



Info-Flyer

Optimizing Your GroupWise Settings

GroupWise has many options that go beyond the obvious email and calendar options. Several of these are listed in this Info-Flyer. Some of the options will help you gain more functionality; others will help the GSU network operate the most smoothly.

Refresh Rates

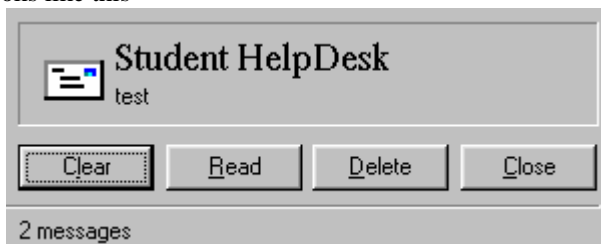
GroupWise is initially set up to send and deliver messages to your Mailbox automatically. You can specify how often you would like to have your GroupWise messages checked by doing the following:

1. Click on Tools, then Options.
2. Double-click on Environment. Make sure you are on the General tab.
3. Under Refresh Interval, specify how often you want the Mailbox updated in the text boxes. IT Services prefers that you set the notify to 15 minutes or more to decrease network traffic.

This tab is also where you can set up spell checking. Under the Signature tab is where you can add a signature/footer to go on the bottom of all your outgoing messages.

GroupWise Notify

GroupWise Notify runs in the background when your computer is on. It will alert you when a new message appears. You can have a dialog box appear on the screen or a noise play or both. The dialog box looks like this-



In the above picture, the message is from "Student HelpDesk"; the subject is "test". There are 5 options-

1. **Clear** – removes the message from Notify but it remains in your Mailbox in GroupWise for you to read later.
2. **Read** – opens the message immediately.
3. **Delete** – removes the message from Notify and deletes it from your Mailbox in GroupWise.
4. **Close** – closes the Notify box; the message remains in your Mailbox in GroupWise for you to read later.
5. **Do nothing** – if you do not make a choice, the Notify box will close and the message will remain in your Mailbox in GroupWise for you to read later.

Changing Your Notify Options.

You can see if GroupWise Notify is running by looking at the icon in the bottom right corner of the screen.



means that messages have come in through Notify.

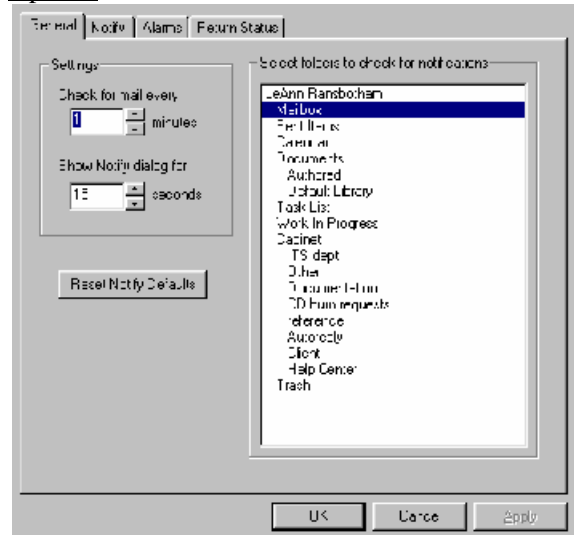


means that you have no messages in Notify.

Right click on whichever Notify icon you have. You have these choices-

1. **Read Mail** – opens GroupWise so you can view your new messages.
2. **About** – gives you GroupWise program information.
3. **Help** – opens the GroupWise help screens.
4. **Exit** – closes the GroupWise Notifier until your reboot.
5. **Options** – allows you to change the Notifier settings

Choose Options. You will see this box:



Under General, if you like to receive your email immediately, set the Check for mail every box to 1 minute to check for your mail every minute. Otherwise, set it for longer. The Show Notify dialog for box is the setting that determines how long the box will stay on your screen. Again, it is your choice to decide how long to set this. Use the tabs Notify and Alarms to set or remove sounds when mail is delivered.

