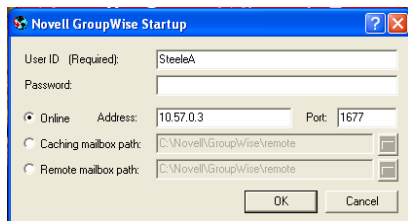


Novell GroupWise & GroupWise Web Access Cheat Sheet

Prepared by Andrea C Steele-September 2006

Chenango Campus Settings Address 10.57.0.3 Port 1677



Novell GroupWise Startup

User ID (Required): SteeleA

Password:

Online Address: 10.57.0.3 Port: 1677

Caching mailbox path: C:\Novell\GroupWise\remote

Remote mailbox path: C:\Novell\GroupWise\remote

OK Cancel

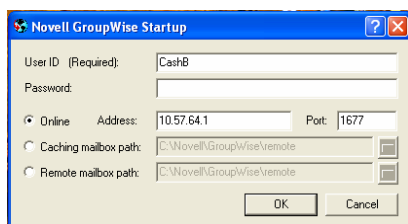
Do you want the Login box to always appear when you click on the GW icon?
If you share a machine and always want GroupWise to launch the login box so that multiple users can login and check E-Mail you can change the icon properties. The switch to add is /@u-?

To add this switch:

1. Right Click on the Groupwise Icon
2. Choose Properties
3. In the Target area click in after the .exe and type a space followed by /@u-?
4. Click OK

NOTE: You can *not* run GroupWise Notify in the background or this will not work.

Harrold Campus Settings Address 10.57.64.1 Port 1677



Novell GroupWise Startup

User ID (Required): CashB

Password:

Online Address: 10.57.64.1 Port: 1677

Caching mailbox path: C:\Novell\GroupWise\remote

Remote mailbox path: C:\Novell\GroupWise\remote

OK Cancel



Using Groupwise WebAccess to access your email from outside of the network:

1. Open Internet Explorer or any web browser.
2. Enter mail.dcmoboces.com in the address location. (**NOTE: DO NOT use www**)
3. Click GO.
4. Click GO on GroupWise Web Access English.
5. Enter you user id and password. (**NOTE: This is case sensitive**)
6. Click LOGIN.

If you need additional help, not on this sheet or with any topic on this sheet, call the Help Desk at Extension 1207 or (607) 335-1207.

GroupWise Settings you should check...

1. Click TOOLS on the Menu Bar.
2. Click OPTIONS in the drop down menu.
3. Choose ENVIRONMENT.
4. Click on the VIEWS tab.
5. Make sure HTML is checked under both DEFAULT COMPOSE VIEW and DEFAULT READ VIEW.
6. Click on the DEFAULT ACTIONS tab.
7. Under SENT ITEMS this is what the system will do when you click on an item in your sent items folders. If you want the system to open the item and show you what the message you sent was choose OPEN ITEM. If you want the system to open the properties so you can see if the item has transferred, been opened, etc... then choose SHOW PROPERTIES.
8. Under FILE ATTACHMENTS click OPEN ATTACHMENT to have the system open the attachment in its own application. If this is not checked it will attempt to open it in the viewer and it can look like gibberish.
9. If you want to add a signature or message to your e-mails click the SIGNATURE tab.
10. Check the Signature Box.
11. Type the information you would like to add in the box.

Examples:

Andrea C Steele

DCMO BOCES

6678 Cty Rd 32

Norwich, NY 13815

Phone: (607) 335-1318

or "If the rules aren't working, change the rules"

-Paul Jacobson

12. Click Automatically Add or Prompt Before Adding.
13. Click the OK button.

Vacation Rule

This will help you set up a rule to automatically return an e-mail to all e-mail senders.

1. Open GroupWise
2. Click Tools on the Menu Bar.
3. Choose Rules From the Drop Down Menu.
4. Click the NEW button to create a new rule.
5. Give the rule a name such as Vacation Rule.
6. Make sure the RECEIVED box is checked and then check the box for MAIL to tell it you want it to act on all *received mail* items.
7. Click ADD ACTION

NOTE: You can choose DEFINE CONDITIONS and narrow what emails to act on at this point if you wanted to only act between certain dates or only act on emails from certain email senders, etc...

8. Choose REPLY
9. Click Reply to Sender and, if so desired, click the box to Include Message Received From Sender.
10. Click OK.
11. Type A Subject & Your Message.

EXAMPLE: I will be out of the office on vacation from December 13 - Jan 3. If you need an immediate reply please email hendricj@dcmoboces.com or call Judy at the Help Desk 607-335-1207. Happy Holidays. Andrea

12. Click OK.
13. Click SAVE.
14. Check the box to enable your new rule.
15. Click Close.
16. I suggest testing your new rule to make sure it works.

NOTE: Don't forget to turn off your rule when you return!

Automatic Filing Rule

This will help you set up a rule to automatically file certain e-mail into a personal folder in your cabinet.

1. Open GroupWise
2. Click Tools on the Menu Bar.
3. Choose Rules From the Drop Down Menu.
4. Click the NEW button to create a new rule.
5. Give the rule a name such as File Backup Info.
6. Make sure the RECEIVED box is checked and then check the box for MAIL to tell it you want it to act on all *received mail* items.
7. Click on DEFINE CONDITIONS.

NOTE: You can choose to file items using the FROM certain people, SUBJECT matching certain criteria, or any combinations of items in the drop down.

8. In the first drop down click on Subject.
9. In the second drop down click on contains.
10. In the third area add your text you want to match.
11. Click OK.
12. Click ADD ACTION
13. Choose MOVE TO FOLDER.
14. Navigate to the Folder you want the items stored in and check the box.
15. Click MOVE.
16. Click SAVE.
17. Check the box to enable your new rule.
18. Click Close.
19. I suggest testing your new rule to make sure it works.

Creating a Folder in your Groupwise Cabinet and Storing E-Mail's You Want to Save in the Folder

Creating the Folder...

1. Open Groupwise.
2. Right Click Cabinet and choose NEW FOLDER from the drop down menu.
3. A window will open up; check the box marked PERSONAL FOLDER.
4. Click Next at the bottom of the window.
5. In this window you need to name your folder. Type the Name for your new folder.
6. Click Next at the bottom of the window.
7. In this window you can define your settings, the default settings are usually fine.
8. Click Finish at the bottom of the screen to create the Personal Folder.

Moving E-Mails to your Folder for Storage...

1. Click on the e-mail or file with the left mouse button and hold the mouse button down.
2. Drag the e-mail or file to your folder then release the mouse button.
3. Your e-mail or file will have relocated from your inbox to the folder you created.

To Move More Than One E-mail to Your Folder for Storage...

You can use the SHIFT key to move an entire group of emails. Click on the first email you want to move then hold down the SHIFT key and click on the last email you want to move. Release the SHIFT key and drag the files to the folder. To pick and choose individual files hold down the CTRL key and click each file you want to move. When you have them all highlighted release the CTRL key and drag them to the folder.