GroupWise Tips and Tricks

<u>Creating Your GroupWise Password</u>

1. In the Main Window, click **Tools,** then **Options.**
2. Double-click the **Security** icon.
3. Click the **Password** tab.
5. In the New Password text box, type the password.
6. In the Confirm New Password text box, type the new password again. Click **OK,** and then **Close.**

<u>Changing Your Password</u>

1. In the Main Window, click Tools, and then click Options.
2. Double-click Security, and then click the Password tab.
3. In the Old Password text box, type the password you want to change, and then press the Tab key.
4. In the New Password text box, type the new password.
5. In the Confirm New Password text box, type the new password again, click OK, and then Close.

TIP: *If you forget your password, contact the Help Desk for assistance at 3688. Passwords are case-sensitive.*
TIP: *You need to create a password in GroupWise before utilizing GroupWise web access.*

<u>Restore your sent items folder if you delete it.</u>
To restore your Sent Items folder:

1. In the Folder List, click on **File**, then **New**, then **Folder**.
2. Click on **Find Results Folder** and **Predefined Find Results Folder.** Highlight **Sent Items** and click on **Next.**
3. Click Up, Down, Right, or Left to position the folder where you want it in the Folder List. Click **Finish.**

<u>Retract a Sent Item</u>
Items you sent can be retracted if the recipient has **not yet opened the item.**

1. Open the **Sent Items** folder.
2. Click on the item you want to retract and press **Delete.**
3. Select **Recipient's Mailbox** to delete the item from their mailboxes only OR select **All Mailboxes** to delete the item from both your mailbox and theirs.
4. Click **OK.**

TIP: *You will only be able to retract items sent from one GroupWise user to another. Items sent to Internet-style addresses cannot be retracted.*

<u>GroupWise Address Book</u>
The GroupWise address book contains three default books:

- **Novell GroupWise Address Book -** contains e-mail addresses for all Auburn University employees who work on campus. "External" in the Post Office column indicates someone who does not use GroupWise. You cannot add or remove items in this address book.

- **Personal Address Book** - contains e-mail addresses you enter. This list can contain addresses outside the GroupWise system. Put the people most important to you here. You can create more than one personal address book and can add or remove entries.
- **Frequent Contacts** - records sent and received e-mail addresses. The next time you e-mail one of these people, GroupWise automatically enters their address as you type their name in the To: field. If you don't choose an address from one of the address books, GroupWise defaults to the address listed in Frequent Contacts.

<u>Creating a New Personal Address Book</u>

1. Click on the **Address Book** button to open the Address Book.
2. From the **File** menu, choose **New Book.**
3. **Enter a name** for the book.
4. To add people who are already in another book such as the Novell GroupWise Address Book. Click the tab for the existing book, **highlight the desired names** using Ctrl-click to select as many people as you wish, **right-click**, click **Copy to**, **select** the desired book, and click **OK.**
5. Manually add any other people you want, as described below.
    1. Click **Add,** highlight **Person,** and then click **OK.**
    2. On the **Information for New Entry** screen, enter a display name and complete e-mail address. All other information on this screen is optional. Click on **OK.**

TIP: *What you enter for **Display Name** in the **Information for New Entry** box will appear in the To: field of any messages you send.*

<u>Creating a Personal Email Group</u>

1. Click on the **Address Book** button to open the **Address Book.**
2. You can include users from different address books in one group. Select the address book containing the names of the users you want to include by clicking on the tab for that address book. (*If the e-mail addresses you need to add are not already in any of your GroupWise address books, see "Add an E-mail Address to the Address Book"*)
3. Double-click each name to add it to the group. These names will appear in the To: field at the right of the screen.
4. Click on **Save Group.** You can only save groups in personal address books.
5. Type in a name for your group. You may also enter a comment describing this group--the description is optional.
6. Click **OK** to save the group. The group is displayed in the address book specified and is marked with the  icon.

To send a message to everyone in a group, enter the name of the group (as specified in step 5) in the To: field when you create the message.

<u>Changing the Address Book Sort Order</u>

1. Click on the **Address Book** button to open the Address Book.
2. From the **View** menu, choose **Name Format.**
3. Choose the sort order you prefer. The system Address Book will be resorted automatically. You can choose which personal address books you'd like to be sorted.
4. Click **OK.**
5. **Close** the Address Book.

GroupWise Web Access

You can check your GroupWise e-mail from any Web browser.

1. Go to URL **mail.grcc.edu** in a Web browser.
2. Choose the language you would like to use and click **go.**
3. Type your user ID in the Name box.
4. Type your password in the Password box.
5. Click the **Login button.**
6. Read your messages by clicking on the links.

Using GroupWise Webaccess with AOL

If you use AOL for your internet service provider and are getting the following message when attempting to login to WebAccess “Your Login is not current”, follow these steps:
Connect to the internet using AOL, and then minimize the AOL portal/browser window. Launch internet explorer (by double click on the blue E), and sign into WebAccess in this new browser window.

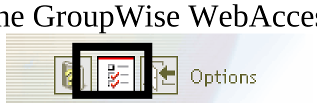
Creating a Vacation Rule

When you set up a "vacation rule" you direct GroupWise to automatically send an "I'm on vacation" message (or other auto-reply message of your choice) to everyone who sends you an e-mail message, task, or appointment while you're away from the office. You can create a vacation rule when you are using the GroupWise client, or when you are using GroupWise WebAccess.

When using the GroupWise Client

1. From your Group Wise toolbar, click **Tools**, then **Rules**. The **Rules** dialogue box appears. Click on **New**. The **New Rules** dialogue box appears.
2. Complete the following steps in the **New Rules** box:
3. Enter a name for the rule in the **Rule Name** field.
4. Under **When event is**, **New Item**, click to select **Received**.
5. Under **Item Types:** select the item to which you want to send an auto-reply.
6. Click **Define Conditions** - here you will begin to define the conditions under which your auto-reply will be sent.
7. Click to select **To** from the list provided in the first field. Choose **Contains (or matches)** in the second field, and then type your name in the next field. This ensures that only e-mail sent directly to you. (you may want to have two rows, one with your username and one with your full name. Separate the rows with OR
8. Click to select **End** in the last field of this row and click on **OK**.
9. The **New Rule** box appears. Locate **Then Actions Are** and click to select **Add Action**, **Reply**. Confirm that **Reply to Sender** is selected and then click **OK**.
10. Type your "I'm on vacation and you are not" message, then click **OK**.
11. Click **Save**, then **Close**. That's it, you're done.

Creating a Rule in GroupWise WebAccess

1. From the GroupWise WebAccess main window, click the Options icon at the top of the screen. 

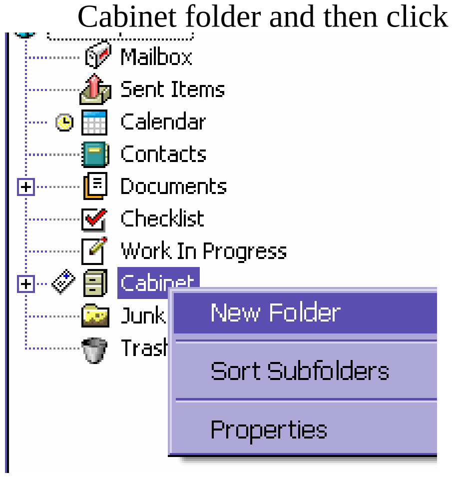
2. Click Rules.

