Installing a Shared Folder in GroupWise

From Subject Date Susan Horton Shared folder notification 09/22/03 08:46AM	Email Notification Participants receive an email notifying them that they have been given rights to a 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. Message from Susan Horton: You've been granted the following access rights: Read, Add www.searchitecommunication You've been granted the following access rights: Read, Add	Install Shared Folder
Install Shared Folder Name the new folder and set its position in the folder list. Name: Shared Folder Description: Image: Shared Folder Image: Training Image: Shared Folder Image: Training Image: Shared Folder Image: Training Image: Training	 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.

Ele Edit View Actions Tools Window Help		Creating a New Discussion Thread			
From: Susan Horton Subject: Message:	Post Cancel Attach	 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 			
Folder: Shared Folder	T II.				
Image: Straight of the straight		Reply to an Existing Discussion Thread			
From: Susan Horton	-	Open the existing topic			
From: Susan Horton Subject: Discussion topic	Post	Open the existing topicClick Reply			
From: Susan Horton Subject: Discussion topic Message:	Post Close	 Open the existing topic Click Reply 			



Reply

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

E Topic: Discussion topic	<u>_ </u>	Ś	Type a Subject
			Type a Message
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 Post Cancel Attach		Click Post
Folder: Shared Folder	T /		