



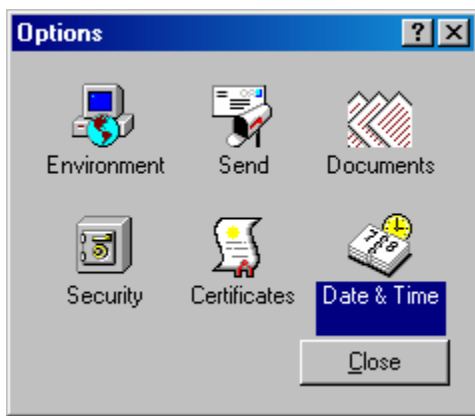
TechTips

Auxiliary Services Information Systems

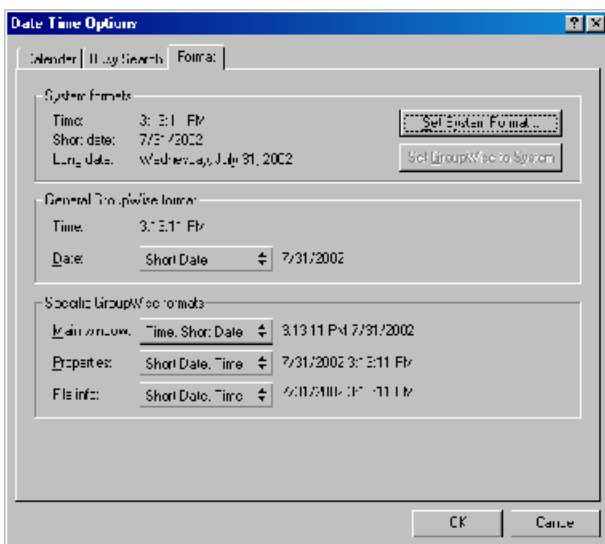
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How do I change the dates and times that appear in Groupwise?

1. Click Tools, Options.
2. Double-click Date & Time.



3. Click the Format Tab.
4. Click options in the appropriate pop-up lists.
5. Click OK to save changes.



How do I change the default system font for GroupWise?

1. Create a new Mail Message.
2. Locate your HTML toolbar. If this toolbar is not displayed, go to View, Toolbars on the Main Menu and click on HTML.
3. On the HTML Toolbar, click on the arrow beside the Font Name and select another Font.
4. On the HTML Toolbar, click on the arrow beside the Font Point Size and select another number.
5. Place your mouse pointer in the greyed out area of the HTML toolbar, right click to a drop down menu that gives you these two options: *Set Current Font as Default* or *Set Windows as Default*, choose the first option – **Set Current Font as Default**.