3. Select the type of rule you want to create:
   - **Delete:** Moves an item to the Trash. You can apply the rule to all new items or only new items that meet the criteria you establish.
   - **Forward:** Forwards an item to the recipients you specify. You can apply the rule to all new items or only new items that meet the criteria you establish.
   - **Move to Folder:** Moves an item to the folder you specify. You can apply the rule to all new items or to only new items that meet the criteria you establish.
   - **Reply:** Generates a reply to an item. The reply can go to the sender of the item only (Reply to Sender) or to all recipients of the item (Reply All). You can apply the rule to all new items or only new items that meet the criteria you establish.
   - **Vacation:** Generates a reply to all new items you receive. The reply goes to the sender of the item only (Reply to Sender), not to all recipients of the item (Reply All).
4. Click **Create** to display the Create Rule form.
5. Type the name you want to use for the rule. Names can include any characters, including spaces.
6. If desired, define an optional condition to limit the items that are affected by the rule. If you do not define an optional condition, the rule will be applied to all new items you receive. You cannot define an optional condition for the Vacation rule. The Vacation rule is applied to all items.
7. Define the actions that you want performed when the rule is applied.
   The actions vary depending on the type of rule you are creating. For example, when creating a rule to reply to items, you select whether you want to reply to the sender only or the sender and all recipients. When moving an item to a folder, you select the destination folder.
8. Click Save to save the rule to the Rules list.
9. By default, the rule is automatically activated. If you don't want the rule to be active at this time, deselect the rule's Activate box, then click Save. Or To keep the rule active, click Close.

Tip: *When you create a rule, GroupWise WebAccess stores it in your GroupWise Mailbox. Whether you log in to your Mailbox through GroupWise WebAccess or the GroupWise client, you always have the same rules.*

Creating a folder

1. Right-click on your Cabinet and choose **New Folder**. (You can also left click on the Cabinet folder and then click on **File** on the Menu bar down to **New** and over to **Folder)**

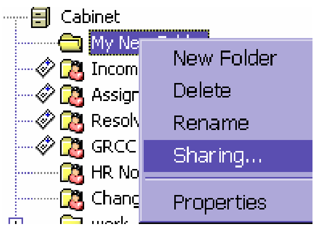


2. Click **Personal Folder** and then click on the **Next** button.
3. Type the name of the new folder. Then click the **Next** Button. Finally, click the **Finish** button.

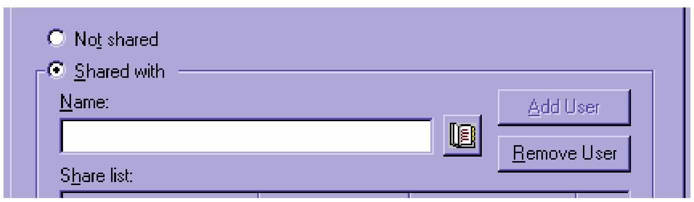
Tip: *The new folder appears as a subfolder of the Cabinet folder. You can move mail into the folder by dragging it from the message window with the mouse.*

How to a shared folder

1. Right-click the folder, then left click Sharing.



2. Click on the "**Sharing**" tab at the top of the dialog box, and click on the radio button beside the words "**Shared with**"



3. Begin to type in the names of GroupWise users with whom you want to share the folder. The GroupWise name completion feature begins to find matches in the address book to the names you select. You can also select names from the address book (click on the book icon beside the "name" field). Press the "enter" key on the keyboard after each name and continue adding names until you're finished.
4. Decide what rights those users will have to add, edit and delete material within the folder. The default selection is "Add," meaning the user has the right only to add new material to the folder. Select each user, and select the appropriate checkboxes to determine the user's rights within the folder.
5. Click "OK."
6. The next dialog box is ready for you to send a message to those users informing them that you are sharing a new folder with them:
7. When you click "OK," the message announcing the shared folder will be sent. Each of the users specified in the "Participants" field above will receive a message. When those users right-click that message in GroupWise and select "Accept," the shared folder will appear in their GroupWise folder window and they can select the folder and view the contents just as they would view the contents of any folder. Any message added to the folder will be available to you and all participants.

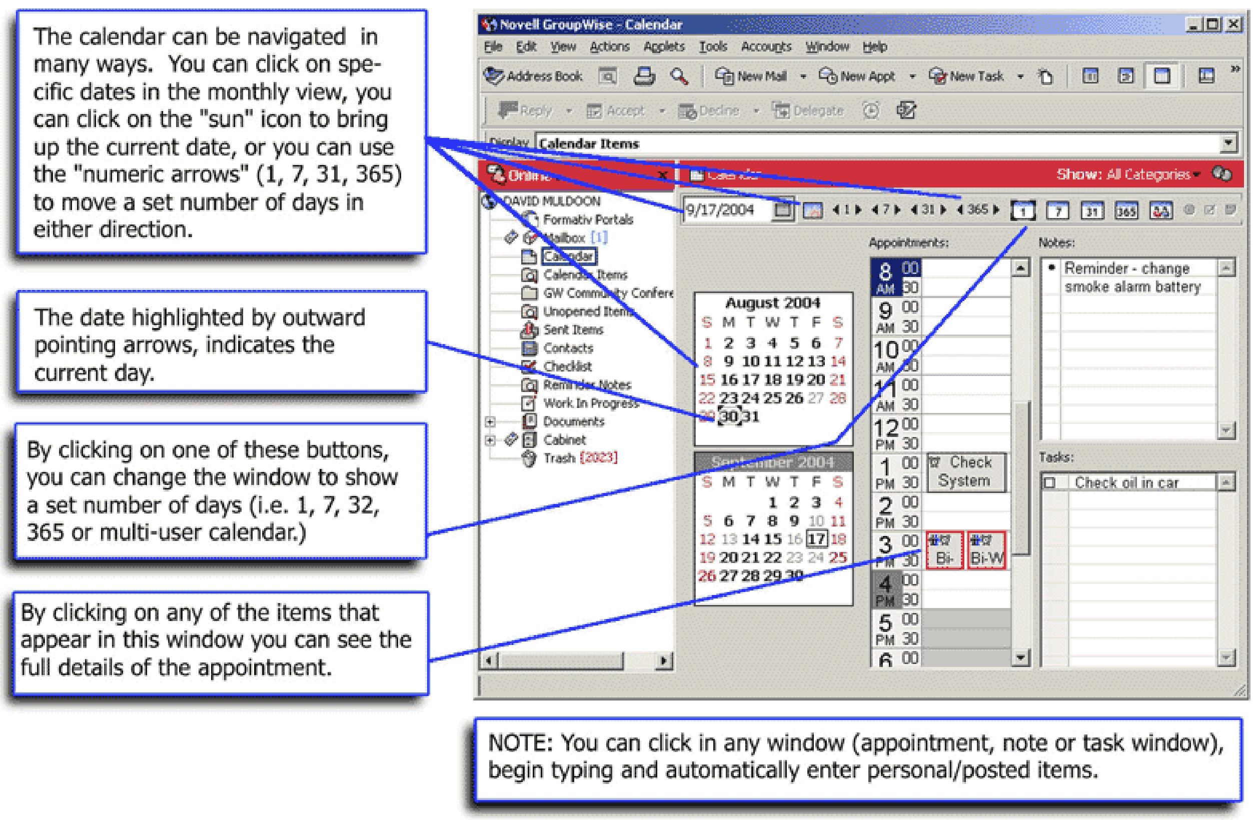
Spellchecking Emails

The Spell Checker can be run in two ways; manually and automatically just prior to the item being sent. When running the manual process, you can control when the Spell Check is executed. To run the Spell Checker manually, look for this button at the top of each item creation window.

To configure the Spell Checker to run for each item you create (automatically) as you send the item, you should perform the following steps:

1. From within the Main View of the client, go to the Tools menu across the top of the window.
2. When the Tools menu is displayed, select the very bottom item - Options.
3. When the Options window appears, double click the Environment icon.
4. On the window that appears, along the right hand side, there is a checkbox to “Check Spelling before send” (see below). Place a check mark in the box by clicking and then click the OK button.

