

GroupWise 7.0

UPDATES FOR USERS

2008

OVERVIEW

Over the next few months, GroupWise 6.5 will be upgraded to **GroupWise 7.0**. There are several changes that will assist LUHS users.

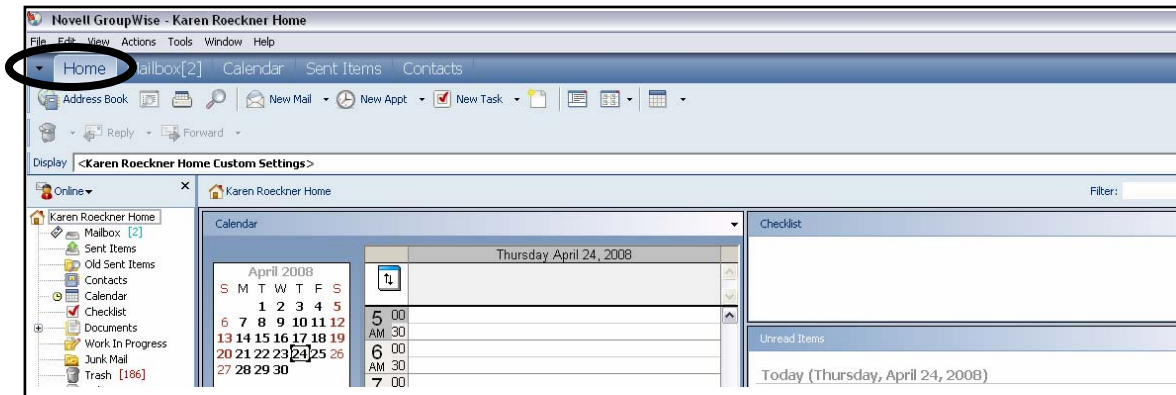
In This Issue: *New Features of GroupWise 7.0*

- **Home View** – The Home View displays your important information in a column view using panels. The default displays your calendar, checklist items, and unread messages.
- **Navigation Bar** – This bar will list your most frequently used folders
- **Appearance Schemes** – The new default scheme displays the folder list, Main Menu, Main Toolbar, Navigation Bar, and uses the sky blue color scheme.
- **Spell Check** – GroupWise 7.0 will now check spelling as you type.
- **Creating a New Calendar** – You can now create a new calendar and share this calendar with others.
- **Changing the Calendar Background Color** – New choices on colors for the calendar
- **New Alt/Ctrl + letter functionality** – There are now many Ctrl + letter combinations that allow for quick short cuts to menus.
- **Blocking HTML images** – you can block HTML images from appearing when viewing
- **Scheduling All Day Events** – new “All-Day” check box
- **Adding Personal Contacts** – right click functionality to add to your address book
- **Searching for messages and contacts** – Ctrl + F allows for more detailed searching
- **Help** – GroupWise has a help screen “What’s New” that will show all new features.

Home View

The Home View displays your important information in a column view using panels. The default displays your **calendar, checklist items, and unread messages**.

Here is the new GroupWise 7.0 Main Window:



To customize the Home Folder

By default, the Home Folder displays with a **two-column view**. The first column displays a **graphical calendar in a week view** showing only one day of the week. The second column displays your **Unread Items and your Checklist items**. However, you can modify the number of columns and what is displayed in the Home Folder.

Customizing the Panels and Number of Columns

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

Adding a Panel

1. Click the **panel drop-down** arrow, then click **Add Panel**.
2. Click **New Panel**.
3. Enter the **panel name** in the Name the New Panel field.
4. Select if 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 contents of. If you select Address Book, use the drop-down list to select the address book you want to display.
5. Select a display setting from the Choose Display Settings drop-down list.

Calendar: Displays the panel as a graphical calendar.

Checklist: Displays the panel as a checklist.

