
What's New in GroupWise 6.5?

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GroupWise 6.5 has a New Look!

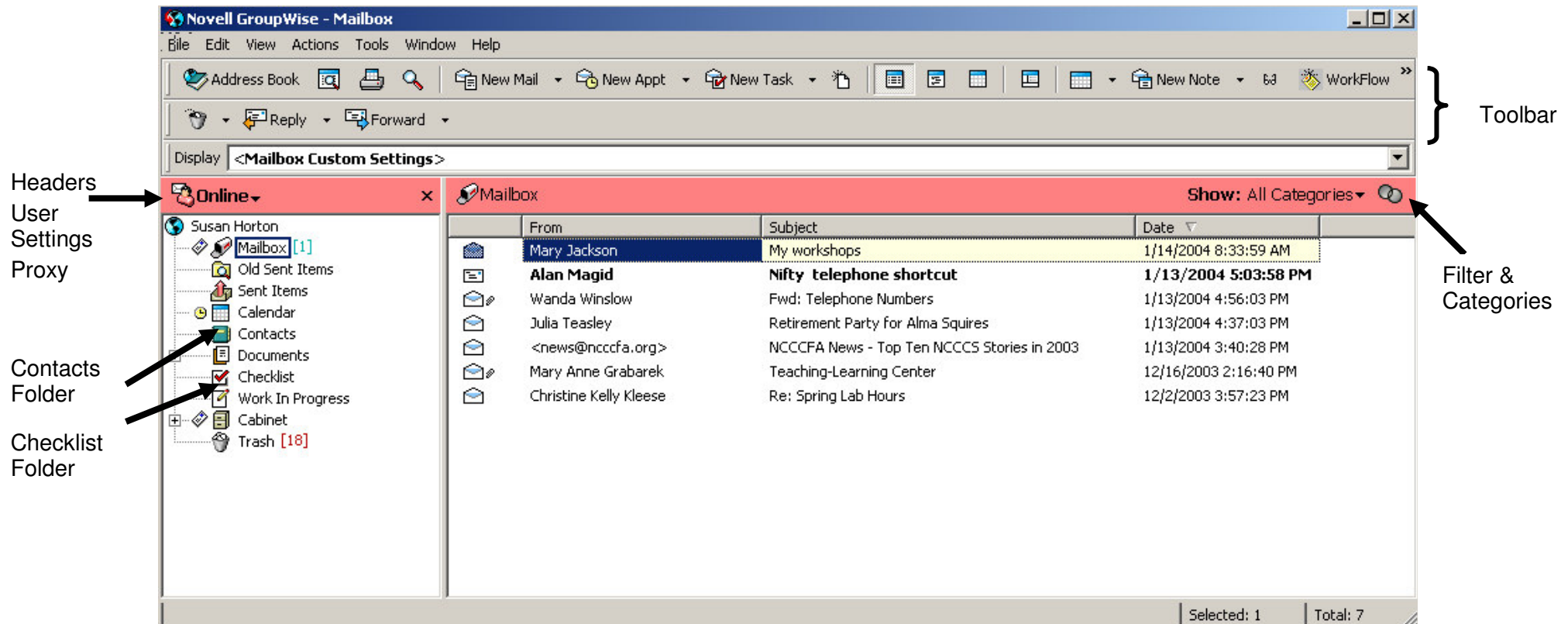


Diagram 1

Toolbar Improvements



Address Book	Quickly access your address book
Properties	View the properties of an email
Print Calendar	Easy access to printing options for your calendar
Find	Search your mailbox based on specific criteria
New Mail	Quickly create a new email
New Appointment	Quickly create a new appointment for your calendar
New Task	Quickly create a new task for your calendar
New Document	Allows you to save documents in GroupWise and access them from another computer
View Details	Displays who the email is from, subject, and date when it was received NEW! Email is now easier to sort. Simply click on the column heading to sort ascending or descending.
View Discussion Threads	Displays email as threads. Shows all the activity of an email: replies, etc.
View as Calendar	A better way to view your calendar is by going to the email folder list and choosing Calendar OR by choosing Open Calendar from the toolbar.
Quick View	Instead of double clicking to open an email, Quick View splits your window so you can read your message while maintaining access to your message list and folders. Note: Takes up window space.
Open Calendar	Quick access to options for opening your calendar
New Note	Quickly create a reminder note for your calendar
View	Opens email in a basic window without options to reply, forward, etc. Tip: Ever open an email and nothing appears in the message area? Try opening the email with this option. View works well with web based email accounts like Hotmail.
Work Flow	More info about this later
Work Flow Central	More info about this later
Delete	Deletes an email Delete and Empty - Deletes the email AND removes it from your Trash Bin
Reply	Reply to an email Lots of options for replying to an email
Forward	Forward an email to someone NEW! Forward vs. Forward as Attachment

New Folders

Contacts Folder

The Contacts folder represents the Frequent Contacts in your address book. Any modifications you make in the Contacts folder will also be made in the Frequent Contacts address book. From this folder, you can view, create, and modify contacts and groups.