GroupWise Calendar



Proxy Access

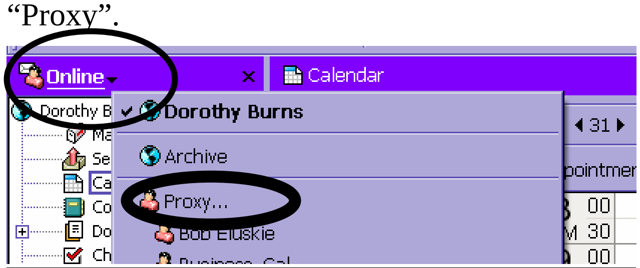
GroupWise has the capability to allow one user to have access to another user’s account through proxy. This means that in order for the access to be granted, a user has to provide permissions/access privileges to another account. This can be done in the following manner:

1. From within the Main View of the client, go to the **Tools** menu across the top of the window.

2. When the **Tools** menu is displayed, select the very bottom item - **Options**.
3. From the Options window, double-click the **Security** icon.
4. From this window you can add users by entering the name in the field provided or clicking on the address book and searching for the user.
5. Once the user(s) are added you can assign specific access rights to each user.
    a. Select the user in the group and click on the check boxes that correspond to the rights that you would like to grant to the user.

Using GroupWise Proxy

If you have rights to another account you can use the GroupWise proxy feature to view the other account (with the rights assigned to you). To do this, locate the "**Online**" drop-down list and click on it. From this drop-down you have two options; select a name in the proxy list or choose the word "proxy" to bring up a window for adding/managing the proxy list. If this is the first time you are using proxy for another account, you will not see the name in the list and will need to select "Proxy".



Archiving Emails

If have messages that you would like to save, you should consider archiving them. If you archive your messages, they will still remain in the GroupWise system but will not be deleted by the 30 day rule (***All messages over thirty days old are automatically deleted by the system and cannot be recovered***). The archived messages also stay in the same folder structure that they originated, so you can find them easily in the archive.

To set up an archive, just follow these steps.

6. Open GroupWise.
7. Click on **Tools**>**Options**.
8. Double click on **Environment**.
9. Click on the **File Location** tab.
10. Type in the path to the folder where you want your archive. The location should point to a folder on your Jdrive. For example: j:\archive\
11. Click **OK**.

To add a message to your archive, just right-click on a message and choose: **Move to Archive**. While in the archive, you can unarchive a message by doing the same thing.

Now when you want to look at your archive, just click on **File**> **Open Archive**. To get back to the regular mail, do the same thing.

Do some messages show up with text too small for you?

Here's a really quick little feature that allows you to adjust the message font of a received item without having to change defaults of your system or mess with anything on your PC to make it readable.

Hold down the **control key** on your keyboard and use the scroll wheel on your mouse....

- **Scrolling up** increases the display.
- **Scrolling down** decreases the display.

Adding a Signature to your email messages

You can have GroupWise automatically add your signature to every email or prompt you to add the signature before you send the email.

1. Click on **Tools** on the Menu Bar and select **Options**
2. Double click **Environment**
3. Click the **Signature** tab
4. Click in the checkbox next to **Signature**
5. Type the text you want as a signature
6. Click on either: Automatically add or Prompt before adding
7. Click OK.

GroupWise Frequently Asked Questions

Question: Is it possible to have all my email message auto spell-checked before I send them?
Answer: Yes, you can specify this under the Environment options. To automatically spell check your messages:

1. Click Tools > Options > double-click Environment.
2. Click Check Spelling Before Send > OK.

Question: Can I save a message I am working on and return to complete it later.
Answer: Yes, you can save messages that you are working on. To save a draft of your message:

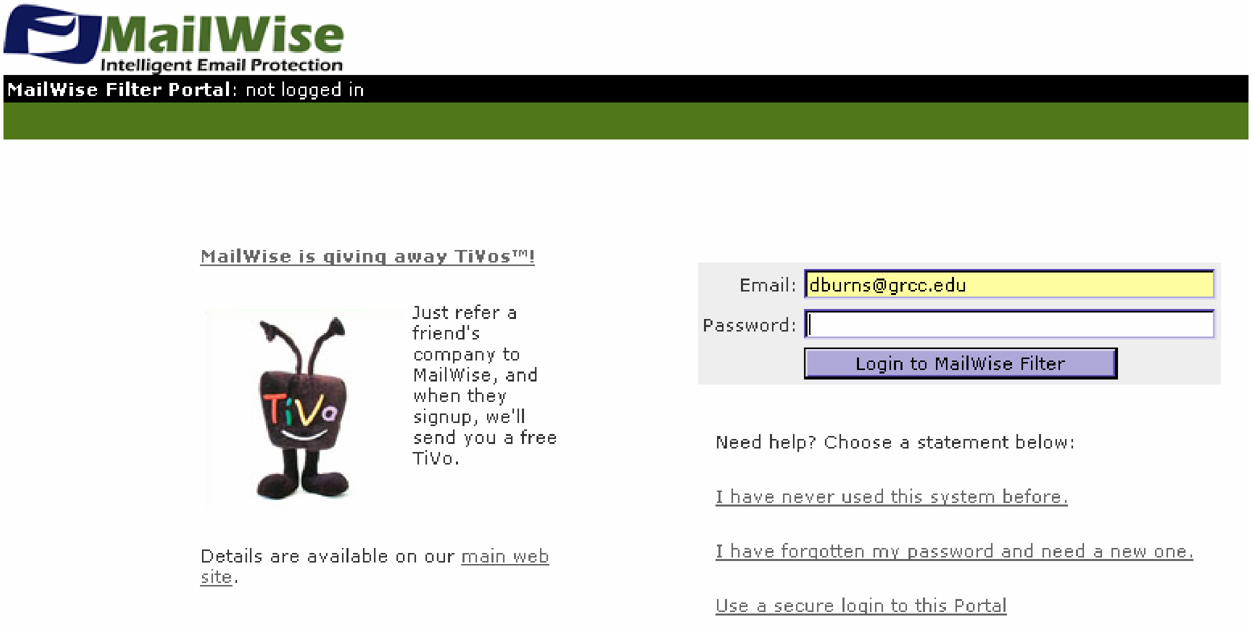
1. Stop editing the message, but do not send the message.
2. Click File, and then click Save Draft.
3. Click the folder you want to save the item to (recommend Work in Progress).
4. Click OK, to save your work.

You can close GroupWise and then return to your unfinished work by opening the message in the Work in Progress Folder. TIP: You can also save an item by clicking Cancel. Click yes when you are asked if you want to save the message.

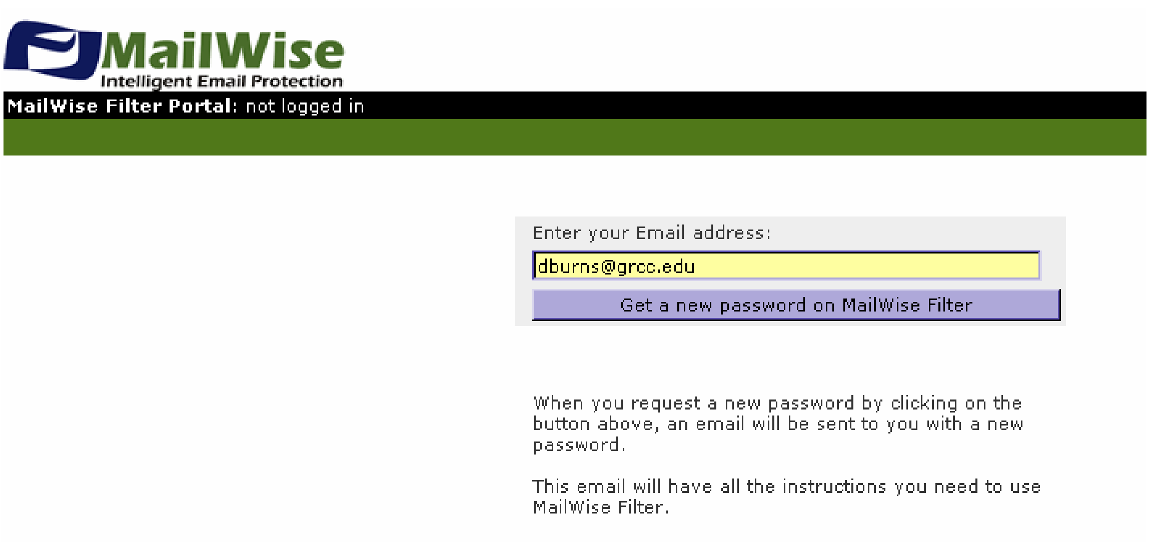
Question: Email messages that I have saved in my cabinet has disappeared even though I have set my GroupWise options to manually delete messages.
Answer: The GroupWise system is set to ***delete any messages that are over 30 days old***, even if you have this option set. If you have any messages that you want to keep, make sure that you archive the messages. If you need assistance with archiving, please contact the helpdesk at 3688.

