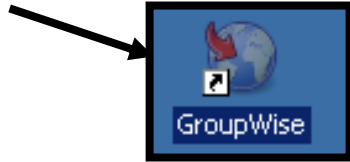


GroupWise E-Mail

Double Click on the GroupWise icon on your desktop to open up your e-mail.



Passwords

You will have to put in your Network Password to access your email. When your network password changes the password for your email will also change.

Options for E-mail

Tools – Options – Environment

1. On General Tab – Check items to activate
 - a. Check spelling as you type
 - b. Check spelling before send
 - c. Launch Notify at startup
2. On Signature Tab – To create Signature
 - a. Put check in Signature
 - b. Click New – Type in a Name Ex. Professional – Click OK
 - c. Type name, building, phone, etc.
 - d. Select Automatically add or Prompt before adding
 - e. Can Make more signatures by following steps a thru d or click Ok to finish

Composing an E-mail

1. New Mail
2. Type in address or click Address on toolbar and find name double click
3. Click Send

(To add an Attachment before sending do the below. Make sure file is saved and closed.)

4. Click on Attach a File(Paper Clip), find the file, double click. Attachment will appear at bottom of e-mail message
5. Click Send

Forwarding E-mails – Attachments will automatically forward.

If you do not want the attachment to forward with the e-mail - Click forward and then highlight the file/files at the bottom of the window and tap the delete key. Click send.

Address Book

1. Click on Address book
2. File new book
3. Type in Name for Addressbook - OK
4. Add contacts – Click New – Contact – OK
5. Fill in Name, e-mail address and any other additional information - click OK

Group/Distribution List

1. Click on the Address Book with the contacts you will be using for the group/list - Click New – Group – OK(Can't do this in Novell GroupWise Addressbook)
2. Type in a Name for the Group – click Add and click on all of the names that you want in the group. (To add contacts from a different address book click on Add and then click on the Look In drop down arrow(at the top of the window) and switch to the correct address book.(Hint – All Faculty e-mail addresses are under Novell GroupWise Address Book.) Click Ok

Organizing E-mails

1. **Making Folders** - Hilight Cabinet(in Folder List) and right click select New Folder – Next – Type in Name for folder – Next – Finish(Make as many folders as needed - Ex. Parents, Personal, Copies to self)
2. **Moving Mail to Folders** - Click on the plus sign beside Cabinet - to see your folders. Click on Sent Items – Click and drag items into appropriate folders.

Using the Calendar

Adding Events to Your Calendar

1. Click on Calendar Tab
2. Click New Appt
3. Add in Subject, time and any additional information
4. Click Send

To send event to someone else

1. Type in the correct e-mail address
2. Click send

Helpful Websites

<http://www.mishicot.k12.wi.us/webs/techweb/formsindex.htm>

<http://ncs.unt.edu/gw/howto/index.htm>

http://www.novell.com/products/groupwise/brainstorm_training/cbt/