

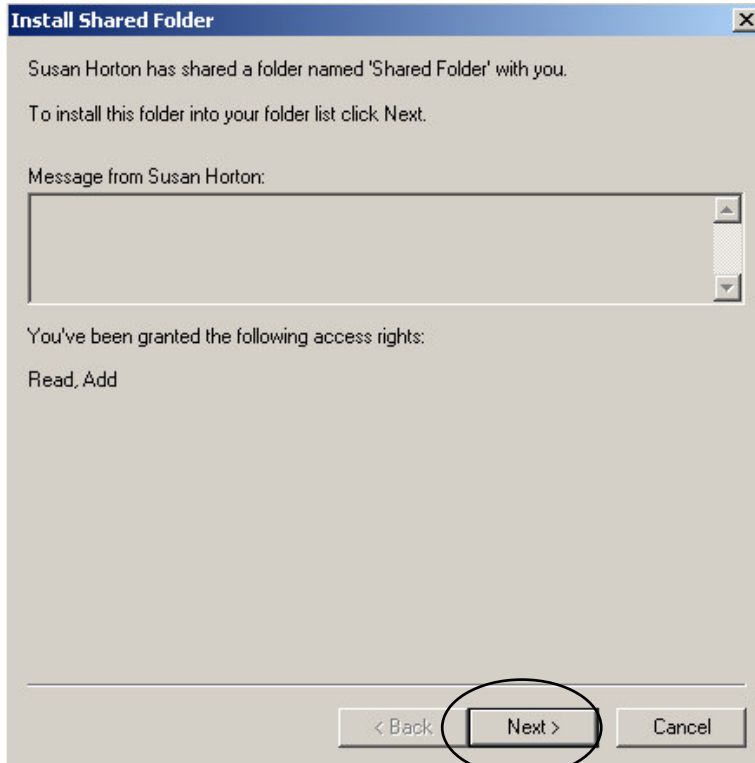
Installing a Shared Folder in GroupWise

Email Notification

Participants receive an email notifying them that they have been given rights to a shared folder.