MailWise User Guide

Go to the website: http://login.mailwise.com. If you do not have a password to get into the site, or have forgotten your password, you will see a link that says "**I have forgotten my password and need a new one**". Click on this link.

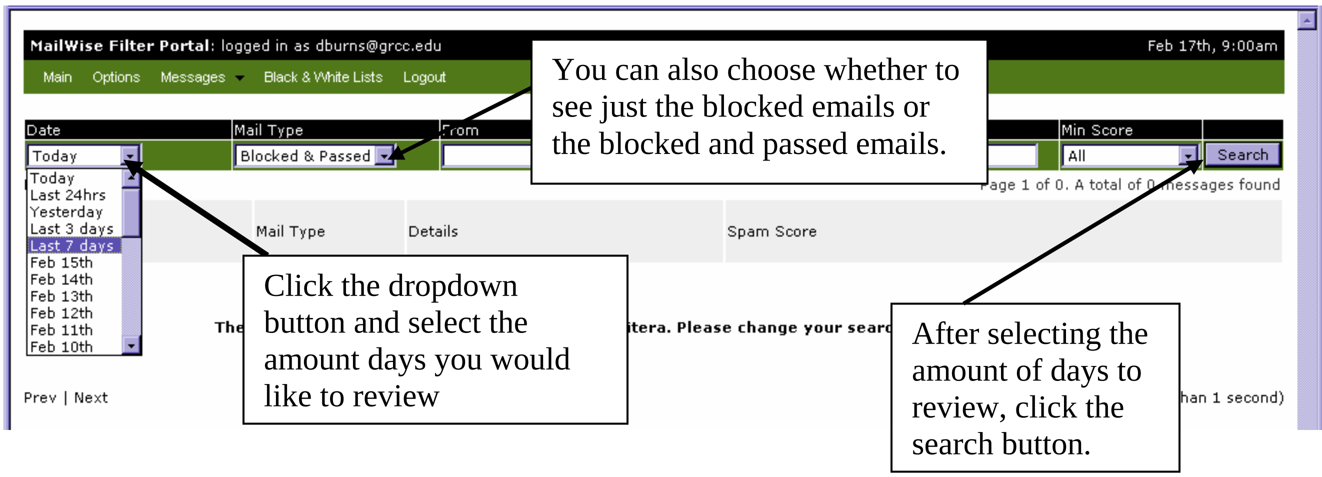


On the next page enter your GRCC email account, and click on the submit button. Within the next 5-15 minutes you should receive an email in your GroupWise account with your new password.



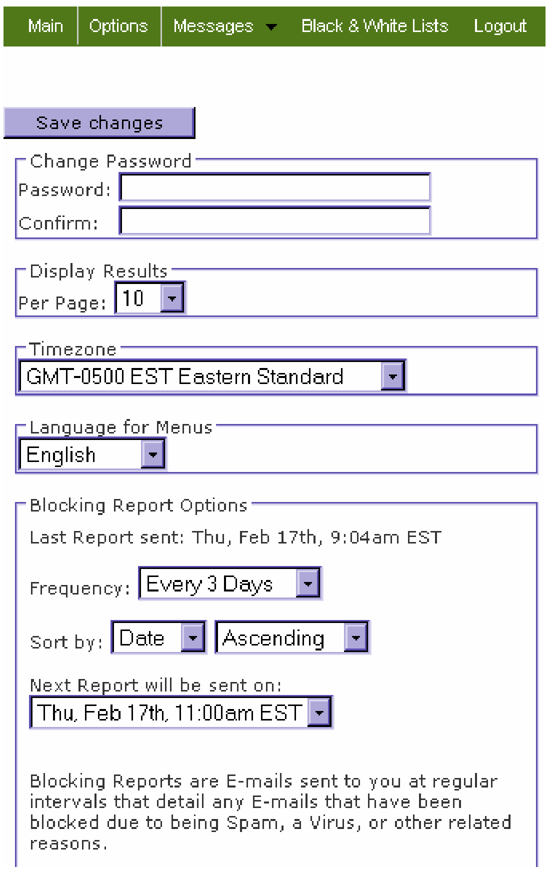
After you receive your password, return to the site http://login.mailwise.com and login with your new password.

After you successfully log into the site you will be taken to the messages page. Here you can see what messages MailWise has filtered. You will need to use the search feature at the top of the page to see emails from previous days. Please note that MailWise purges any emails older than seven days. These are not recoverable.



When reviewing your messages, you are given the opportunity to always block a particular email address (Black list) or always allow an address (White list). You can modify your Black and White lists by clicking on the button on the toolbar. If you would like a copy of an email sent to your GroupWise email account, click on the link that says “Release”.

Click on Options button on the MailWise toolbar to be able to change your password, determine how many emails should be displayed at one time, change your time zone or language, and determine if and how often emails should be sent to your GroupWise account alerting you that emails have been blocked.



If you have any questions in regards to your MailWise account or how to access you emails, please contact the helpdesk at 234-3688.

To restore your Sent Items folder:

1. In the Folder List, click on **File**, then **New**, then **Folder**.
2. Click on **Find Results Folder** and **Predefined Find Results Folder.** Highlight **Sent Items** and click on **Next.**
3. Click Up, Down, Right, or Left to position the folder where you want it in the Folder List.Click **Finish**

To schedule a reminder note for other users

1. Click File > New > Reminder Note.
2. In the To box, type a username > press Enter. Repeat for additional users. If necessary, type usernames in the CC and BC boxes. You may also send the reminder to GroupWise email groups.

or

To select usernames from a list, click Address Book on the toolbar > double-click each user > click OK.

3. Type a subject (optional) and the reminder note message.
4. In the Start Date box, type the date this reminder note should appear on the recipients' Calendars.

Using GroupWise Webaccess with AOL

To get webaccess to work from home, try connect to the internet using AOL, then minimize the AOL portal/browser window. Then launch internet explorer (the blue E) and try using web access in this new browser window. Let me know if this helps or you have any questions.

To proxy to the new calendar:

1. Click **Online** at the top of your folder list.
2. Click **Proxy...**.
3. Type the name of the calendar you want to proxy into *as it appears in GroupWise*. **OR** Click the address book icon to find the Calendar's name in the GroupWise address book.
4. Click **OK**.

After you have proxied to the calendar, you can set up rights for others to use the calendar:

