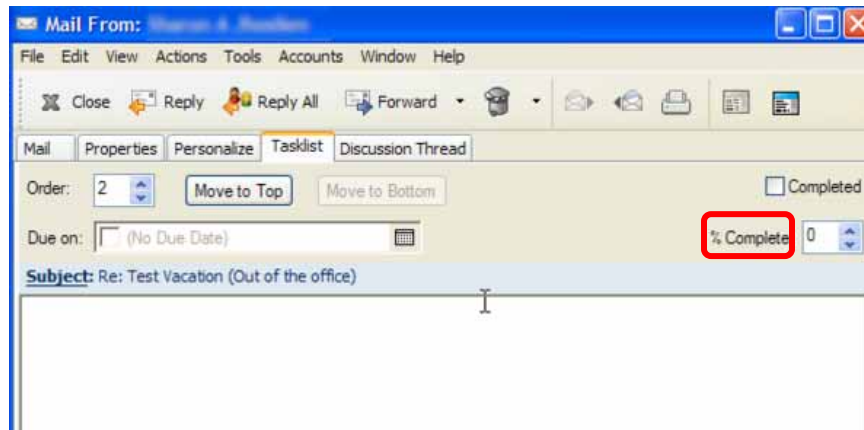


5. Click the **Add** button.
6. Select **% Complete** in the **Selected columns** panel.
7. Click the **Up** button.
8. Click **OK**.
- 9.



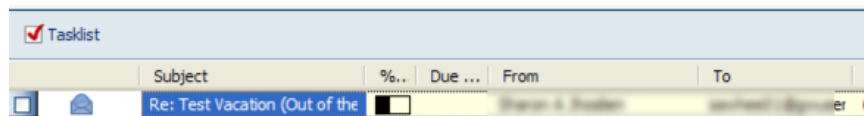
Exercise: Updating the Completion of a Task

- | Step | Action |
|------|---|
| 1. | Open the task or mail item in the Tasklist folder. |
| 2. | Type the percentage of the task that has been completed into the % Complete field. |



3. Close the task or mail item.

The percentage is displayed in the **Tasklist** folder view.

**Subtasks**

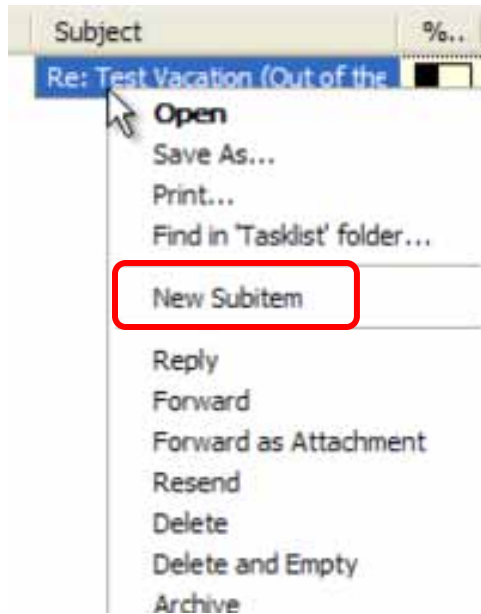
Novell GroupWise 8 now has the capabilities of creating subtasks.

Exercise: Creating Subtasks

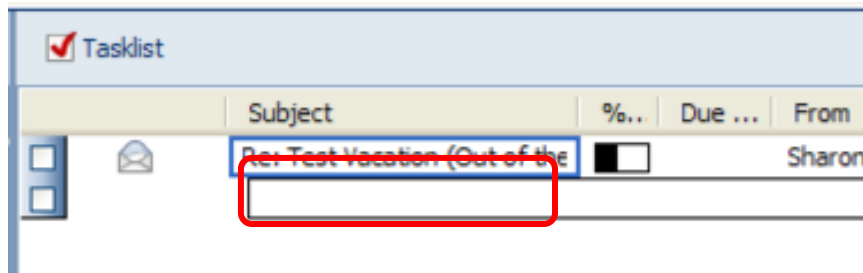
- | Step | Action |
|------|---|
| 1. | In the Tasklist folder, select the item for which you want to create subtasks. |
| 2. | Right-click on the item. |

Step	Action
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3.	Select New Subitem .
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4.	Type the name of the subtask.
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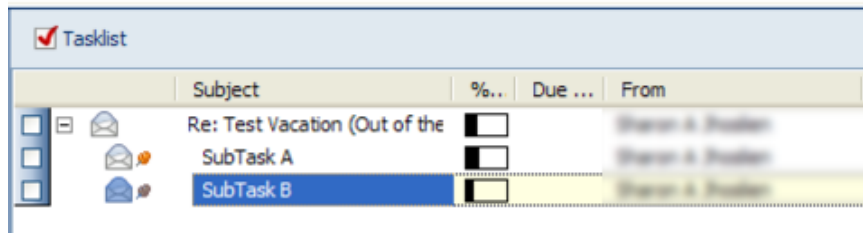


5.	Open the subtask and add due dates and additional information as needed.
----	--

Exercise: Updating the Completion of a Subtask

Step	Action
1.	Open the subtask in the Tasklist folder.
2.	Type the percentage of the task that has been completed into the % Complete field.
3.	Close the task or mail item.

