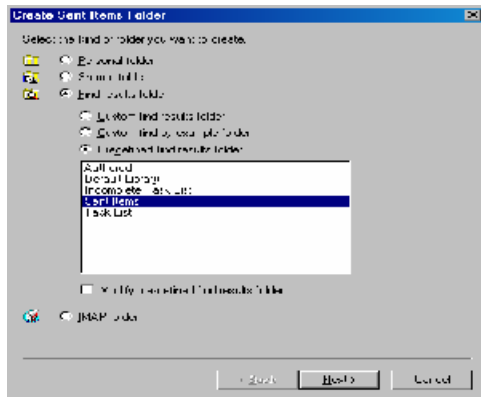




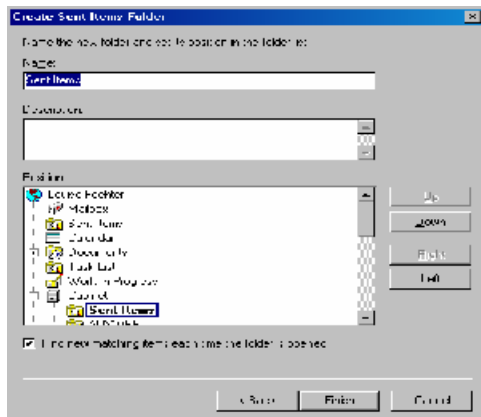
# TechTips

## How do I restore my Sent Items folder?

1. On the Main Menu bar in Groupwise, Select File, New, Folder.
2. Click Find Results Folder, select Predefined Find Results Folder, click Sent Items and click the Next button.
3. Verify that the Sent Items folder name defaults into the name box.



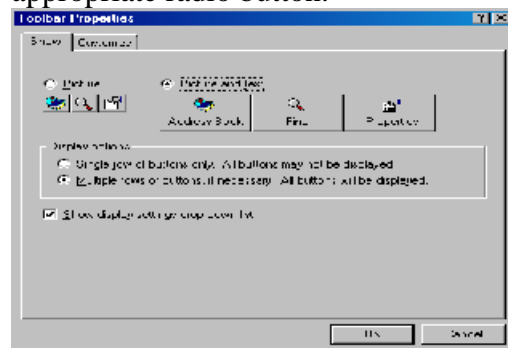
4. Click Up, Down, Left or Right to position the Sent Items folder where you want it.
5. Click Finish.



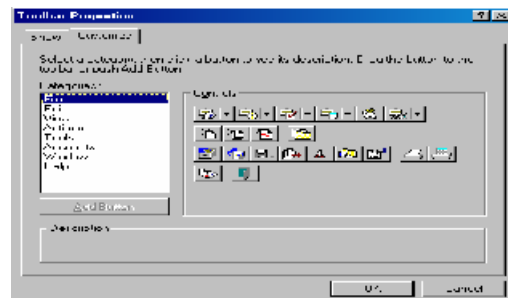
**Note: The contents of your original Sent Folder should be present.**

## How do I customize my toolbar?

1. If your toolbar is not displayed, click on View, Toolbar.
2. Right-click the toolbar, select Properties.
3. Click on the Show tab.
4. To remove or show display settings, select or deselect Show Display settings check box.
5. You can also select either the Picture or Picture and Text radio buttons on this tabbed page to affect the way your toolbar is presented, i.e. with or without a description. You can also choose to display your icons on Multiple rows by clicking on the appropriate radio button.



6. To add a button, go the Customize tab.



7. Click a Category in the Categories list box; click a button under the Controls side of the dialog box.
8. Then, click on the Add Button to add the new icon to your toolbar or simply drag and drop it on your toolbar.
9. Click on OK.