ADD PROXY NAMES

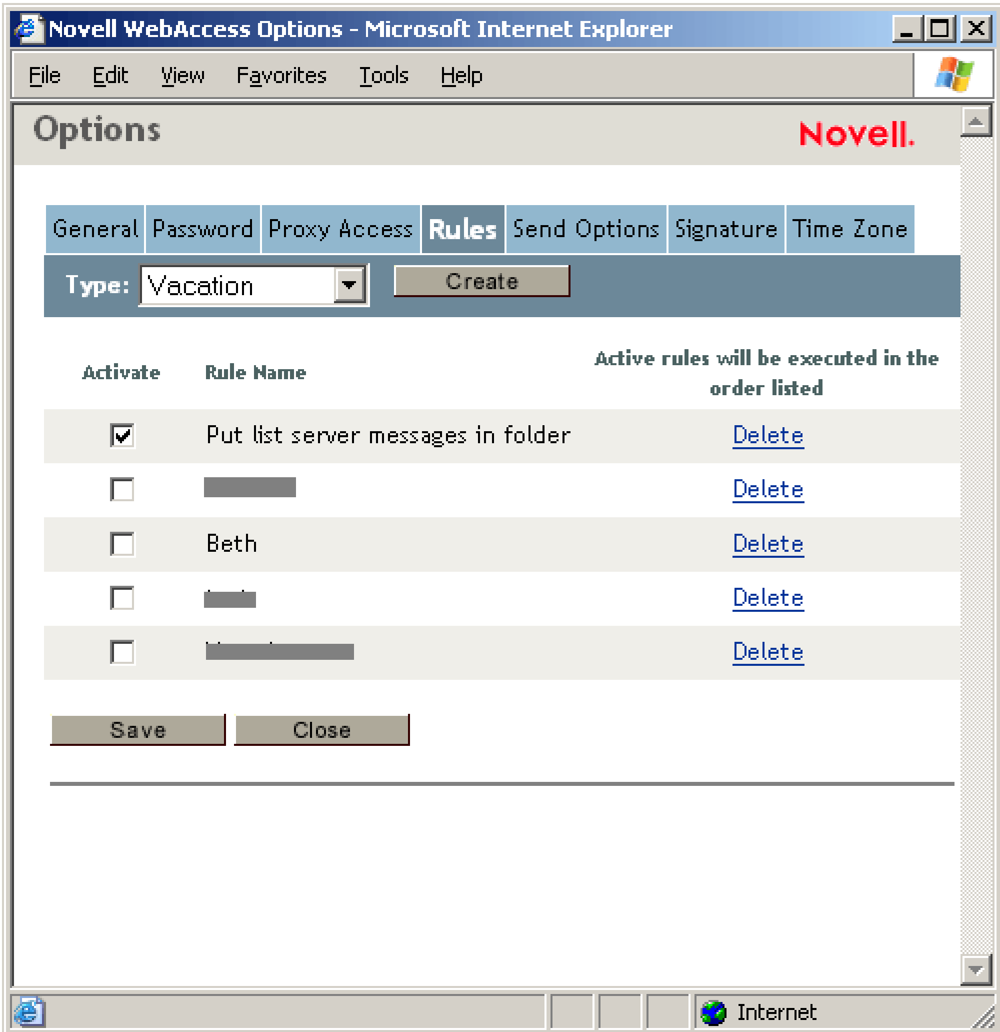
1. Click Tools > Options
2. Double-click Security > click the Proxy Access tab
3. Click the Book icon next to the Name box
4. Scroll down and double-click the person's name - You may add several names if desired.
5. Click OK to return to your Access List.

DEFINE ACCESS RIGHTS

1. Click the person's name in your Access List
    - You may give the same rights to several individuals at once by holding the Ctrl key while you select their names
    - Select the rights you want to give to the user by clicking the Read and/or Write boxes by Appointments
2. Repeat the process to assign rights to each user in the Access List
3. Click OK

Creating a Rule in GroupWise WebAccess

1. From the GroupWise WebAccess main window, click the Options icon.
2. Click Rules.

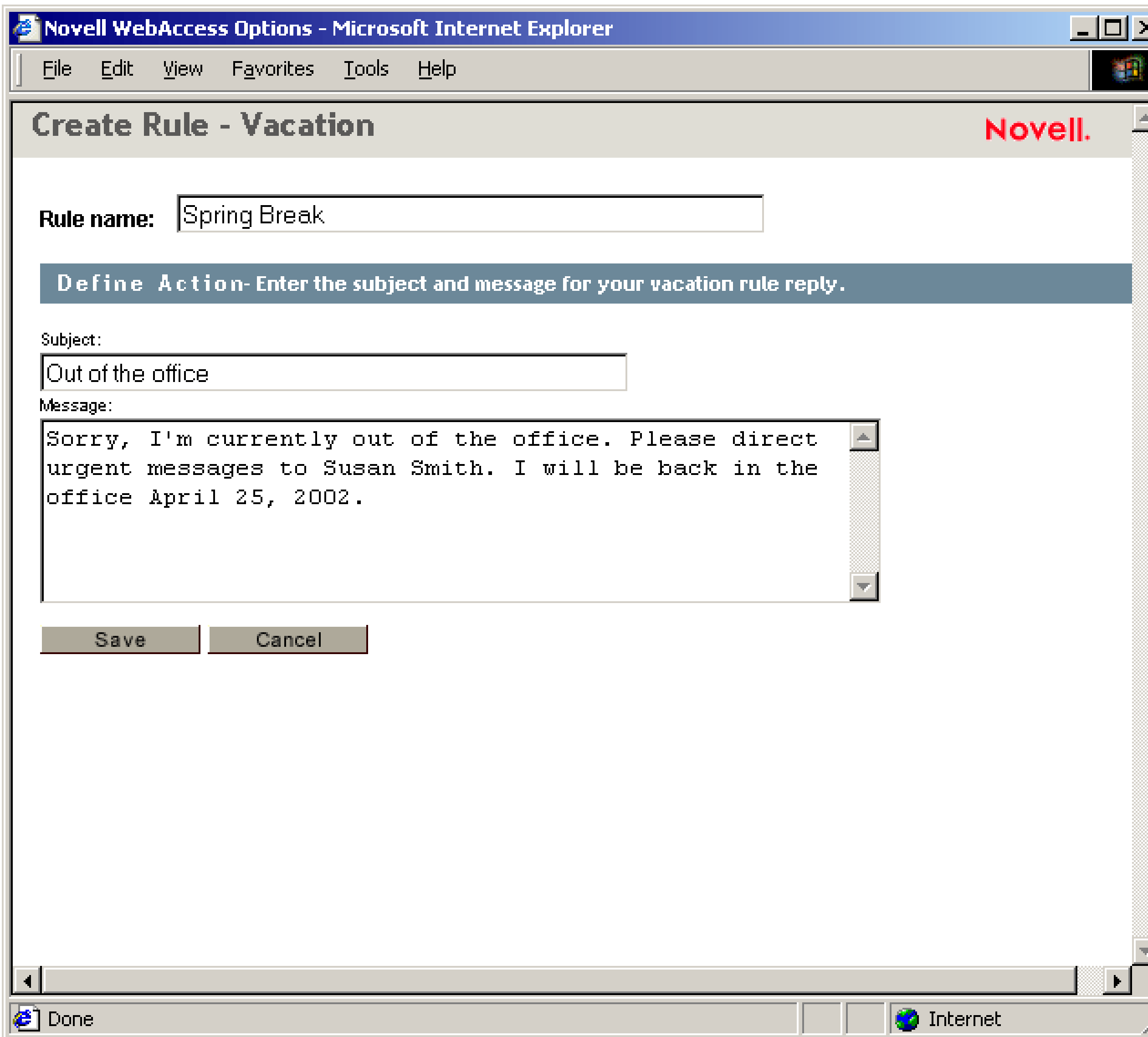


3. Select the type of rule you want to create:
   - **Delete:** Moves an item to the Trash. You can apply the rule to all new items or only new items that meet the criteria you establish.
   - **Forward:** Forwards an item to the recipients you specify. You can apply the rule to all new items or only new items that meet the criteria you establish.
   - **Move to Folder:** Moves an item to the folder you specify. You can apply the rule to all new items or to only new items that meet the criteria you establish.
   - **Reply:** Generates a reply to an item. The reply can go to the sender of the item only (Reply to Sender) or to all recipients of the item (Reply All). You can apply the rule to all new items or only new items that meet the criteria you establish.

- **Vacation:** Generates a reply to all new items you receive. The reply goes to the sender of the item only (Reply to Sender), not to all recipients of the item (Reply All).

4. Click Create to display the Create Rule form.
5. Type the name you want to use for the rule. Names can include any characters, including spaces.
6. If desired, define an optional condition to limit the items that are affected by the rule. If you do not define an optional condition, the rule will be applied to all new items you receive.

   You cannot define an optional condition for the Vacation rule. The Vacation rule is applied to all items.



7. Define the actions that you want performed when the rule is applied.

The actions vary depending on the type of rule you are creating. For example, when creating a rule to reply to items, you select whether you want to reply to the sender only or the sender and all recipients. When moving an item to a folder, you select the destination folder.