You can change the folder properties so that Contacts represents a different address book:

Right-click on the Contacts folder / choose Properties / choose a different address book from the drop down list

Comments Tab

Keep track of notes about a specific contact by writing a comment. Double click the contact to open the contact's info and click on the Comments tab. Insert a Timestamp to document the date and time before adding a comment.

History Tab

Click on the History tab to search for all items sent or received from the contact.

Checklist Folder

The Checklist folder replaces the Task List folder. Use the Checklist folder to create a task list for yourself. You can move any items (mail messages, phone messages, reminder notes, tasks, or appointments) to this folder and arrange them in the order you want. Each item is marked with a check box so that you can check off items as you complete them. Click on the Personalize tab and create a subject of your own for easy recognition. The original subject will be visible in the Checklist window.

After you've moved an item to the Checklist folder, you can open it, click the Checklist tab, and assign it a due date. You can also mark it completed and set its position in the list from the Checklist tab.

Create a new Checklist Item:

- Select the Checklist folder / File menu / New / Checklist item
- OR Select the Checklist folder / Click on the arrow to the left of New Task / choose Posted task

Setting up a Checklist Folder

If you want to set another folder to work as a checklist folder:

Right-click the folder / choose Properties / choose the Display tab / select Checklist from the Setting Name drop-down list

New Features

User Settings

Access and manage your mailbox, archived email, and proxies in one place! Simply click on the arrow in the folders list header to access the menu.

Filters

Find an email quickly by accessing the Filter from the message list header.

Choose from these Filter options:

- Filter (From, To, CC, Subject, Message, Category)
- Filter for Received Items
- Filter for Sent Items
- Filter for Posted Items
- Filter for Draft Items

Categories

Use Categories to filter, color code and organize your email.

Default Categories include:

- Follow-up
- Low priority
- Personal
- Read Later
- Urgent

Edit or remove color from a category. Rename or delete a category. Assign a category to an email by right-clicking on the email and choosing categories. Choose a category from the list.

Tabbed Item View

All Item windows (such as new mail, received messages, appointments, tasks, etc.) now use tabs. Click on a tab to make selections and specify additional information about that item.

Examples:

When composing New Mail, the Send **Options** tab lets you select the send options such as Priority, Delayed Delivery, Security, Status Tracking, for that message.

Messages that have been received or sent have a **Properties** tab shows that allows you to see who else received the item, the size and creation date of attached files, and more.

The **Personalize** tab gives you the option of adding a personal subject and assigning a category to the item. The original subject of the email displays in the message window, your personal subject appears in the details list.

From Drop-Down List

When composing items (new mail, appointment, task, or note), you can select a Proxy name or the account from which you want to send the item by clicking the From drop-down list.

Headers

Headers have been added above the message list, folder list, calendar, and QuickViewer. They have also been added to items such as email and tasks. These headers provide information about the folder or view you are in.

Customize Headers

Header Color

1. Right-click the header that you want to change
2. Click Header Color
3. Choose a color and click OK

Header Text Color

1. Right-click the header
2. Click Header Text Color
3. Choose a color and click OK

Header Font Size

1. Right-click the header
2. Click Header Font Size
3. Click a font size

Quick Info

Quick Info displays info about an item (in a yellow box) when you point to an item. You can disable Quick Info by right-clicking the header / selecting Disable Quick Info.

Restore Header Defaults

Restore headers to their original appearance by right-click a header / choosing Reset to Default.

Junk Mail Handling

Use Junk Mail Handling to decide what to do with unwanted email that is sent to your GroupWise email address. Junk Mail Handling does not apply to email from a sender that is part of your GroupWise system.

Junk Mail Handling allows you to:

- Modify Junk Mail Handling lists and settings
- Block or junk email from a user
- Junk email from users not in a personal address book (**not recommended**)
- Automatically delete items from the Junk Mail folder

To send an email to a Junk Mail list:

Right-click on the email and choose:

