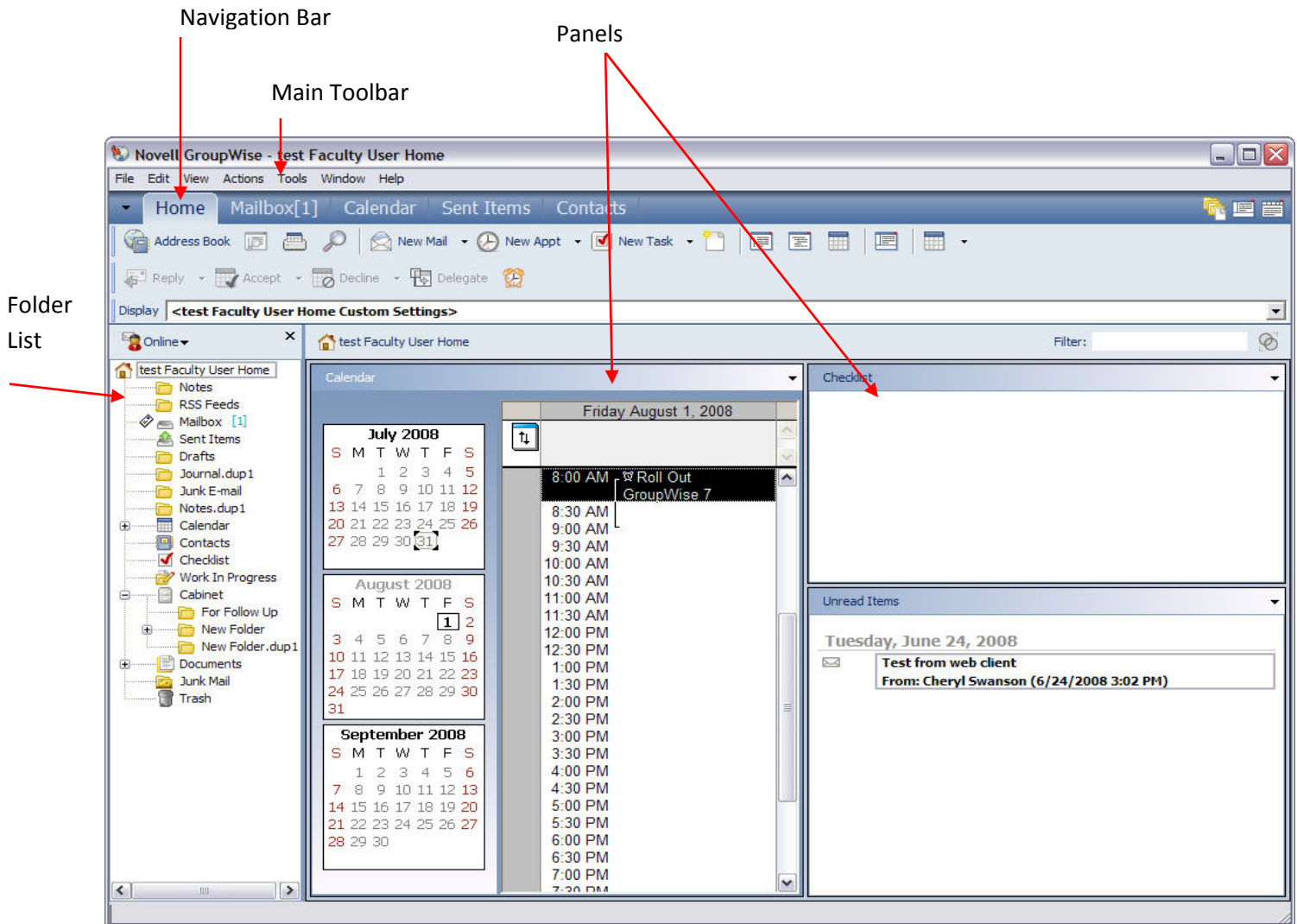


GroupWise 7 – What's New?

