

**QUICK START CARD  
FOR WEBACCESS**

**VERSION**

**5.5**



**GroupWise®**

**Novell®**

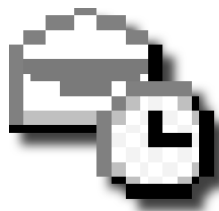
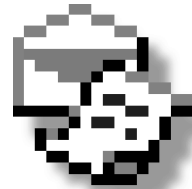
## GROUPWISE 5.5 QUICK START CARD

GroupWise® WebAccess gives you access to your own GroupWise Master Mailbox from the Internet. You can check your Calendar, schedule appointments, and send tasks just as if you were at your desk back at the office.

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### Send Messages

With GroupWise messaging, you can avoid the hassle of typing a memo, copying it, distributing it, and then wondering if the recipients ever found the memo. GroupWise lets you quickly send a message to many people and track who has opened it or deleted it, and more.

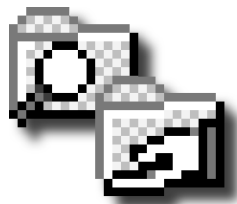


### Schedule Appointments, Tasks, and Notes

In addition to sending e-mail, you can schedule yourself and others for appointments, tasks, and notes. Scheduling provides an easy way to find out when all the people you want to invite to a meeting are available. You can also check to see whether the recipient accepted or declined the scheduled item or if they marked a task completed.

### Find Addresses

When you send a message to several people, you usually don't want to type all their names and addresses in the To box. The Address Book lets you quickly select usernames, finds user addresses for you if you are on different post offices, and lets you mark users as primary, carbon copy, or blind copy recipients.



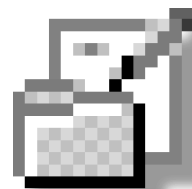
### Use Shared and Find Folders

Even when you are away, you can keep up with new project information or whatever other discussions are going on in your shared folders. You can view shared folders that you have already accepted with your network version of GroupWise. You can even reply to the sender of a message, although your reply will not be displayed in the shared folder.

You can also view updated information in any Find folder that you have already created with your network version of GroupWise.

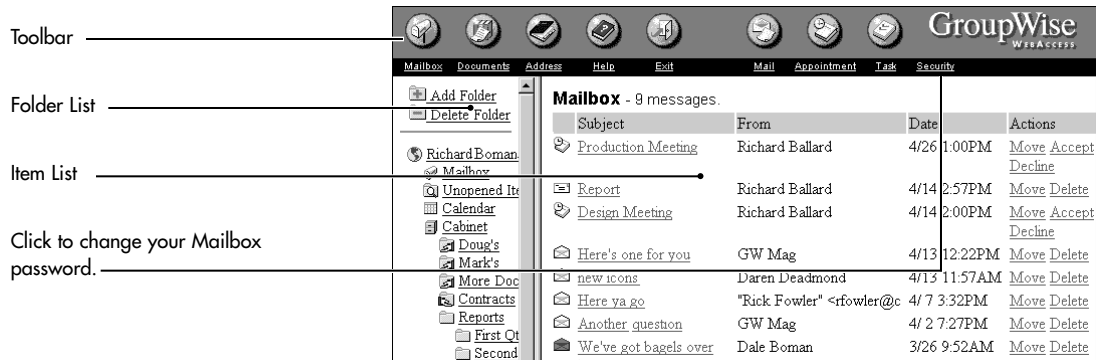
### Download Documents

You may have a wealth of documents that are managed by GroupWise Library on your GroupWise post office. Simply because you are home, at a client's office, or otherwise away, you don't need to be cut off from documents in libraries you have access rights to. GroupWise WebAccess lets you search for and download copies of those important documents.









## Understanding the Main Window

The Main Window is your GroupWise “home base.” From the Main Window, you can read your messages, schedule appointments, view your Calendar, and much more.



This is the Java-Enhanced version of WebAccess.