8. Click Save to save the rule to the Rules list.
9. By default, the rule is automatically activated. If you don't want the rule to be active at this time, deselect the rule's Activate box, then click Save.

   or

   To keep the rule active, click Close.

When you create a rule, GroupWise WebAccess stores it in your GroupWise Mailbox at your post office. Whether you log in to your Mailbox through GroupWise WebAccess or another version of the GroupWise client, you always have the same rules.

Activating or Deactivating Rules

By default, when you save a rule that you've just created, it is automatically activated. GroupWise WebAccess will execute the rule for any new items you receive. It will not execute the rule for any items you have already received.

1. From the GroupWise WebAccess main window, click the Options icon.
2. Click Rules.
3. In the list of active rules, click the rule's check box to activate it or deactivate it.

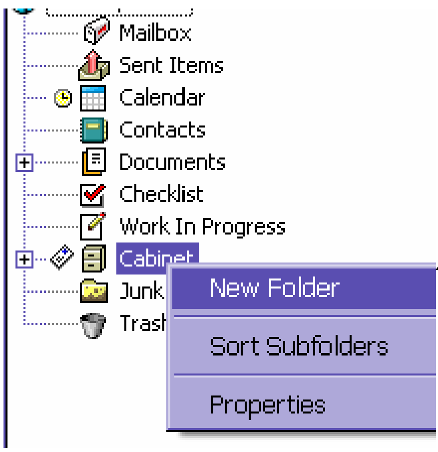
   A check mark indicates that the rule is active.

4. Click Save to save the changes.

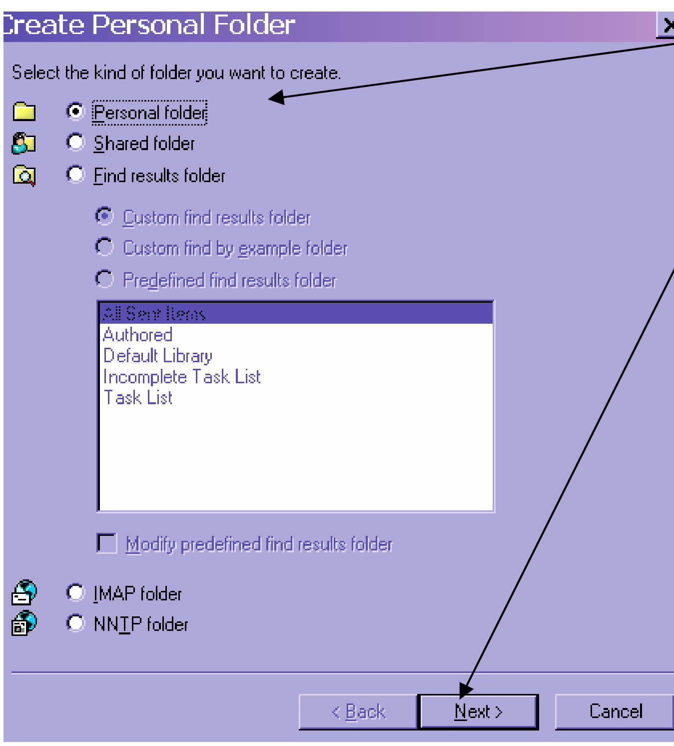
Creating and sharing a folder in Group Wise

Do you have a lot of e-mails that are cluttering your inbox but that you think you may still need? Is your cabinet a mess? You can create folders to store e-mails in an organized fashion.
Suppose you've gathered a large volume of information in the form of e-mail, and this information has vital importance for others in your department, or members of a college committee on which you serve. Instead of forwarding those e-mails to the appropriate individuals, you can store the e-mail in a GroupWise folder and **share** the folder with other GroupWise users. The sharing process allows you to modify access to the folder at any time, by adding users or removing access from users.

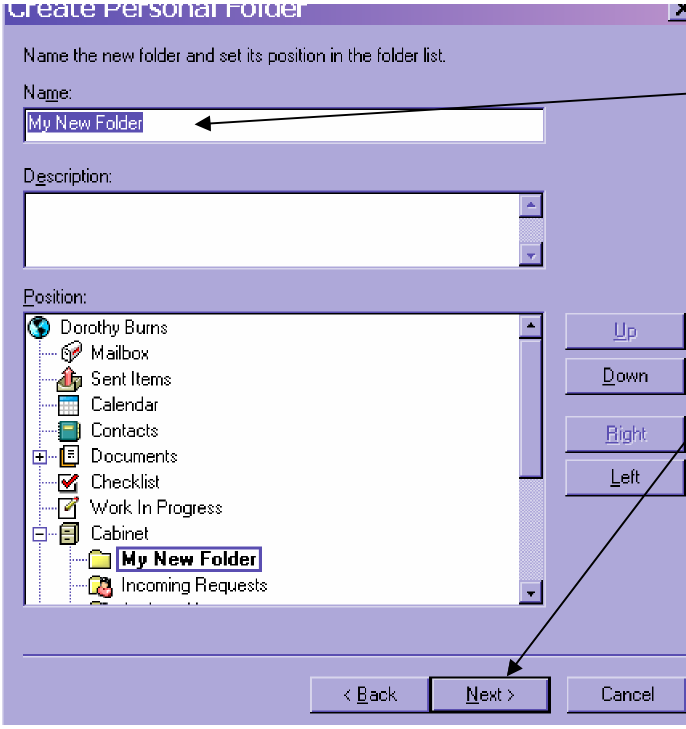
Creating a folder in GroupWise



Right-click the Cabinet folder and choose **New Folder**. (You can also left click on the Cabinet folder and then click on **File** on the Menu bar down to **New** and over to **Folder)**



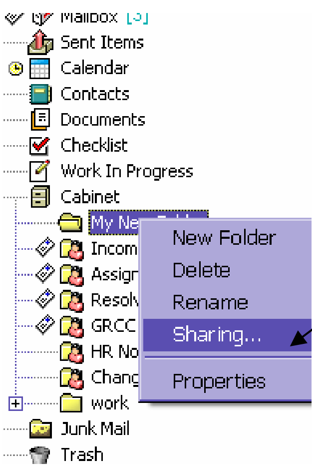
Click **Personal Folder** and then click on the **Next** button.



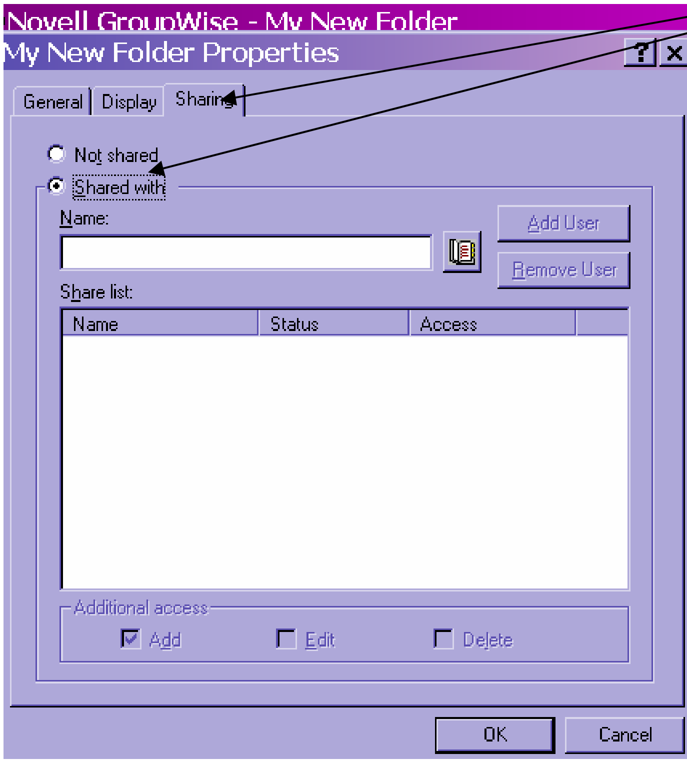
Type the name of the new folder. Then click the **Next** Button. Finally, click the **Finish** button.