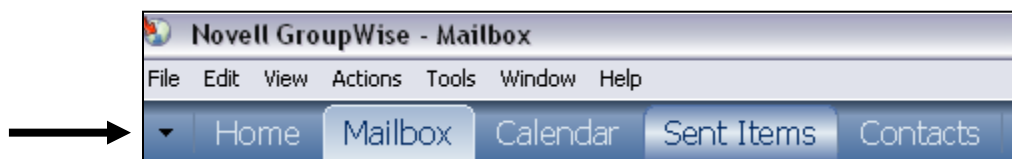
Details: Displays the details for items in the panel.

Discussion Thread: Displays the items in the panel grouped according to threads or click **More Display Settings** for additional display settings.

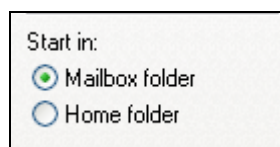
6. Click **OK**, then click **Add** to display the panel.

Navigation Bar/Appearance Scheme

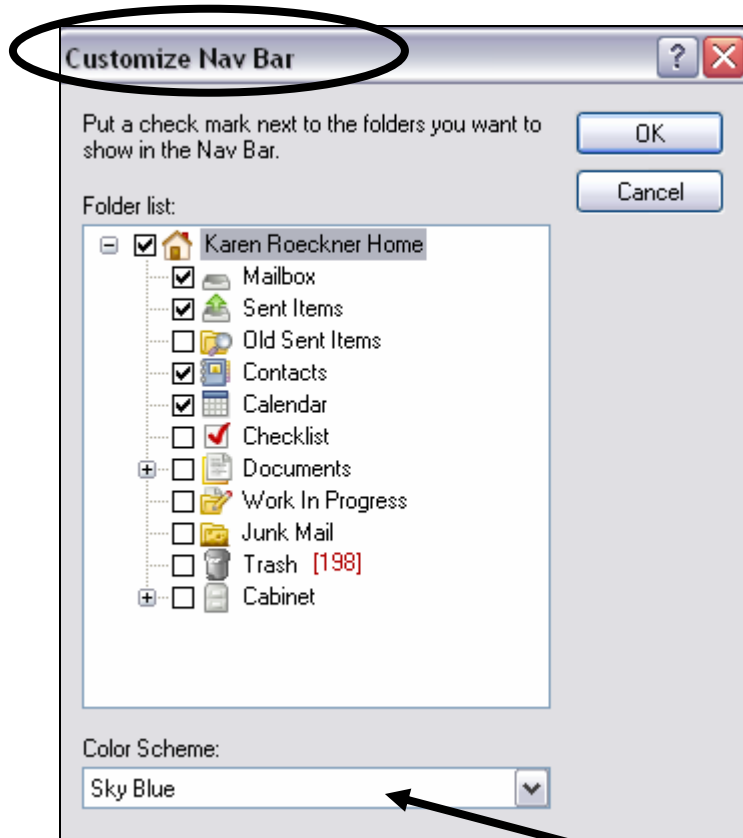
The Navigation bar is a new functionality in GroupWise that will list your most frequently used folders. By default, the Navigation Bar includes tabs for your **Home, Mailbox, Calendar, Sent Items, and Contacts** folders.



To select the **Mailbox** or **Home** as your default folder, go to **Tools, Options, Environment** and select your option.



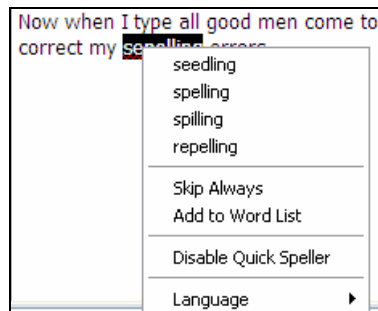
1. **Right Click** the **Navigation bar** to add other tabs or **drag and drop** items to move them to the tabbed folder.