This is the new GroupWise Home View

The Home View is a customizable view of the information you want quick access to. The Home View uses panels to display information in sections. By default, the Home View displays your calendar for the day, your checklist items, your unread messages, and the QuickViewer on the right side of the window. The panels are organized in a two-column view.



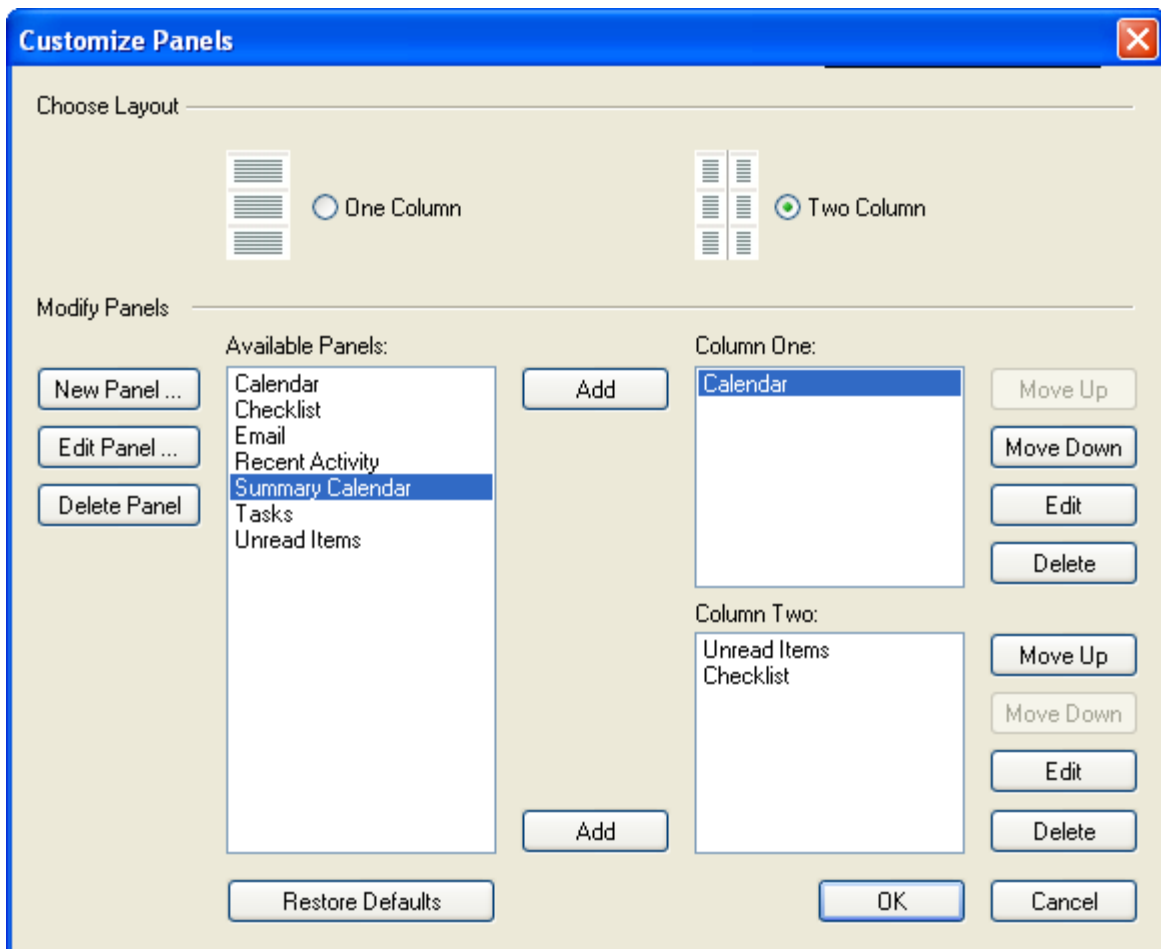
Using Panels

A panel can be created to display a variety of information, from unread items to a summary calendar. A predefined list of panels is available, but you can also create your own custom panels.

To see an interactive tutorial go to Help in GroupWise and watch the Interactive Tutorials.