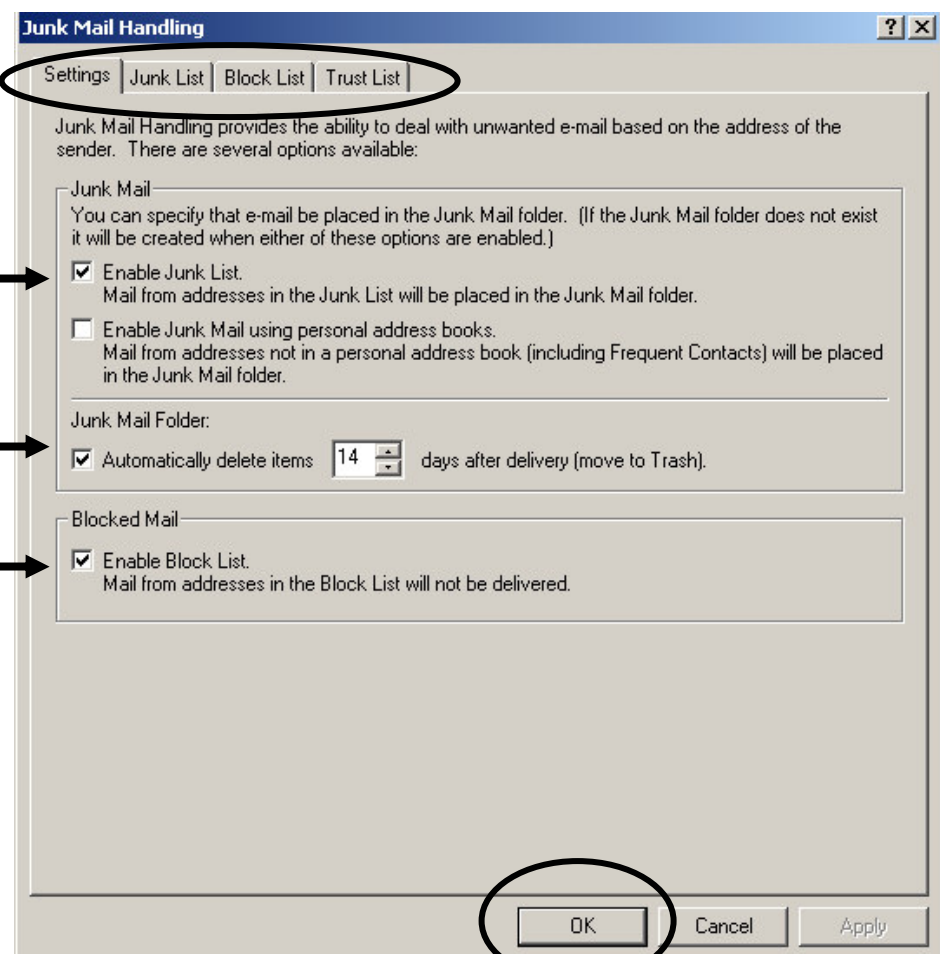
- Trust sender...
- Junk sender...
- Block sender...
- Choose Junk Mail Handling to change your settings or view contents of a list

Enable Junk List

Creates a Junk Mail folder in your folder list. You control what email addresses are on the Junk List.

Automatically move items from the Junk Mail folder to the Trash. Default is 14 days.

Block email from addresses that you place on the Block List.



Address Book Improvements

Address Selector

When composing an item and click the Address button from the toolbar, a simple address book called the Address Selector dialog box is displayed. If you want to open the system address book, click Address Book in the Main Window toolbar.

Changes to the Address Book

The Address Book has been reorganized to display address books in an Address Book List in the left pane of the Address Book window. You can expand and collapse each address book by clicking + and -.

Expand an address book to see any Groups. Click on the address book or group name to display information about contacts, resources, organizations, and groups in the right pane of the Address Book window

Create a Personal Group

1. Right-click the address book in the left pane
2. Choose New Group
3. Type the name of the group
4. Press enter

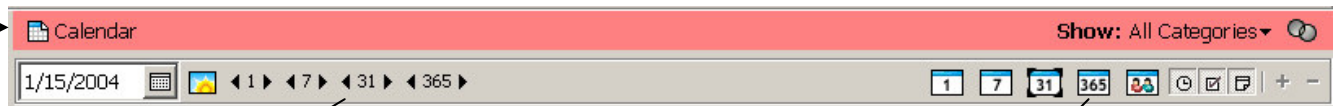
Add Names to the Group

1. Click on the group name in the left pane
2. Choose any address book to find the contact that you want to add to the group
3. Drag a name from the right pane to the group in the left pane

Calendar Improvements

The Calendar has a new header with new navigation and date-choosing controls. These controls are consistent in every Calendar view.

Header →



Calendar Navigation

- Displays current date and access to monthly calendar
- Go to Today
- Move backward or forward one day
- Move backward or forward one week
- Move backward or forward one month
- Move backward or forward one year

Calendar Views

- Day
- Week
- Month
- Year
- Multi-User
- Show/Hide Appointments
- Show/Hide Tasks
- Show/Hide Notes
- Add a column to calendar view
- Remove a column from calendar view