Proxy Access

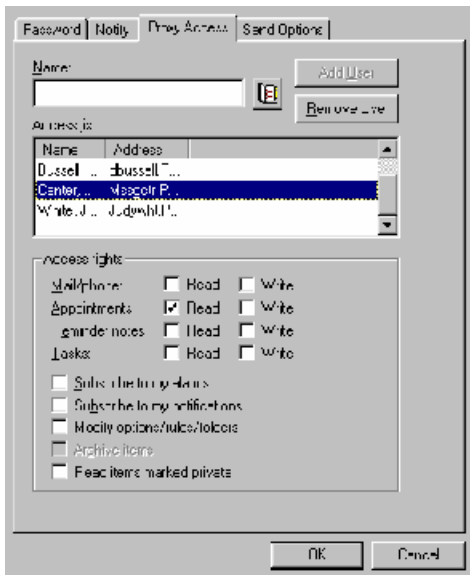
One of the most important features of GroupWise is calendar sharing. For example, you can set up GroupWise so that your secretary can access your calendar so that s/he can set appointments for you. To share calendars, both parties must have GroupWise accounts. Then do these 2 steps:


1. the person who will be sharing his/her calendar must allow the access (called Proxy Access)
2. the accessing person must add the sharing person's account

Allowing Proxy Access

To allow someone to access your GroupWise account, open your GroupWise account and do the following:

1. Go under **Tools** and choose **Options**.
2. Double-click on **Security**.
3. The **Security Options** box will open. Click on the **Proxy Access** tab. You will see this box:




4. First next to **Name**, use the Address Book icon -  - to select the name.
5. Next, set up the **Access rights** that you are giving the other person. In the picture above, the person has only been given the right to **Read** (view) the calendar. If you want the person to be able to create appointment on your calendar without your input, also check the box next to **Write**. If you want to give the person access to your email, tasks, etc., set that up here as well.


Adding A Person's Account

After the person has given you Proxy Rights, follow these instructions to access their account.

Open GroupWise and choose **File**, then **Proxy**. You'll get the Proxy box.

Click on the Address Book -  and choose the name of the person. If they have given you proxy access, you will immediately be taken into see their GroupWise account.

To go back to view your own GroupWise account, go back to **File**, then **Proxy** and choose your own name and click **OK**. Or use the

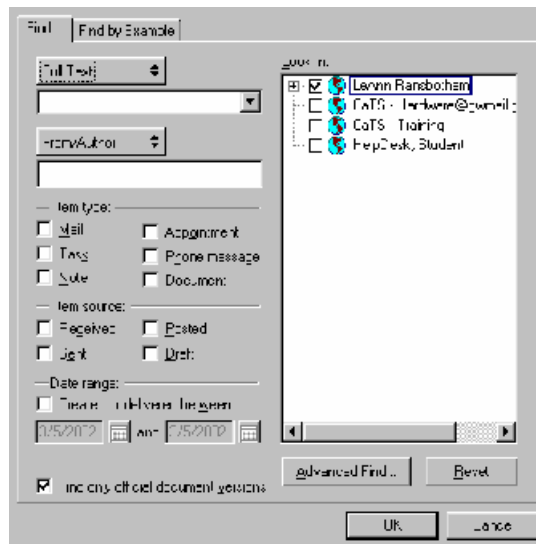
 to change between views.

Searching for a GroupWise Message

If you are looking for a particular message in GroupWise, go under **Tools** and choose **Find**.

Type in a word or phrase from the message you are looking for in the **Full Text** box. You can either hit **OK** or add more information (searching will go faster if you narrow it down).

- **Look in** - If you have access to more than one account, specify the account where the item is located.



- **Item type** Choose if it was a Mail message, an Appointment or other item type.
- **Item source** - Specify if the item was something you Sent or Received or other.


Then choose **OK** and wait for the messages meeting that criteria to appear. Double-click on a listed message to open it.

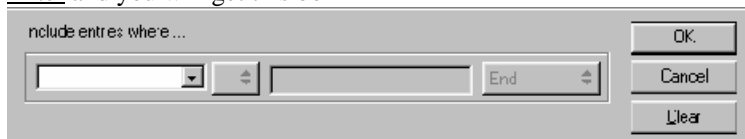
Filtering GroupWise Messages


GroupWise offers many ways to show only certain messages. This is useful if your Mailbox contains many items. You can set up GroupWise to temporarily only show messages

- from a specified person,
- during a given time period,
- on a certain date,
- with a certain subject or more.

With a filter your other messages are not deleted, they are just hidden until you turn off the filter.

To set up a filter, click on  in the bottom right corner. Choose **Filter** and you will get this box-



Here is where you specify what you want to show. Click on the down arrow in the white box to see your options. Enter your filters and choose **OK** when you are finished. For example, to only show messages from a certain person in the first box choose **From**. In the second box, type their name. Your GroupWise will show only items from that person. To return GroupWise so that it shows all of your messages, click on  and choose **Clear Filter**.