Customizing Your Home Panels

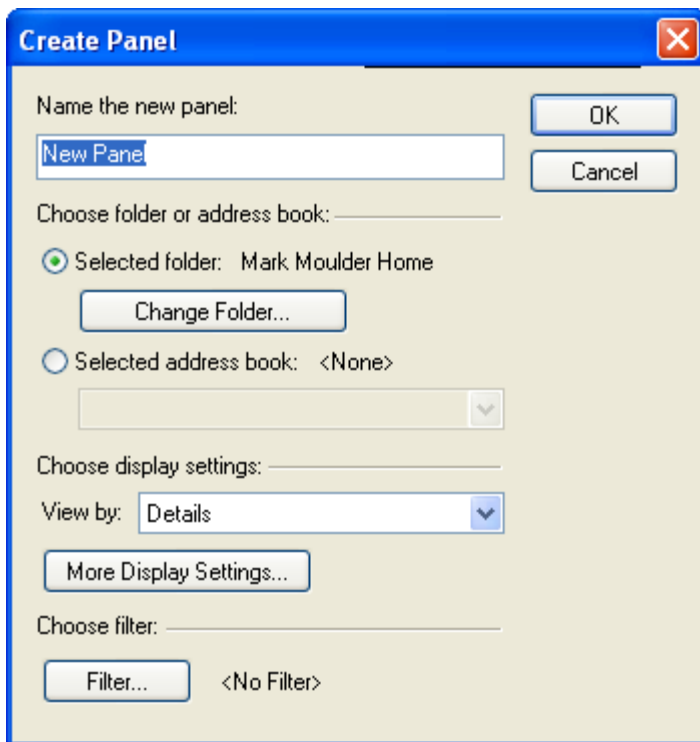
1. Right-click the Home Tab and choose Properties.
2. Click the *Display* tab.
3. Select *Panels* from the *View By* drop-down list.
4. Click *Customize Panels*.



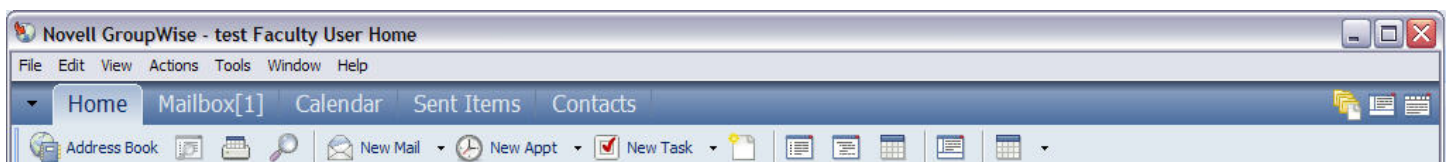
5. Select one or two columns.
6. Select from available panels, or create your own panels by clicking *New Panel*.
7. Click *Add* next to the column you want the column to display in.
8. (Optional) Click *Move Up* or *Move Down* to position the column where you want it to display.
9. Click *OK*.

Creating a New Panel

1. Click the panel drop-down arrow, then click *Add Panel*.
2. Click *New Panel*.



3. Type the panel name in the *Name the new panel* field.
4. Select whether you want the panel to display a folder or the Address Book.
If you select a folder, click *Change Folder* to select the folder to display the contents of.
or
If you select Address Book, use the drop-down list to select the address book you want to display.
5. Select a display setting from the *Choose display settings* drop-down list.
Calendar: Displays the panel as a graphical calendar.
Checklist: Displays the panel as a checklist.
Details: Displays the details for items in the panel.
Discussion Thread: Displays the items in the panel grouped according to threads.
6. Click *OK*, then click *Add* to display the panel.



The Navigation Bar

The Navigation Bar is located at the top of the GroupWise window. It is designed for quick access to the folders you use the most. By default the Navigation Bar contains the Home, Mailbox, Calendar, Sent Items, and Contacts.

However, the bar is customizable, so you can add the folders you use the most. It is very easy to customize and you can change it as your needs change.