The percentage completed for the subtask is displayed in the **Tasklist** folder view. Also, the completion percentage is rolled-up into the task.

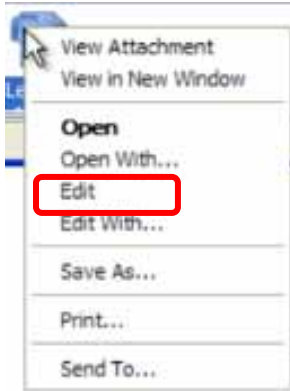


Mail Messages

Edit Attachments

You can now edit an attachment and save the attachment in its original location.

Edit an Attachment

Step	Action
1.	Open the mail message with the attachment.
2.	Right - click on the attachment.
3.	Select Edit .
	
4.	Make the edits to the file.
5.	Click on File > Save As or Office button > Save As .
6.	Navigate to the correct folder.
7.	Click the Save button.

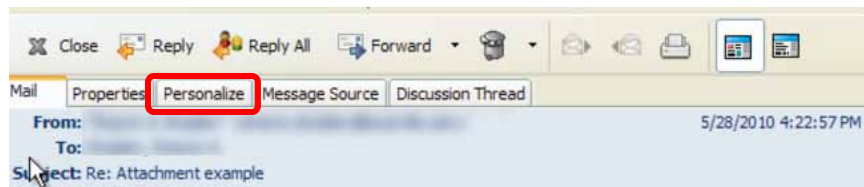
Adding a Notes

You can add a note to a mail item that you receive with GroupWise 8.

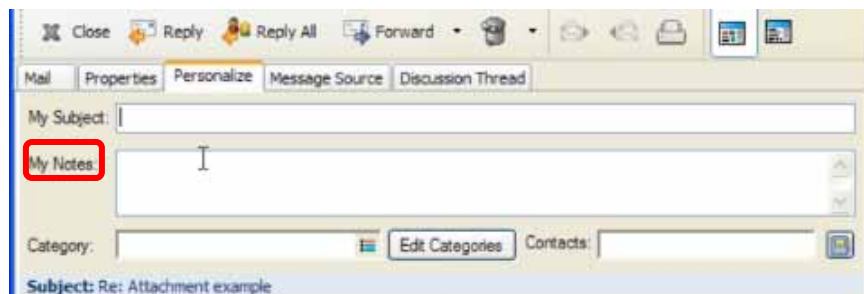
Adding a Note to a Received Mail Item

Step	Action
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1. Open the mail message.
2. Click on the **Personalize** tab.



3. Click in the **My Notes** field.



4. Type the note.
5. Click the **Close** button.

AutoSave

While you are composing a mail message, the message is automatically saved every thirty seconds. In the event of an unexpected shutdown of GroupWise, the mail message is backed up in the temporary folder. When GroupWise restarts, a window appears with several choices for recovering the mail messages.

- **Retrieve all saved messages into GroupWise:**
This option recovers all of the messages you were composing at the time of the shutdown.
- **Delete all saved messages:**
This option deletes all of the saved messages permanently
- **Ask again next time GroupWise is started:**
This option preserves the saved messages on disk but does not recover them in GroupWise. The recover mail messages window will appear when GroupWise is started again

Disabling and/or Enabling AutoSave

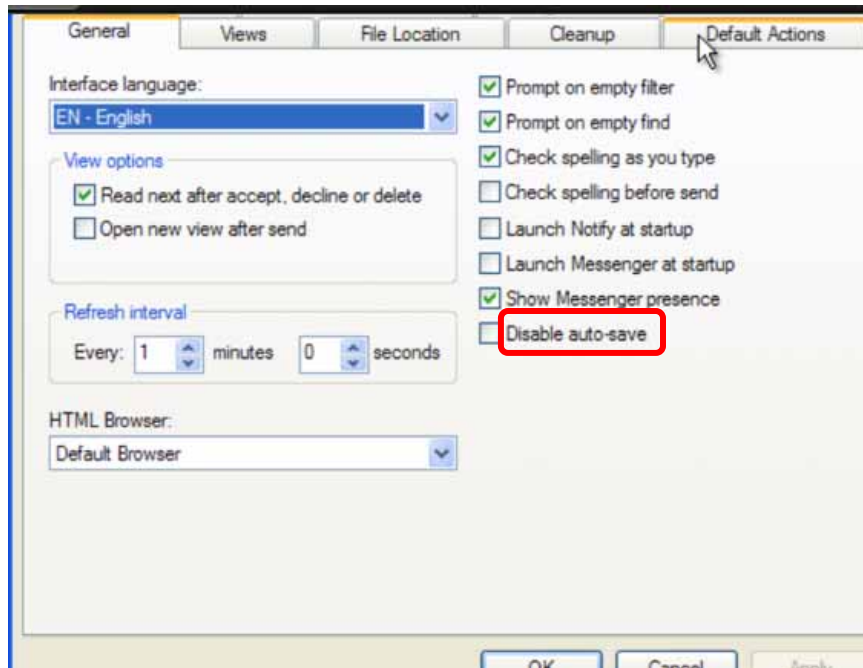
Step	Action
1.	Select Tools > Options .
2.	Double-click on the Environment icon.
3.	Click on the General tab.