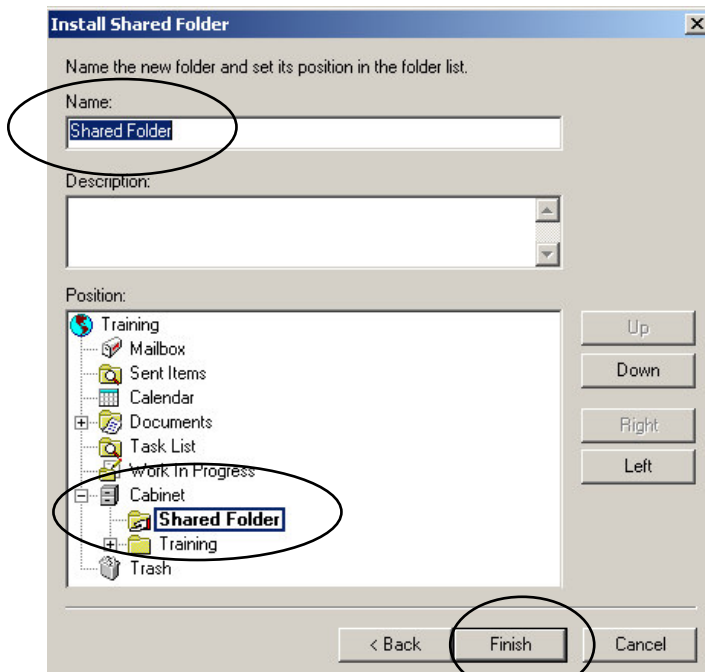
Install Shared Folder

Click Next > to Install the Shared Folder



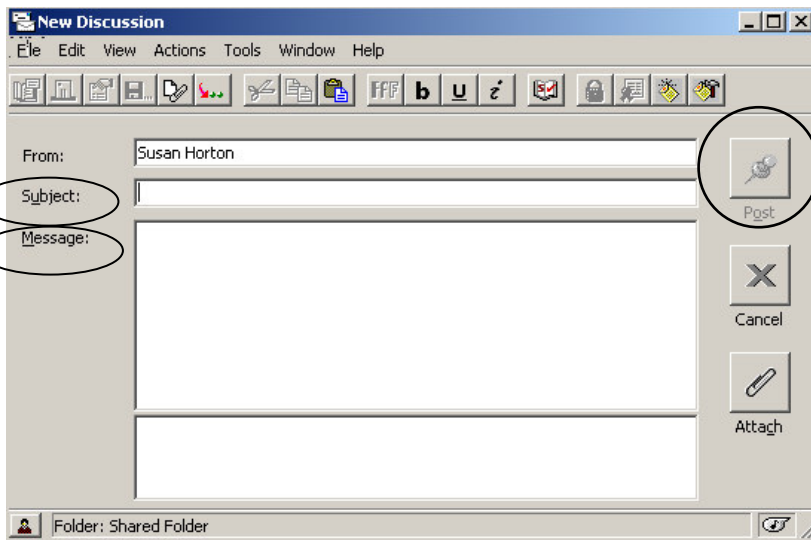
Finish

Click Finish to accept the folder name and location
The shared folder will be placed in your Cabinet



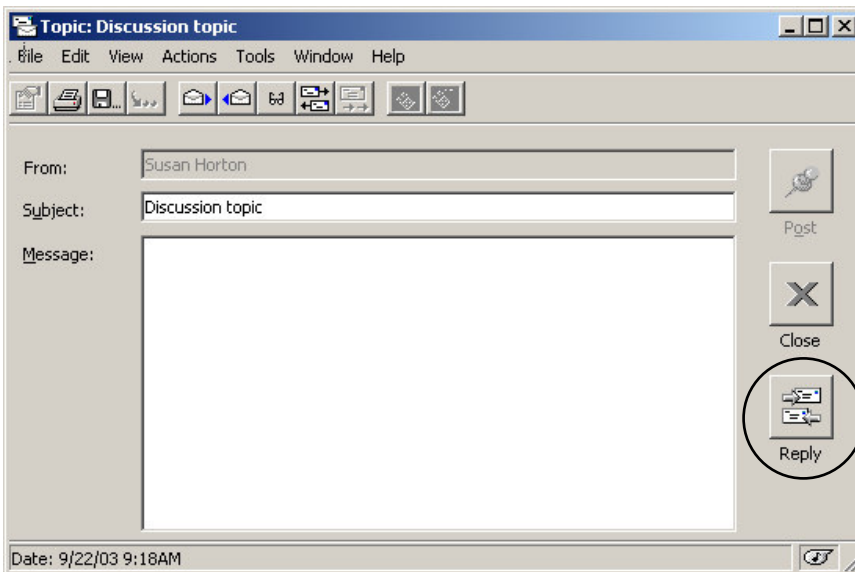
Using the Shared Folder as a Discussion Forum

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.



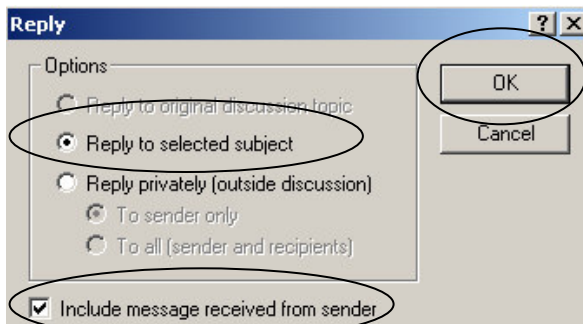
Creating a New Discussion Thread

- 📁 **Important!** Select the Shared Folder from the list of folders in the Cabinet area
- 📁 Go to File / New / Discussion
- 📁 Add a Subject and Message
- 📁 Click Post



Reply to an Existing Discussion Thread

- 📁 Open the existing topic
- 📁 Click Reply



Reply

- 📁 Choose Reply to selected subject
- 📁 Check Include message received from sender
- 📁 Click OK

Topic: Discussion topic

File Edit View Actions Tools Window Help

From: Training

Subject: Reply to new discussion topic

Message: This is my reply to the new discussion topic. Note the sender's message is at the bottom. Including the sender's message makes it easy to remember what's been discussed.

>>> Training 10/22/03 02:31PM >>>
Here's a new discussion topic.

Post

Cancel

Attach

Folder: Shared Folder

Type a Subject

Type a Message

Click Post