To Customize the Navigation Bar

1. Right-click the Navigation Bar, then click *Customize Navigation Bar*.
2. Select the folders you want to display on the Navigation Bar.
3. You can change the color of the Navigation Bar by choosing *Color Scheme* drop down at the bottom of the box.
4. Click *OK*.

Quick Correct

The Quick Correct spell checker checks the spelling in your items subject and message body as you type, underlining any unrecognized words. This is very similar to the way the Microsoft Word's Spell Check works. Just right click the misspelled word and choose the correct spelling or choose to add this spelling to the GroupWise word list.

Multiple HTML Signatures

When you create a signature in GroupWise the signature is created as an HTML signature. You can create multiple signatures and select a default signature.

When creating a signature a simple editor is provided. With the editor you can now add graphics, background images, and tables to your signature.

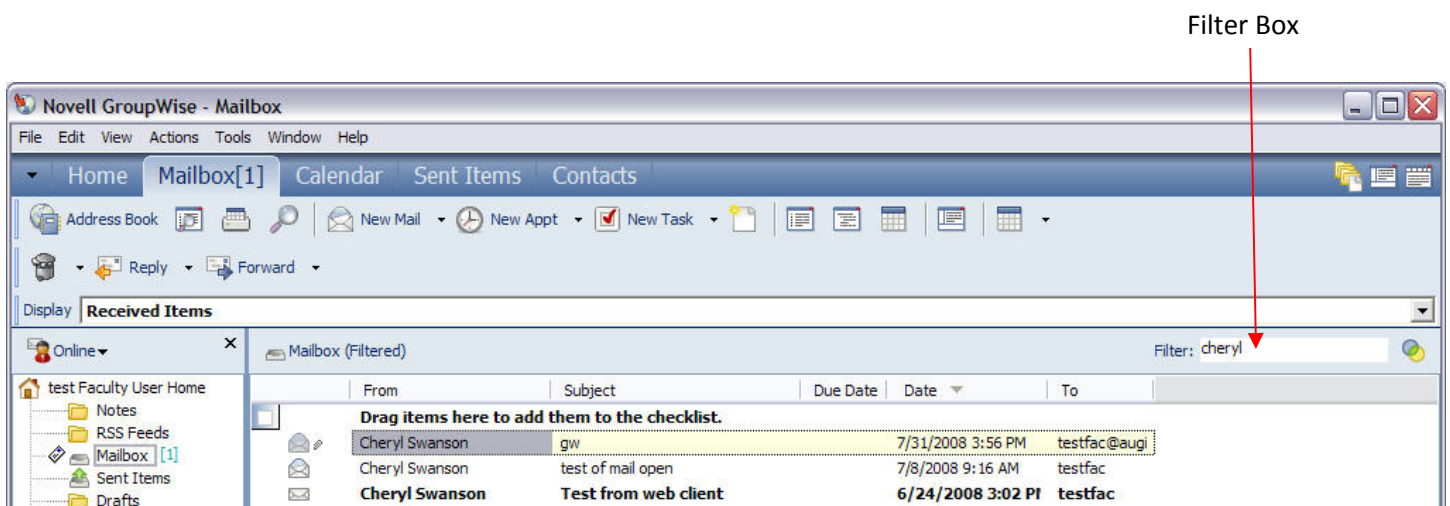
To create a signature

1. Click Tools > Options, then double-click Environment.
2. Click the Signature tab.
3. Select Signature.
4. Click New.
5. Name your signature, then click OK.
6. Create your signature.
7. Select automatically add your signature or prompt before sending.
8. Check if you want this to be your default signature.
9. Click OK, then click Close.

If you create multiple signatures and want to choose between them, choose "Prompt Before Adding". This will let you choose which signature to use.

Quickly Add Contacts to Personal Address Books

Simply right click on any address in an open email message and choose which address book to add the address to.



Quick Filter and Search

You can now quickly and easily filter your messages. Simply begin typing in the Filter box and GroupWise 7 will automatically begin to filter your messages. The Search function has also been enhanced. It now searches inside attachments to find words you have chosen to search on.