Step

Action

4. Check the **Disable autosave** checkbox to disable autosave.



5. Uncheck the **Disable autosave** checkbox to enable autosave.
6. Click **OK**.

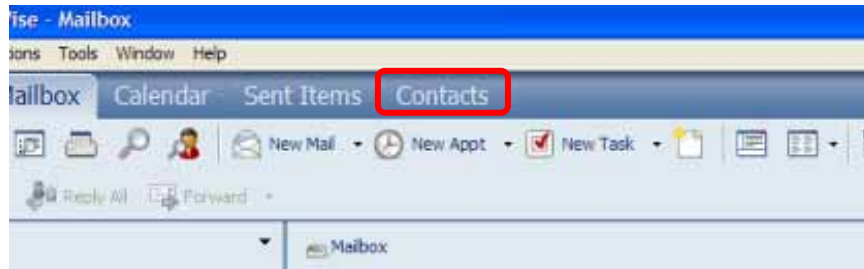
Contact History

With GroupWise, you can view all of the email sent from and to a contact.

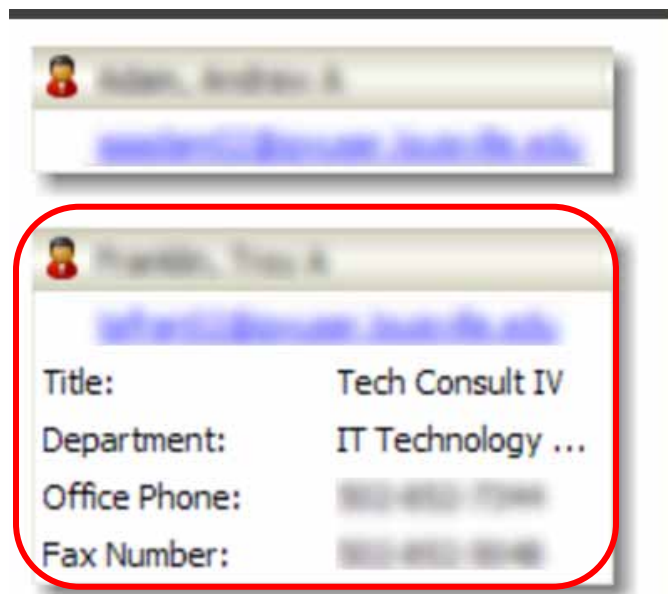
Using Contact History

Step	Action
------	--------

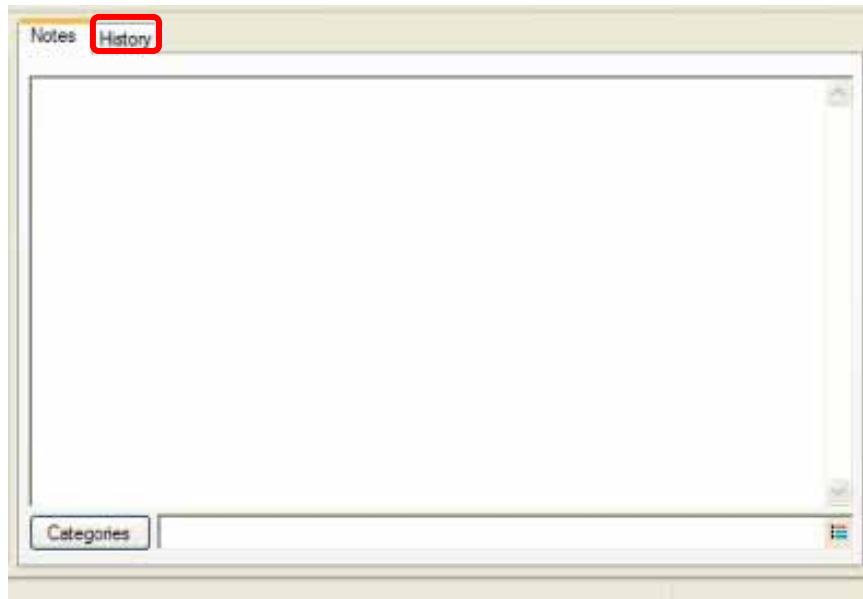
1. Click on the **Contacts** tab.