The new folder appears as a subfolder of the Cabinet folder.
Move mail into the folder by dragging it from the message window with the mouse.

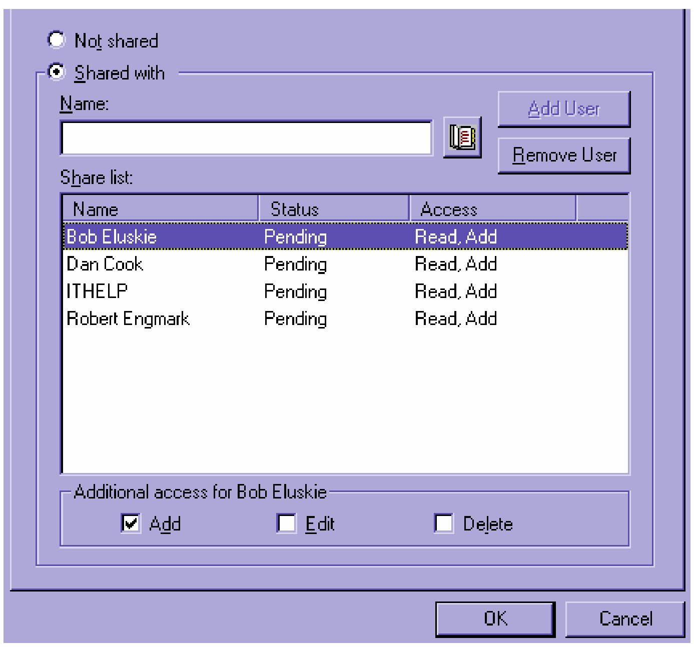
How to create a shared folder in GroupWise



1. Right-click the folder you created, then click Sharing.



Now click on the "**Sharing**" tab at the top of the dialog box, and click on the radio button beside the words "**Shared with**"

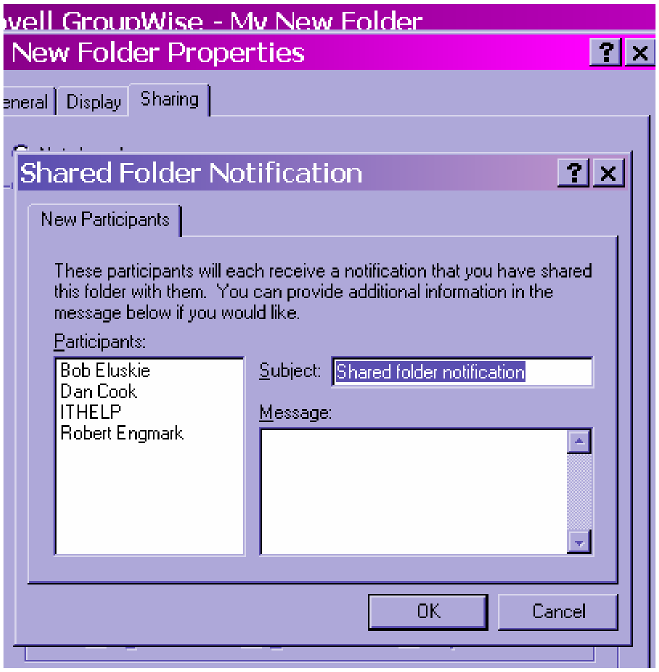


Begin to type in the names of GroupWise users with whom you want to share the folder. The GroupWise name completion feature begins to find matches in the address book to the names you select. You can also select names from the address book (click on the book icon beside the "name" field). Press the "enter" key on the keyboard after each name and continue adding names until you're finished.

Now decide what rights those users will have to add, edit and delete material within the folder. The default selection is "Add," meaning the user has the right only to add new material to the folder. Select each user, and select the appropriate checkboxes to determine the user's rights within the folder.

Now click "OK."

The next dialog box is ready for you to send a message to those users informing them that you are sharing a new folder with them:



When you click "OK," the message announcing the shared folder will be sent. Each of the users specified in the "Participants" field above will receive a message. When those users right-click that message in GroupWise and select "Accept," the shared folder will appear in their GroupWise folder window and they can select the folder and view the contents just as they would view the contents of any folder. Any message added to the folder will be available to you and all participants.

Email rule for nicknames to go into folder

**Change “nickname” to your email alias

Here is how to setup a rule that whenever you receive email from nickname@grcc.edu that the mail is moved into a folder called "nickname." (Make sure you create a folder in your cabinet with the name of your nickname)

To create a rule:

1. Tools-- Rules
2. Click the "New..." button
3. Enter the name for the rule
4. Set the "When event is" to **New Item**
5. Check **Mail** as the "item types"
6. a. From the first drop-down box, set item attribute to **TO**

b. From the second drop-down box, select **Contains**

c.Enter " nickname@grcc.edu" in the field.

7. Click OK
8. Create an action to move to the "nickname" folder.

a.Click "Add Action" button

b. Select "Move to Folder"

c.Check the box next to "nickname" folder

d.Click "Move" button

9. Click Save
10. Click Close

GroupWise Messages in Microsoft Office Applications

If you are getting prompted to open or save documents to GroupWise when using Word, Excel, PowerPoint, or Access, take the following steps:

1. Open GroupWise
2. From the Tools menu, select Options
3. Double-click on Documents.
4. Uncheck the Enable Integration checkbox.
5. Exit GroupWise.
6. Restart your Office Application.

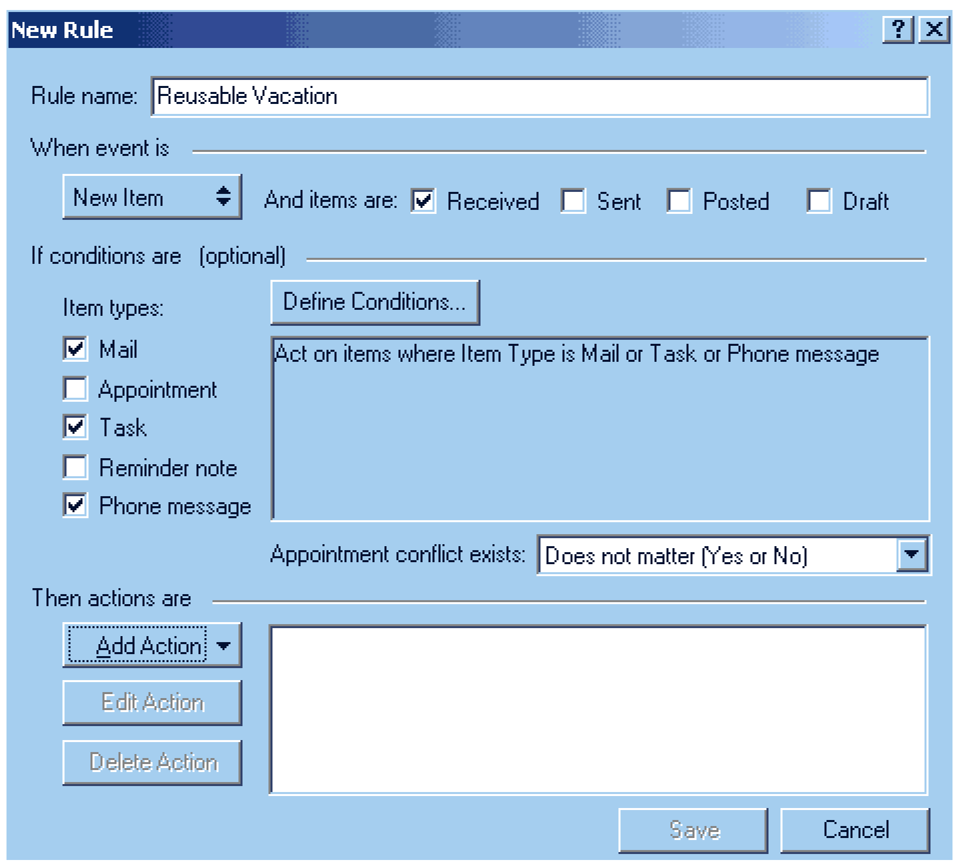
GroupWise Reusable Vacation Rule

When you set up a "vacation rule" you direct GroupWise to automatically send an "I'm on vacation" message (or other auto-reply message of your choice) to everyone who sends you an e-mail message, task, or appointment while you're away from the office. This reusable vacation rule works only between specified dates so you don't have to worry about turning it off when you return to the office. You can reuse this rule for a different vacation by simply editing the start and end dates and the text of the auto-reply message.

