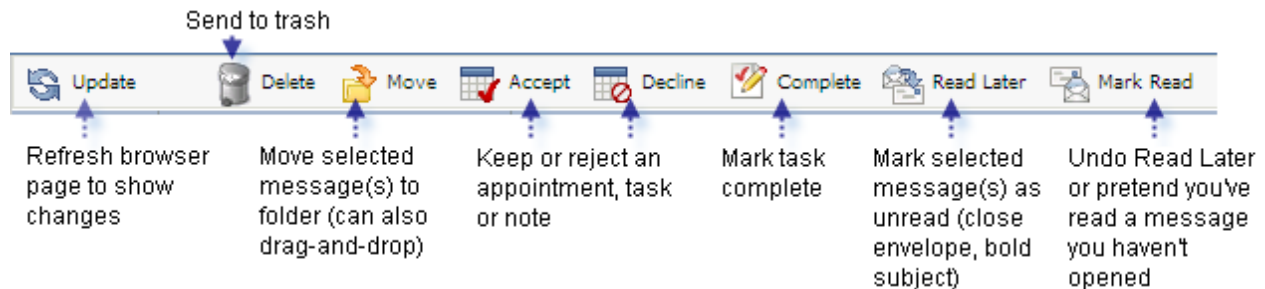


New Features in GroupWise 7 email on the Web

Web site: Updates/Support/ Documentation: www.ccsf.edu/gw

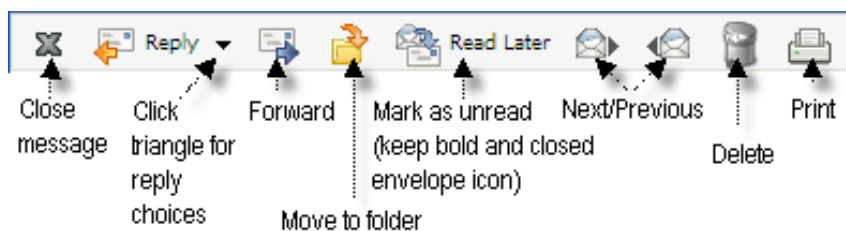
New look

Here's the icon bar on the main page. It looks really different, but nothing is new here except Mark Read. The only omission (Select and Clear All) is now taken care of by clicking the master selection box at the top of the individual messages' selection boxes.



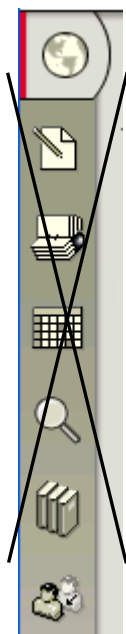
Don't forget to use the **Update** button to refresh the browser so that it will reflect deletions, etc.!

Here's the new icon bar at the top of a received message.



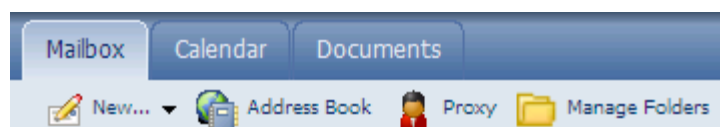
The only change: the reply choices (Reply to sender; reply all with message included or not) are now tucked under **the arrow beside Reply**.

Then there are the functions that used to be on the left—you remember:



The useful icons are (top to bottom): Go back to the mailbox; compose a new message; open the address books; open the calendar; search and at the bottom for those few of us who used it, proxy.

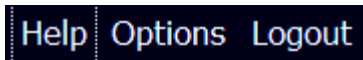
Here's the new arrangement (top left):



- Clicking **New** starts a new message. Using its down-arrow give you the option to start a new Appointment, Task or Note directly (you used to have to change to one of those forms after starting a message).
- The **Address Book** is almost exactly the same as the old HTML Address book. The **Calendar** has a new interface but the same functionality.
- **Manage Folders** takes you to the updated Add/Delete folders window.

So: Items you use every day are there and easy to reach. Now let's get to what's really new....

Help



Help is good! Really—much improved. Try it and you'll probably find what you need.

Drag and Drop

Drag messages to folders to file them away from your inbox.

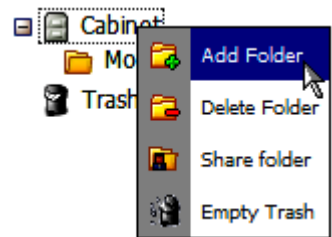
(You can still use the *select-then-click-the Move button* method if you wish.)

Tip: You must click and drag on the name of the *sender* (the From field) to drag a message.

Can't delete system folders: Sent Mail, Trash, etc

Folks used to inadvertently get rid of a standard folder—which meant a call to the Help Desk....