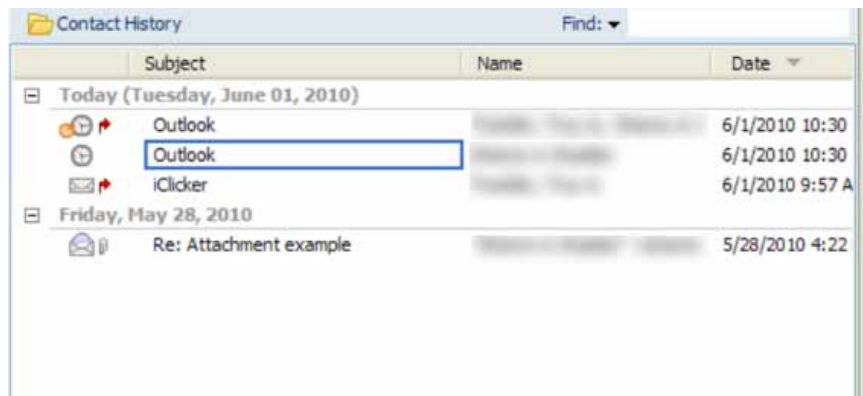
2. Double-click on the contact.



- | Step | Action |
|------|----------------------------------|
| 3. | Click on the History tab. |



All mail messages sent to and from the contact are displayed.



	Subject	Name	Date
Today (Tuesday, June 01, 2010)			
	Outlook		6/1/2010 10:30
	Outlook		6/1/2010 10:30
	iClicker		6/1/2010 9:57 A
Friday, May 28, 2010			
	Re: Attachment example		5/28/2010 4:22

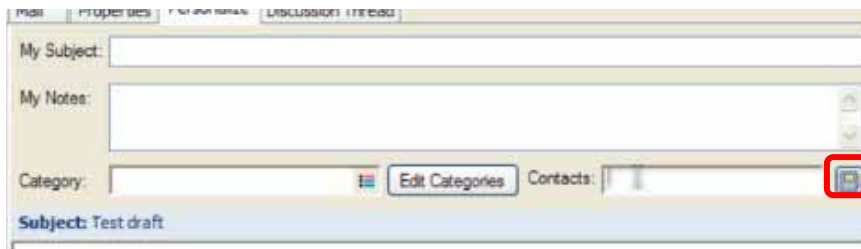
Adding Contacts to a Received Mail Message

At times, you may want to associate a mail message to additional contacts. For example, you may have received a forwarded mail message. The contact information that you have for that forwarded mail message is just the sender. You can now add additional contact users, such as the initiator of the mail message.

Step	Action
1.	Open the mail message.
2.	Click on the Personalize tab.
3.	Type the contact name into the Contacts field.



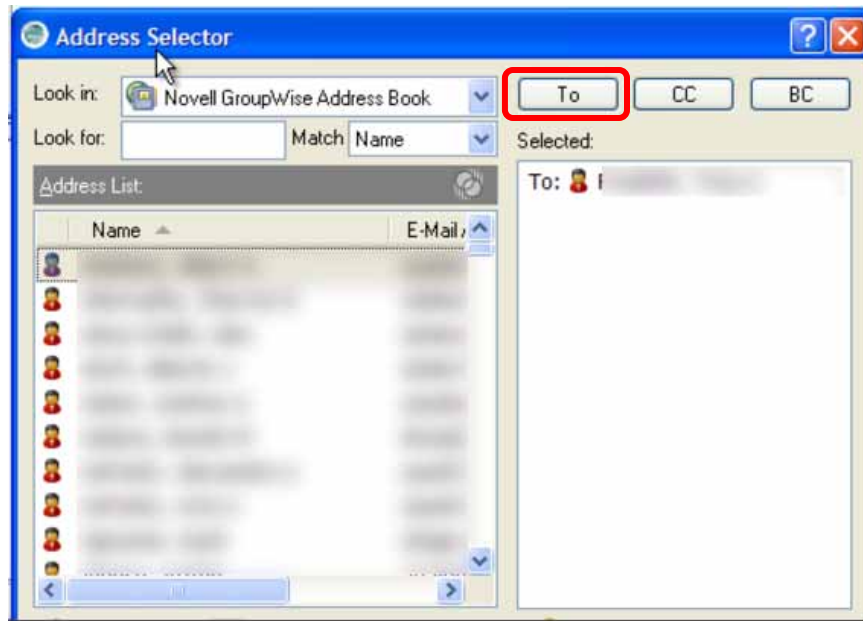
Or, click on the **Address** book for the **Contacts** field.



Step

Action

Add the contacts using the address book. Click the **To** button for each new contact.



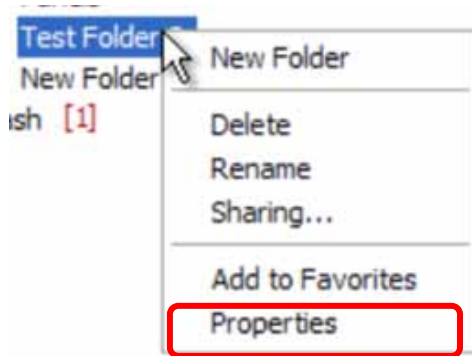
4. Click the **Close** button.

Message Preview

You can now view the first few lines of a mail item using message preview.