To set up a reusable vacation rule:

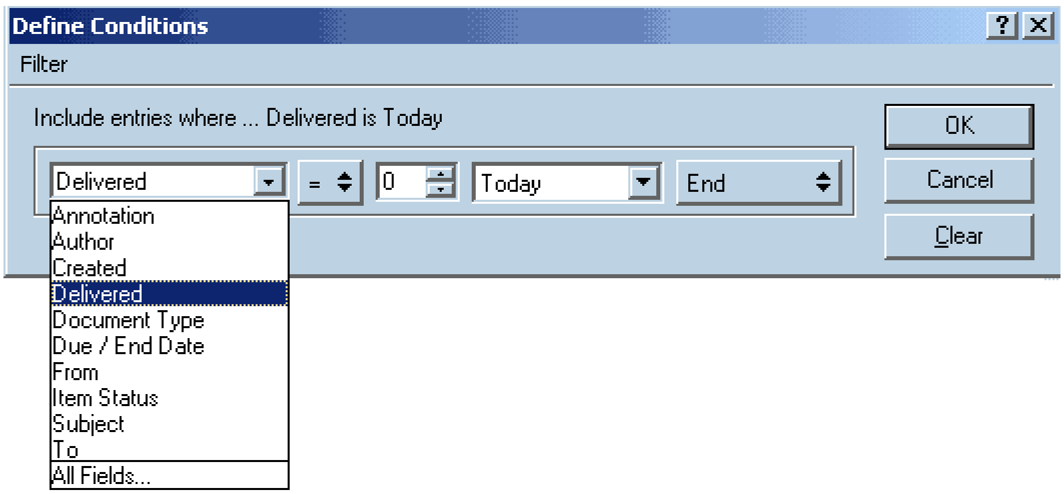
1. From your Group Wise toolbar, click **Tools**, then **Rules**. The **Rules** dialogue box appears. Click on **New**. The **New Rules** dialogue box appears.
2. Complete the following steps in the **New Rules** box:

    - Enter a name for the rule in the **Rule Name** field.
    - Under **When event is**, **New Item**, click to select **Received**.
    - Under **Item Types:** select the item to which you want to send an auto-reply.
    - Click **Define Conditions -** here you will begin to define the conditions under which your auto-reply will be



sent.

3. Click on the down arrow for the drop-down menu on the left side of the first box to display options. Locate **Delivered** from the list and click to select it.
   NOTE: *If the Delivered option is not in this list, click on the All Fields option at the end of the list. From the list displayed, click on Delivered and then click OK.*



4. Click on 

and click to select **On or After Date** from the list displayed.
5. In the next box, select the number of days from today that you want your auto-reply to begin. The rule definition is listed at the top of the box. For example, if you want it to begin in three days, enter a 3 in the box. Your definition will read *Include entries where ... Delivered is greater than or equal to 3 Days after Today*.
6. Click on the last button 

. Click to select **And** from the list displayed.

   This will begin another row. This row will be a lot like the first one, but will define when you want your auto-reply to **end**.

7. Click on the down arrow for the drop-down menu on the left side of the first box to display options. Click to select **Delivered** from the list displayed.
8. Click on the next button, and click to select **On or Before Date** from the list displayed.
9. In then next box, replace the number with the number of days from today that you want your auto-reply to cease (the day you are returning from your vacation). You can edit these days to re-use this rule.

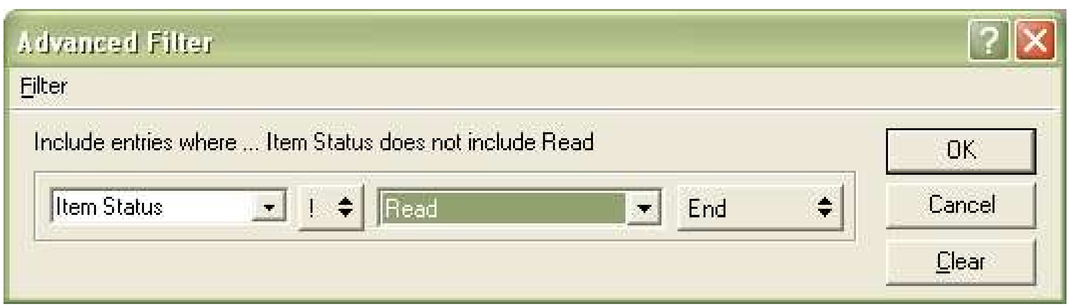
10. Click on the last button on the second row. Click to select **And** to start a third row.
11. In this new row, click to select **To** from the list provided in the first field. Choose **Contains** in the second field, then type your e-mail address in the next field. This ensures that only e-mail sent directly to you, unlike e-mail sent to you by way of list servers and whatnot, will be affected by the rule. This step ensures that your rule will not cause a loop.
12. Once again, click to select **And**in the last field to start a forth and final row.
13. In the first field, click to select **From** from the list provided. Click **Does Not Contain** in the second field, and in the third field, again, type your e-mail address. This further ensures that this rule won't cause a loop.
14. Click to select **End** in the last field of this last row and click on **OK**.
15. The **New Rule** box appear. Locate **Then Actions Are** and click to select **Add Action**, **Reply**. Confirm that **Reply to Sender** is selected and then click **OK**.
16. Type your "I'm on vacation and you are not" message, then click **OK**.
17. Click **Save**, then **Close**. That's it, you're done.

Creating a filter to view unread messages in GroupWise

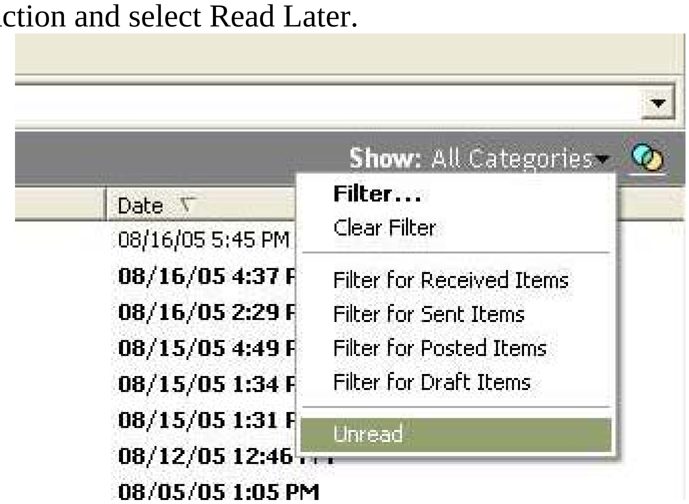
This GroupWise feature allows you to view only unread messages in your email inbox. Also you can switch between normal view and unread messages view with ease.

Setup:

1. View -> Filter -> Create/View
2. Click on **Advanced Filter**
3. Select **All Fields**
4. Select **Item Status**
5. In the operator box choose '**Does not include'**
6. In the condition box choose **'Read'**
7. Click **OK**
8. Click Save and Save As: **Unread**
9. Click **OK** to close Filter interface
10. Select or clear the 'Unread' filter in the upper right-hand corner of GroupWise by clicking on the two circles.



You can mark messages Read Later and they will appear in your 'Unread' filter
When a message is opened it will disappear from the 'Unread' list. To bring it back, while it is open, go to Action and select Read Later.



Using GroupWise Notify for Meeting Alarms

To turn on Notify:

Start > Programs > Novel GroupWise > GroupWise Notify
You will see a globe in the lower right-hand side of the task bar.

To set an alarm on an appointment, start GroupWise and open the appointment.
Actions > Alarm
- or-
Right-click on the appointment on the calendar and then choose Alarm.