2. You can also change the color scheme from the **Navigation Bar Customize Nav Bar** screen.

Spell Check

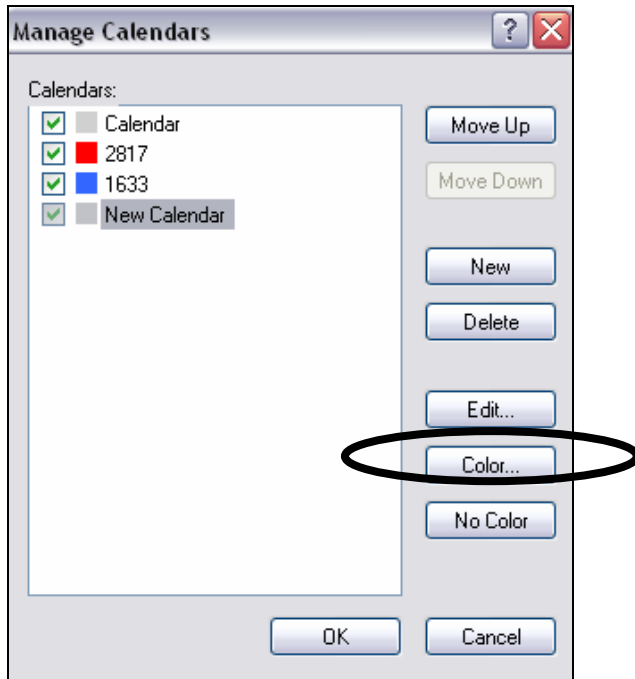
GroupWise 7.0 will now immediately recognize any misspelled words. You can **right click** on any word that appears with the **red line beneath it** and select the correct spelling.



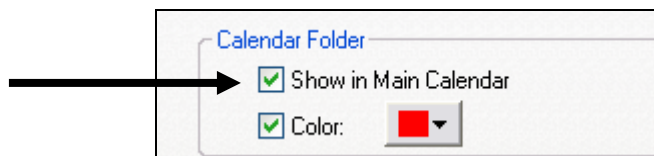
Creating a New Calendar/Changing the Calendar Colors

You can now create a calendar for separate projects or teams.

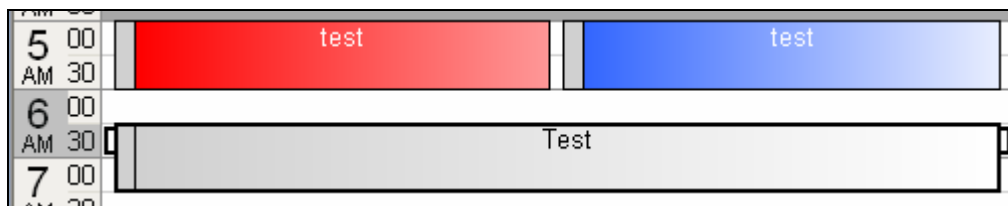
1. Click on **File, New** and click on **Calendar**
2. Enter the **name** of the new calendar
3. Click on **Color** and select **color** and click **OK**



4. You can also decide if you would like your new calendars to be visible on your main calendar. **Right Click** on your calendar and click on **Properties**.



5. For example, the **main calendar has a color of Grey**, the **second calendar has a color of red** and the **third calendar has a color of blue**.



New Ctrl/Alt + letter functionality

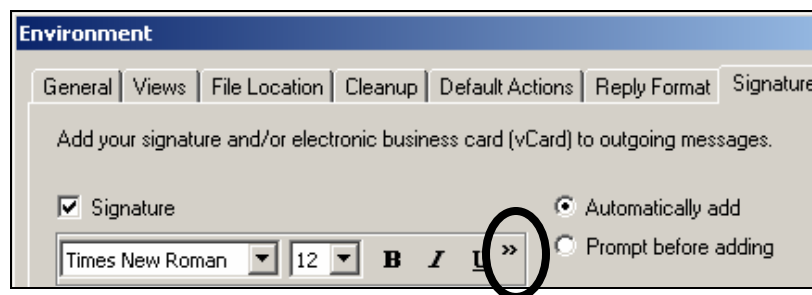
There are now many **Ctrl/Alt + letter** combinations that allow for quick short cuts to menus.