Enabling Message Preview for a Folder

- | Step | Action |
|------|---|
| 1. | Right-click on the folder in the folder list. |
| 2. | Choose Properties . |

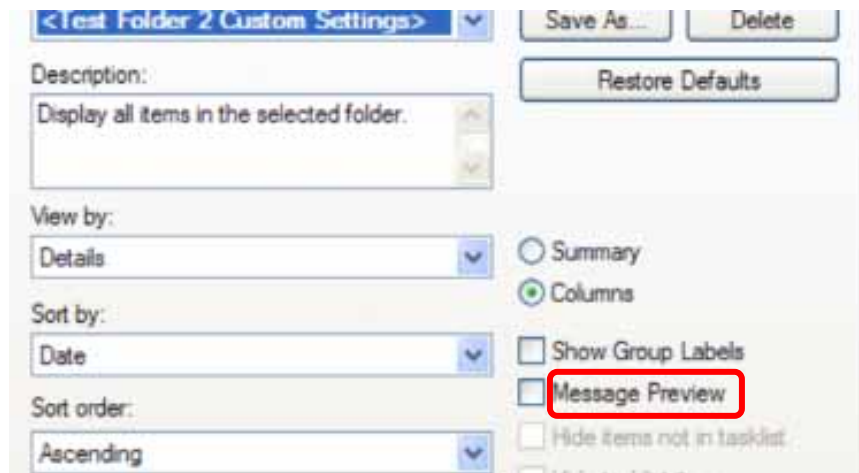


3. Select the **Display** tab.



Step Action

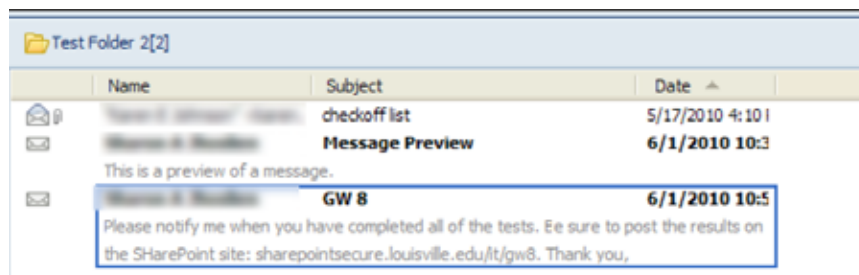
4. Check **Message Preview**.



5. Click **OK**.

6. Click **OK**.

The first few lines for each mail message appears.



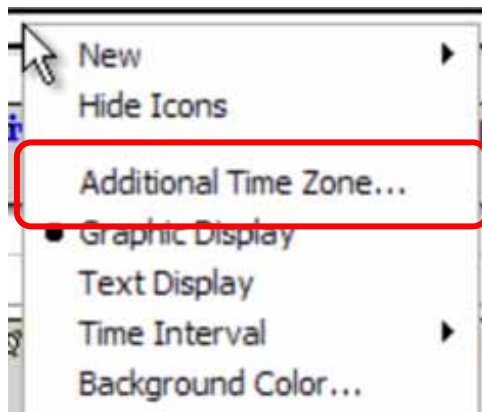
Calendar Options

Additional Time Zone

You can display a time zone in addition to your default time zone in your calendar.

Setting an Additional Time Zone

Step	Action
1.	Click on your Calendar .
2.	Choose the Day view.
3.	Right-click in the calendar grid.
4.	Select Additional Time Zone .

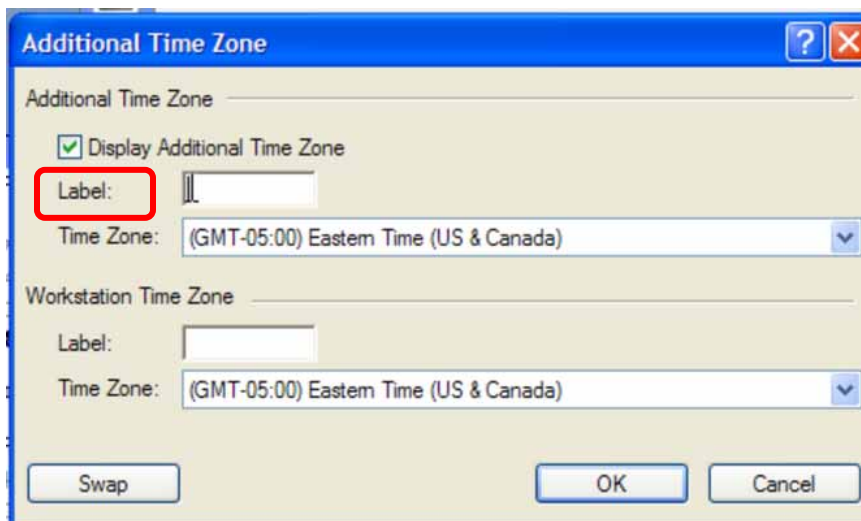


Step	Action
------	--------

5. Check **Display Additional Time Zone**.



6. Click in the **Label** field and type a name for the time zone.



7. Click in the **Time Zone** field and select the appropriate time zone.
8. Type a label for the **Workstation Time Zone**.
9. Click **OK**.

Step	Action
10.	The new time zone is displayed in the day view.