More Right-click shortcut menus available (Control-click on Mac)



- To add a new folder you can now right-click the Cabinet and choose Add Folder. Or delete an existing folder by choosing Delete Folder.
- Empty the Trash: Right-click the Trash folder, then click Empty Trash.
- To delete a message in the message list, right-click it and select Delete (or drag it to the Trash folder)
- To see if a GroupWise recipient has opened a message: Open the Sent Items folder and right-click a message. Choose Properties and you'll see the disposition of the message. Works only with other GroupWise users.
- Mark a message that you have read so that it looks as if you haven't read it (which closes its envelope icon in the message list and re-bolds the message): Right-click or select the message and click to choose Read Later.

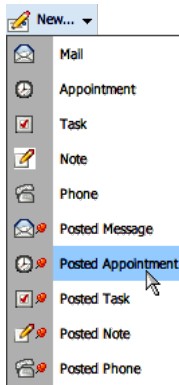
Replied to and Forwarded indicators

<input type="checkbox"/>	From	Subject
<input type="checkbox"/>	<ccsfdist@ccsf.edu>	RECYCLING
<input type="checkbox"/>	Anne Morris	Re: Proxy
<input type="checkbox"/>	Joanne Lov	Blue Right arrow: Forwarded
<input type="checkbox"/>	Keith Mueller	Re: New C
<input type="checkbox"/>	"Marilyn Jaranilla" <mjar	Approve: I
<input type="checkbox"/>	Apple <Ne	Yellow Left arrow: Replied to
<input type="checkbox"/>	Joanne Lov	New Grou
<input type="checkbox"/>	Stephen Kech <skech@ccsf.	City Curre
<input type="checkbox"/>	Keith Mueller	New Grou

Now you can see at a glance which messages you have replied to and/or forwarded.

In your mailbox display, as before, a closed envelope indicates that the message is unopened; an open envelope that you have opened it. But now arrows also indicate what actions you have performed on each message

Posting Calendar items



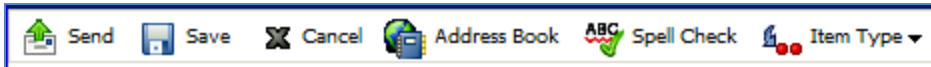
If you use the GroupWise Calendar in the Windows version of GroupWise, you know that you can write yourself notes that attach to a specific day and send yourself appointments. But before now you have had to do so by officially sending an appointment or reminder note message to yourself and then Accepting it.

Now you can Post: Posting is pretty much like writing in your calendar. You send an abbreviated form of the message (you don't have to fill in your own name as the recipient) and it goes straight into your Calendar, bypassing your inbox. You don't need to Accept it officially.

Don't let timeout get you: While composing, save a message to finish later

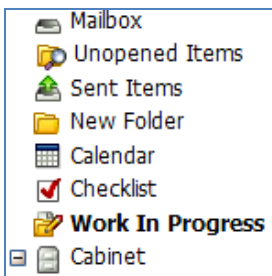
You're typing a message—and notice that you have to go to the car to get some info. If you just leave the message up, it will time out and get lost.

Now you can click the Save icon on the New Message toolbar and tuck it safely away in the Work



in Progress folder for safe keeping.

Resuming a Saved Message



- Click to open the Work in Progress folder
- Open the message
- Keep on typing
- Send or save again

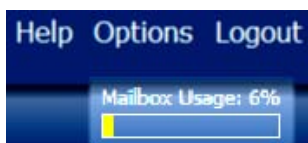
Use the Quick Find box



You can quickly search all your email, whatever folder it's in (including Sent Items) by using the top right Find box: just enter text and click the Find button.

For a **more precise search**, click the magnifying glass to the right of the Find button. You'll get a box that allows you to search the message text, the subject line, the sender or recipient, the folder, even the message type.

Checking Mailbox Size



Now you can check how much of your mailbox allotment you are using. Just look at the upper-right.

Best ways to keep size down:

- Delete old messages (including Sent Items!)
- Download attachments and delete the message containing them

Name Completion

When addressing a message:

Start typing the first name of the person you want to send to. If they are listed in your Frequent Contacts folder, GroupWise will attempt to complete the name. If you see the name you want, just continue tabbing to the Subject field. If it's close, either continue typing, or use the down-arrow to scroll down the list of names in the address book.

Some of the addresses in Frequent Contacts may not have a first name, so you may have to start typing the email address for Name Completion to work.

Frequent Contacts is automatically populated with people to whom you send messages—that used to operate only in the Windows client, but this new Web version also puts addresses to which you address mail into Frequent Contacts.

Resending messages

Said the wrong thing? Left out the date? But you just clicked the Send button and the message is gone...Well, now you can get it back and correct it—if you're quick.

This only works for messages sent to another CCSF GroupWise recipient, and it only works if they haven't opened the message yet—but you'll be really happy the capability is there if you need it.

1. Click to open the Sent Mail folder.



2. Click the message you want to change.

3. Make changes and

4. Click the Resend button on the toolbar.

By the way, you can check if the message has been opened by clicking the Properties tab on the message. From the Sent items list, you can right-click a message and choose Properties. The status of the message for all GroupWise recipients includes whether and when they opened it.

Creating Groups

Please see the document on the Web site: www.ccsf.edu/gw/Web/web_docs.html