Group Labels

When Show Group Labels is selected in the display settings, items are listed in groups according the column you are sorting on. For example, if you are sorting by date received, messages that were sent today have a group label called Today (Friday, August 1, 2008) followed by the items that were received today. Each day's messages have a label with the date.

To display labels in your mailbox,

1. Right click on your Mailbox
2. Choose Properties then the Display Tab
3. Click "Show Group Labels"

Quick Viewer

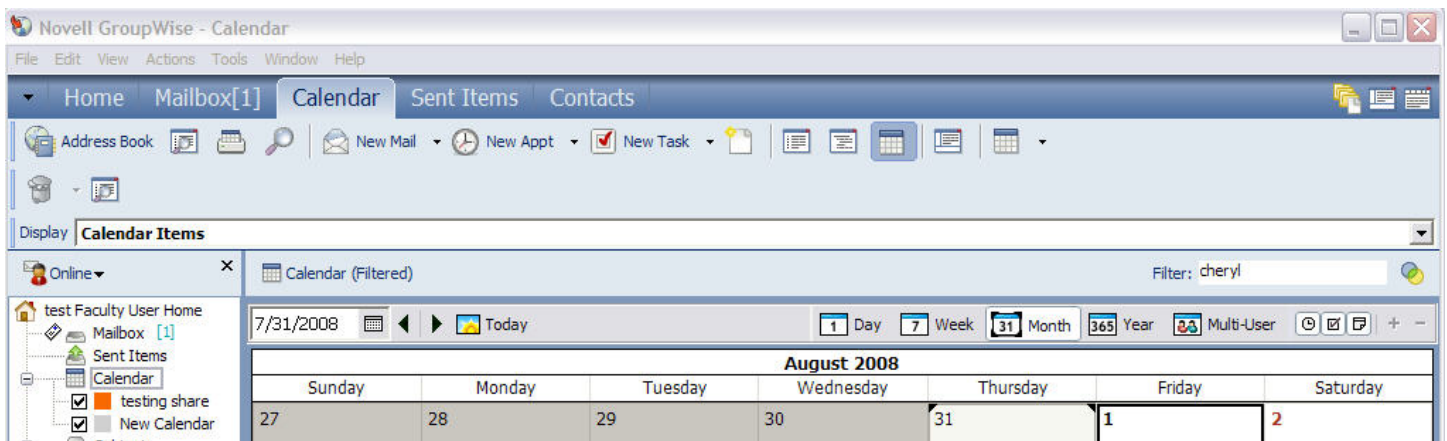
Choose where the Quick Viewer will display – on the bottom or on the right side. To change to viewing on the right.

1. Click on Tools on the Main Menu
2. Click Options
3. Click Environment
4. Click Appearance and choose "Quick Viewer at Right"

Multiple Calendars

You can now create multiple calendars in GroupWise. Each new calendar that is created is assigned a color. When the new calendars display in the calendar view, the appointment background color matches the color of the calendar that it belongs to.

You can select which calendars to view in the calendar view by selecting the calendars to view.

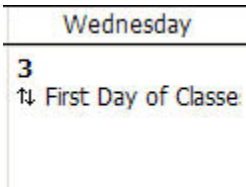


To create a new calendar

1. Click File > New > Calendar.
2. Type the name of the new calendar, click the colored square next to the new calendar, then select a color for the calendar.
3. Select if you want to move the calendar up in the order of calendars.
4. Click OK.
5. The new calendar is added and displays in the list of calendars in the calendar view.
6. You can choose which calendars to display in your main calendar by checking and unchecking the sub-calendars
7. Sub calendars can also be shared with other GroupWise users. Perhaps you want to have a department calendar that one person keeps up. Please call if you would like help setting this up.

All Day Events

An all day event is an event that lasts most or all of the day. All day events display at the top of the calendar view and show up with a double arrow to let you know they are all day. When all day events are created, they are marked as Free but you can change that status to Busy as you create the event.



The calendar also has expanded color function now. You could always add color by using Categories, but you could only print in black and white. Now you can also print your calendar in color.