Appointments:

Owensb.	Office
7 00 AM 30	8 00 AM 30
8 00 AM 30	9 00 AM 30
9 00 AM 30	10 00 AM 30
10 00 AM 30	11 00 AM 30

Modifying Event Recipients

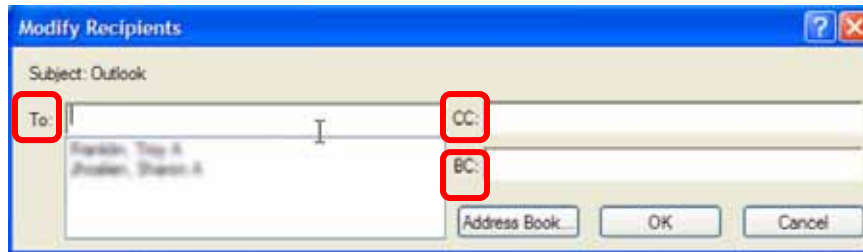
At times you may find that you need to add people or resources to an appointment. Before, we would delegate the appointment. Now we add the new person or resource to the appointment and the appointment will be sent to the additional accounts.

Modifying an Appointment's Recipients

Step	Action
1.	Click on your calendar.
2.	Find the appointment.
3.	Right-click the appointment and select Modify Recipients .

Step	Action
------	--------

- | | |
|----|--|
| 4. | Add the new recipients into the To , CC , or BC fields. |
|----|--|



- | | |
|----|-------------------|
| 5. | Click OK . |
|----|-------------------|

The appointment is resent only to the new accounts.

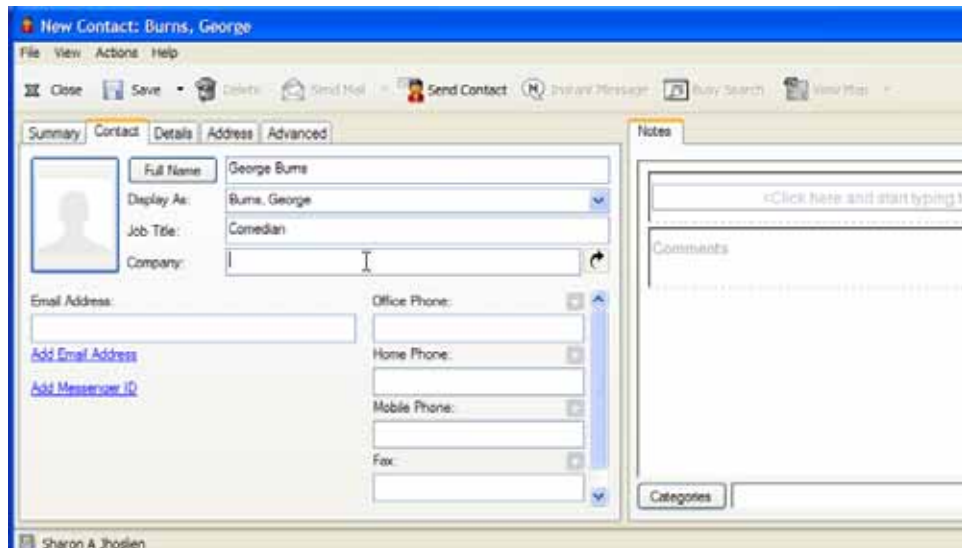
Address Book Changes

Contact Birthday/Anniversary Dates

You can set the birthday and/or anniversary date for a contact. In earlier versions, the date did not appear on your calendar. Now, you can choose to have the date appear on your calendar.

Adding Contact Birthday/Anniversary Dates to your Calendar

- | Step | Action |
|------|---|
| 1. | Create a new contact in your Address Book. |
| 2. | Complete the basic information for the contact. |



The screenshot shows the 'New Contact: Burns, George' dialog box in Outlook. The 'Details' tab is selected, displaying the following information:

- Full Name: George Burns
- Display As: Burns, George
- Job Title: Comedian
- Company: [Empty]
- Email Address: [Empty]
- Office Phone: [Empty]
- Home Phone: [Empty]
- Mobile Phone: [Empty]
- Fax: [Empty]

The 'Notes' pane on the right is also visible, showing a 'Comments' section.

3. Click the **Details** tab.

- | Step | Action |
|------|---|
| 4. | Select the Birthday and/or Anniversary dates. |

- Click the **Save** button.
- Click the **Close** button.
- Close the **Address Book**.
- Click on the **Calendar** folder.
- Switch to **Month** view.
- Navigate to the month in which the birthday or anniversary occurs.

The birthday or anniversary appears on the calendar.

8	9	10	11	12
15	16	17	18 🔔 Birthday: Burns, Geor	19
22	23	24	25	26

5

Other Features

Rules

New rule enhancement includes rules for when items are marked completed and a new vacation rule wizard.

Vacation Rule Wizard

Step	Action
1.	Click on the Tools menu and choose Vacation Rule .
2.	Type the subject of the reply mail message into the Subject field. Type the message into the Message field.

Vacation Rule

Activate my vacation rule

Enter the subject and message for your vacation rule reply.

Subject:

Message:

Reply to External Users

Start Date: End Date:

Dates are scheduled as All Day Events, showing you with Out of Office status.