### Folder Types

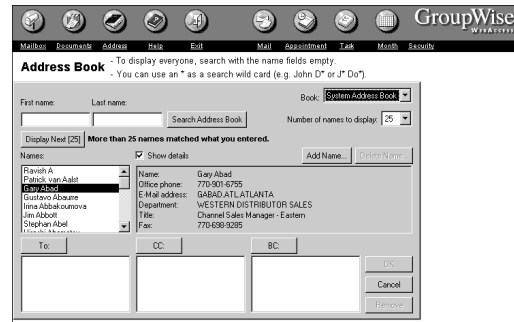
-  Your User folder (indicated by your name) represents your GroupWise database. Your User folder contains other folders as well as items.
-  Your Mailbox includes all items you've received, whether you have opened them or not.
-  Your Unopened Items folder contains all the new items that you have received but not yet opened. This folder is open by default when you open WebAccess so that you can access new information quickly.
-  Sent Items contains items you have sent. If you open one of these items and click Info, you can check whether the recipient has opened the item, deleted it, or accepted it (scheduled items).
-  Calendar displays your schedule in a day format.
-  Your Cabinet is a container for all your personal folders and shared folders.

### For Details on the Main Window

- A Help Topic can walk you through parts of the Main Window.  
Click Help>Help Index>M>Main Window, Using.
- A Help topic can explain what all the icons next to your items represent.  
Click Help>Help Index>I>Icons, Meaning of in Item List.
- A Help topic can explain how to send a note.  
Click Help>the book next to Schedule Appointments, Assign Tasks, or Write Notes>Write a Note to Other Users.
- A Help topic can explain how to send a phone message.  
Click Help>the book next to Send Mail or Phone Messages>Send a Phone Message.
- A Help topic can explain how to change your Mailbox password.  
Click Help>Help Index>P>Password, changing.

## Getting Acquainted with the Address Book

You can think of the Address Book as your GroupWise “phone book.” The Address Book stores names, e-mail addresses, phone numbers, and more. You can have Address Book display a certain number of users or search for a specific user. You can choose to have Address Book display details about users if you want information in addition to the address, like a phone number. You can also choose to not show details if you want to reduce the amount of information transmitted over the modem.




This is the Java-Enhanced WebAccess Address Book.

## For Details on the Address Book

- A Help topic can explain how to use the Address Book. Click Help>Help Index>A>Address Book, looking up users in.

## Tasks to Get You Started

### Sending a Mail Message

1. Click  on the toolbar.
2. Type one or more names in the To box.
3. Type a subject.
4. Type a message.
5. Click Send.


### Reading a Message You've Received

1. Click a message in your Mailbox.


### Displaying Your Calendar

1. Click  in the Folder List to view your daily schedule.

Or

If you're using Java-Enhanced WebAccess, Click  on the toolbar to view your monthly schedule.

### Finding Free Times for a Meeting

1. Click  on the toolbar.
2. Type names in the To box.

If you don't know the usernames or addresses, click Address to add them with Address Book.

3. Specify the month, day, year, and time for the appointment in the appropriate boxes.
4. Type a number in the Duration box>click the Hours drop-down list and select Hours, Minutes, or Days.
5. Click Busy Search.
6. Specify the number of minutes you are willing to wait while Busy Search is checking schedules>click Start Busy Search.
7. If the users you want are available at the specified time, click Send Appointment to schedule the appointment.

Or


If the users are not available at the specified time, check the available time blocks displayed, then specify the month, day, year, and time for the meeting to start, then click Send Appointment to schedule the appointment.

## How You Can Use Online Help

All of the GroupWise client documentation is available online.



**How Do I** displays help by task category. It uses a book and page paradigm for the task categories.

1. Click .
2. Click the book next to the category you are interested in.

**Index** displays keywords to help you find topics, much like an index in a book.

1. Click  >click Help Index.
2. Click a letter >click a topic title.



## Features You Should Try

### Feature

Viewing shared folders

Attaching files

Moving items into folders

Using GroupWise Library

Spell-checking items using Java Enhanced WebAccess

Viewing your monthly calendar using Java Enhanced WebAccess

### Where can you learn more?

Click Help>the book next to Manage Folders>View and Reply to Shared Folder Items.

Click Help>Help Index>A>Attachments, sending.

Click Help>the book next to Manage Folders>Move a Message, Appointment, Task, or Note to a Folder.

Click Help>Help Index>D>Document, search for and copy.

Click Help>the book next to Send Mail or Phone Messages>Spell-check an item.

Click Help>the book next to Use the Calendar>View My Schedule by Month.

You can find this Quick Start Card and additional information about GroupWise on the GroupWise Cool Solutions home page at [www.gwmag.com](http://www.gwmag.com). If you have questions about your Mailbox, please contact your local IS&T representative.

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