Function	Shortcut
Properties	Alt + Enter
Find	Ctrl + F
Create New Mail	Ctrl + M
Schedule New Appointment	Ctrl + Shift + A
Create New Task	Ctrl + Shift + T
Quickviewer	Ctrl + Q
Send	Alt + D
Cancel	Esc
Attach a File	Ctrl + L
Save	Ctrl + S
Font	F9
Spell Check	Ctrl + F1

Creating an HTML Signature

You can use GroupWise to create an HTML signature at the end of any message you send.

1. Click on **Tools, Options**
2. Double click on **Environment** and select the **Signature tab**
3. Click **New** and enter the name of the signature and click **OK**
4. Use the HTML editor to enter your signature information. You can attach a graphic by click on the **more** button and then selecting **Insert Picture**

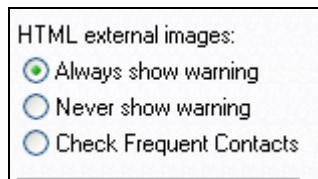


5. Determine whether you want your signature automatically added or prompted before added.

Blocking a HTML Image

When you receive a HTML message that includes images, these images are automatically blocked to prevent viruses and other security risks. You can view an image you know is safe by clicking, **“GroupWise has prevented images from displaying. Click here to display the image.”**

1. Click on **Tools, Options**
2. Double click on **Environment** and select the **Default Actions** tab
3. The following options are available for HTML external images.



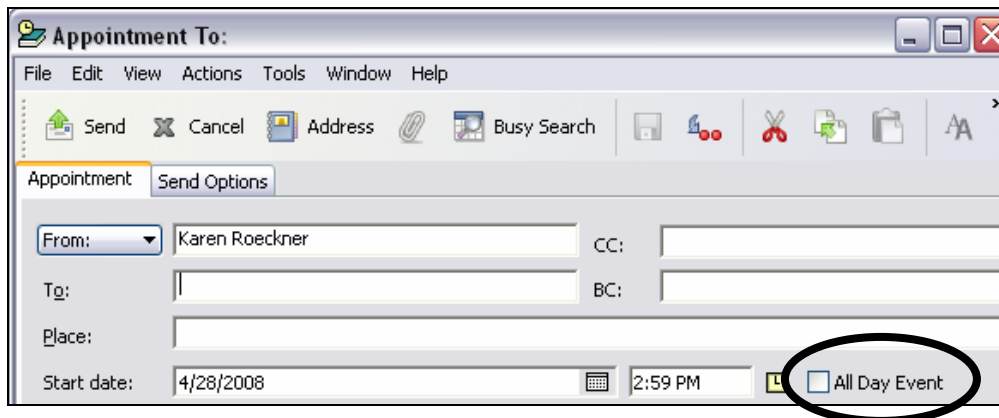
HTML external images:

- Always show warning
- Never show warning
- Check Frequent Contacts

*Note: **Check Frequent Contacts** will allow you to display images if the sender is on your frequent list.*

Scheduling All-Day events

There is now an option to check **All Day Event** box when creating a new appointment. You can mark the All-Day event as Free, Tentative, Busy, Or Out of Office. **The default is “Free”.**



Appointment To: [Minimize] [Maximize] [Close]

File Edit View Actions Tools Window Help

Send Cancel Address Busy Search [Icons]

Appointment Send Options

From: Karen Roeckner CC: [Empty]

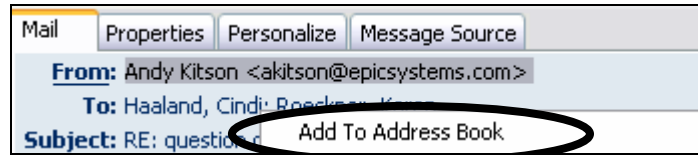
To: [Empty] BC: [Empty]

Place: [Empty]

Start date: 4/28/2008 [Calendar Icon] 2:59 PM [Time Icon] All Day Event

Adding New Contacts

You can now **right-click an addressee** in an item and add him/her to any personal address book including your Frequent Contacts address book.



Searching in GroupWise

You can now do more detailed searching in GroupWise. For example, you could search for text in an attachment.

1. Press **CTRL + F**
2. Select the tab – **Find or Find by Example**
3. Select all options that apply and enter text and click **OK**