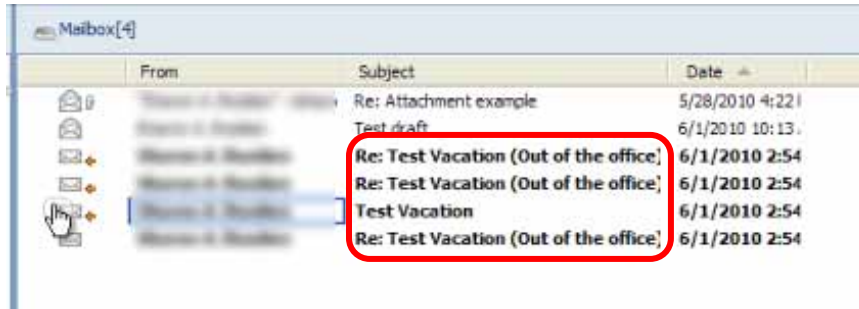
Save Cancel

3. Choose the **Start Date** and **End Date** for the rule to remain active.
4. Click the **Save** button.

Step

Action

If you send yourself a mail message, you will receive several out of the office replies.



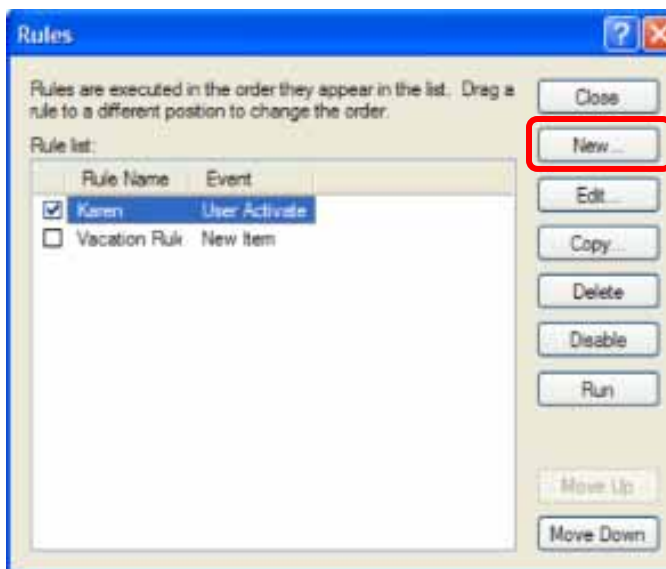
Completed Task Rule

In this example, we will move tasks that are marked completed to a folder named "Completed Tasks."

Step

Action

1. Create a new folder and name it: **Completed Tasks**.
2. Click on the **Tools** menu and choose **Rules**.
3. Click the **New** button.



Step

Action

4. Type **Completed Tasks** into the **Rule name** field.

New Rule

Rule name:

When event is And items are: Received Sent Posted Draft

If conditions are (optional)

Item types: Mail Appointment Task Reminder note Phone message

Appointment conflict exists:

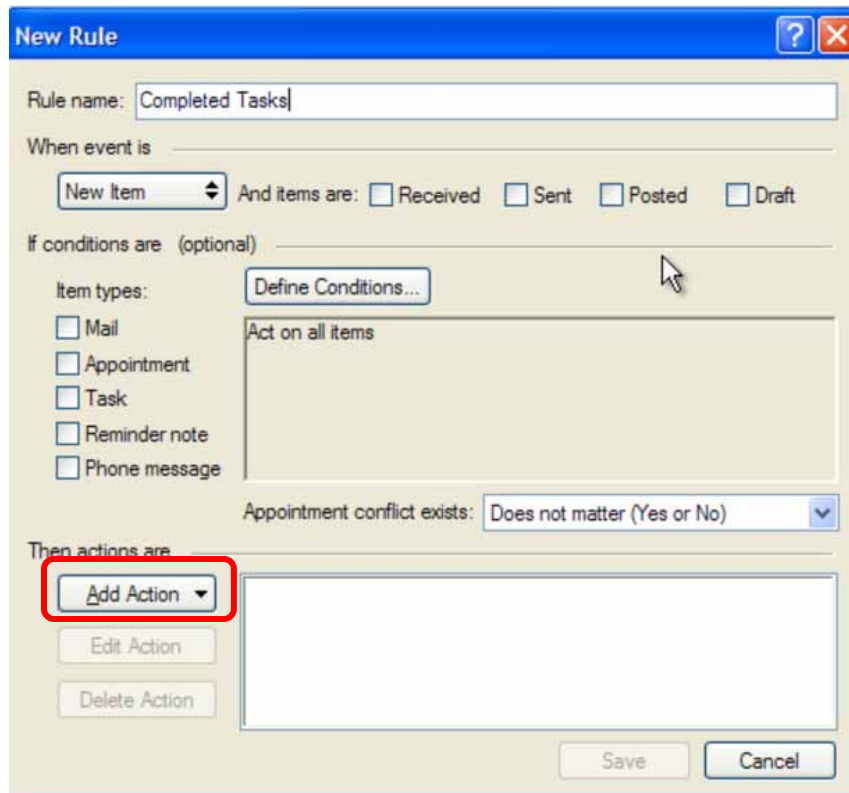
Then actions are

Act on all items

Save Cancel

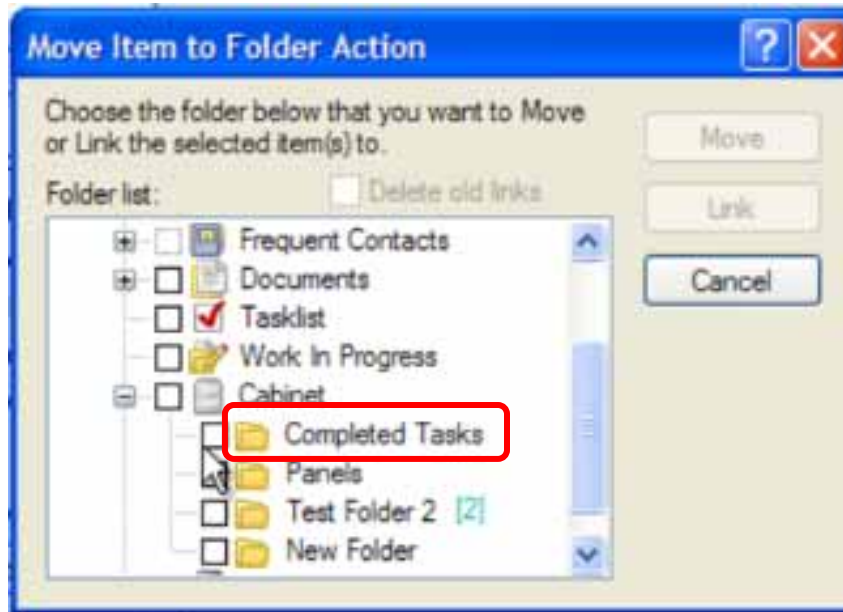
Step	Action
------	--------

- | | |
|----|-------------------------------------|
| 5. | Click the Add Action button. |
|----|-------------------------------------|



- | | |
|----|--------------------------------|
| 6. | Choose Move to Folder . |
|----|--------------------------------|

- | Step | Action |
|------|--|
| 7. | Check the Completed Tasks folder. |



8. Click the **Move** button.
9. Click the **Save** button.
10. Click the **Close** button.
11. Check an item off as completed in the **Task List** folder.
12. The item moves to the new folder, **Completed Tasks**.

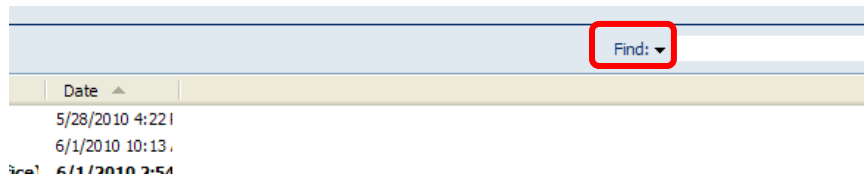
Quick Find

Quick find allows you to search for a mail item not only in the current folder, but across all folders.

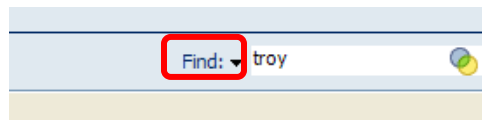
Using Quick Find

Step	Action
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1. Click in the **Find** field.



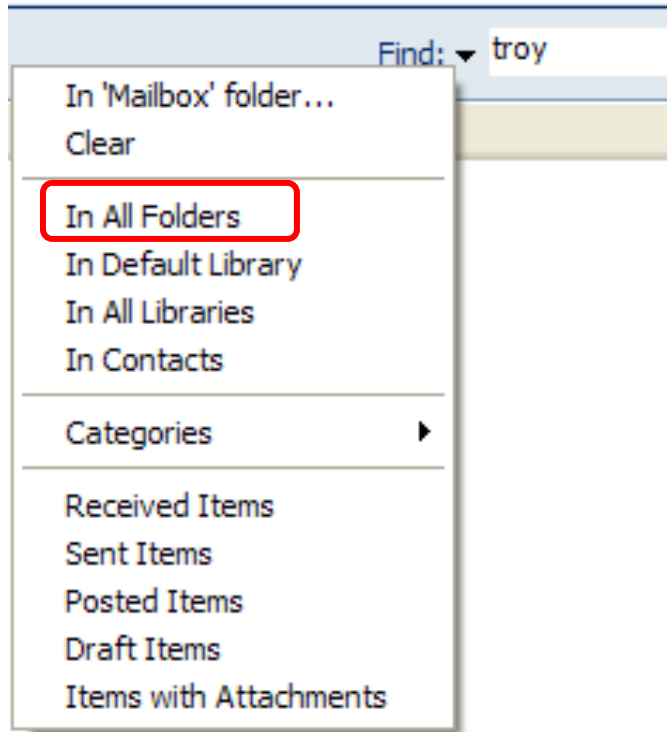
2. Type a word or phrase.
3. Click the **Find** dropdown.



Step

Action

4. Choose **In All Folders**.



The Find Results dialog box appears with mail items that meet the criteria.

