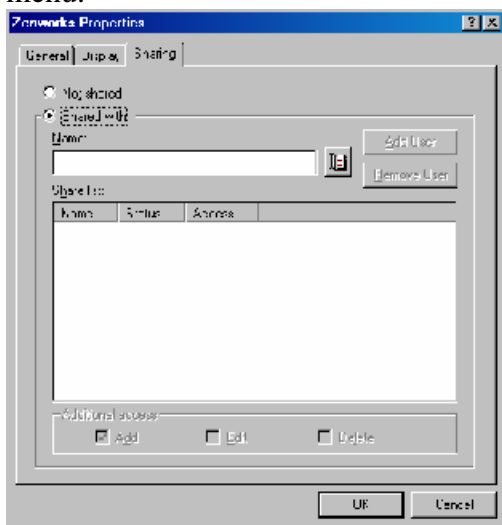





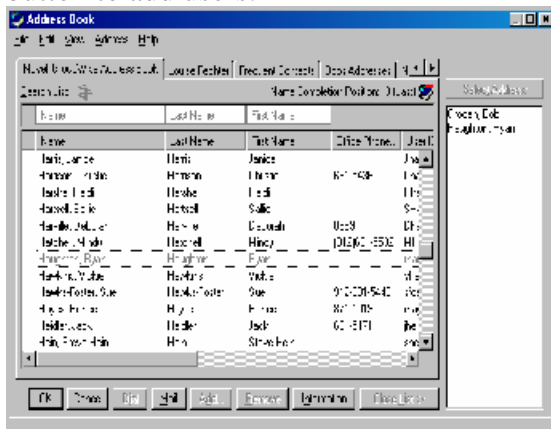
TechTips

How do I share a folder with other GroupWise Users?

1. In the main GroupWise window, right-click the folder that want to share and select Sharing from the drop-down menu.

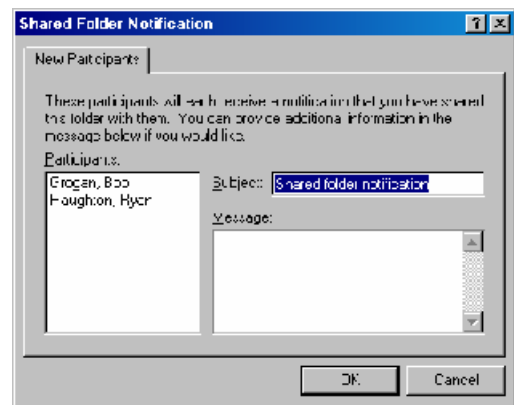



2. Verify that you are on the Sharing tab and that the Sharing with radio button has been selected.
3. Next, click on the Address Book  and select the user that you want to share your folder, click on Select Address button to add users.



4. Click on OK twice to add users.

5. Next, you will see a dialog box indicating that you are about to notify the users that you are sharing the folder. Click on OK again and include additional information in the message box, if you desire.




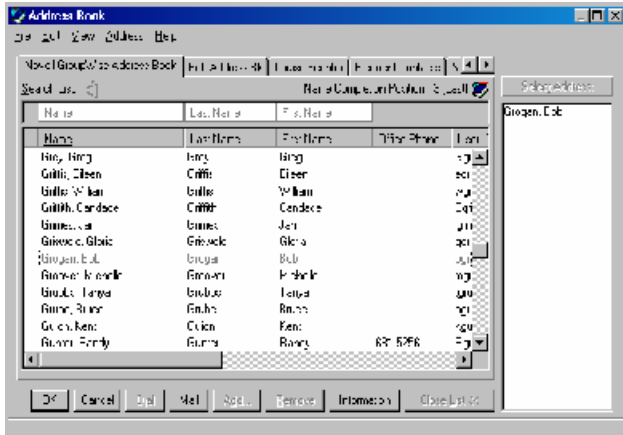
6. You will be returned to the Main GroupWise window. You should now see the blue hand under the folder indicating that the folder is being shared, .

Notes: If the hand underneath the folder is red in color, then another user has shared that folder with you.

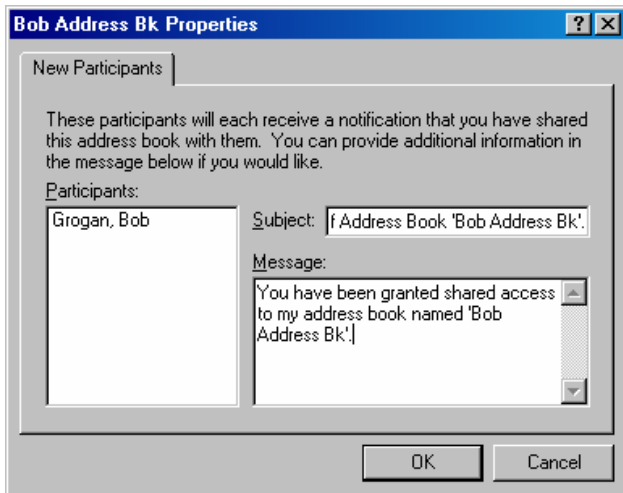
This is a terrific way to share email with another user without compromising access to the rest of your email messages, e.g. project folders amongst committee members etc.

How do I share a GroupWise Address Book with another GroupWise user?

1. Open your Address Book first .
2. Click the tab of the address book you want to share.
3. Click File, Sharing from the Menu bar.
4. Click the Shared With radio button.
5. Type the name of the user that you want to share the address book with and click the Select Address button.
6. Click OK.



7. The next dialog box that will appear will be the User's address book Properties dialog box, e.g. below:



8. Note the text in the Message box. It will read something like, "You have been granted shared access to my address book named 'Bob Address Bk'."
9. Click OK twice and the user that you are sharing your address book with will be notified.