Creating a Shared Folder in GroupWise

Create a Shared folder by going to $\ensuremath{\textit{File}}$ / $\ensuremath{\textit{New}}$ / $\ensuremath{\textit{Folder}}$ in the main GroupWise email window

Create Shared Folder Select the kind of folder you want to create. Personal folder Shared folder Shared folder Custom find results folder Custom find by example folder. Perdefined find results folder Perdefined find results folder Incomplete Task List Sent Items Task List Modify pre-defined find results folder Ket Next Cancel	 Create Shared Folder Dialog Box
Image: Create Shared Folder Name the new folder and set its position in the folder list. Name: Shared Folder Description: Position: Position: Susan Horton Mailbox Calendar Obcuments Task List Work In Progress Cabinet Cabinet Charlene and Susar Charlene and Susar	 Type a name for the Shared Folder in the Name: box The Description: area is optional The Shared folder will be placed in the cabinet area Click Next >

Create Shared Folder	 Enter names of people to share the folder Select users: Type the name of a GroupWise user in the box Click on the address book button Note: Add or Remove Users as needed
Additional access Add Edit Delete	Each person on the share list is given rights to the folder. Read and Add rights are the defaults.
Create Shared Folder Define the settings for the folder. These can be viewed and modified in the folder's properties dialog. Setting name: CShared Folder Custom Settings> Save As Description: Display all items in the selected folder. Pisplay all items in the selected folder. Pate Sort by: Date Sort order: Ascending Mail Appointments Tasks Documents View Subject, Date Abscending Edit Columns Abscending Columns: Name, Subject, Date Abscending Edit Columns	Define Settings for the Shared Folde Accept the defaults by clicking Finish

Shared Folder Notification New Participants These participants will each receive a notification that you have share this folder with them. You can provide additional information in the message below if you would like. Participants: Training Subject: Shared folder notification Message: OK Cance	New Participants Participants in the list will receive an email stating that you have shared a folder with them. Click OK
From Subject Date	Email Barticipants receive an email notifying
Shared folder notification 09/2	them that they have been given rights to a shared folder.
Install Shared Folder	Install Shared Folder
Install Shared Folder Susan Horton has shared a folder named 'Shared Folder' with you. To install this folder into your folder list click Next.	Install Shared Folder Click Next > to Install the Shared Folder
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Install Shared Folder Name the new folder and set its position in Name: Shared Folder Description: Position: Position: Position: Position: Position: Calendar Calenda	the folder list.	Click Finish to accept the folder name and location		
Using the Shared Folder as a Discussion Forum Once the shared folder is set up it can be used as a discussion forum. Any user with Add rights can create a new discussion thread or reply to a discussion topic already in use.				
Edit View Actions Tools Window Help Edit View Actions Tools Window Help Entrom: Subject: Message: Folder: Shared Folder	■ U Ž W @ # X W Post Cancel Attagh	New DiscussionImportant! Select the Shared Folder from the list of folders in the Cabinet areaGo to File / New / DiscussionAdd a Subject and MessageClick Post		
Turn ON the Threads button	View Discussion Threads Button	If the Threads button is not on the toolbar: Right click on toolbar Choose Properties Click on the Customize tab Choose View Click Thread button Choose Add Button Click OK 		