

Setting Notifications/Alarms in GroupWise



These instructions use features available in the GroupWise Windows 6 client originally installed on your new Rollout computer.

To start the Windows client, click its icon on your desktop, Start menu or Quick Launch Toolbar (beside the Start Button).

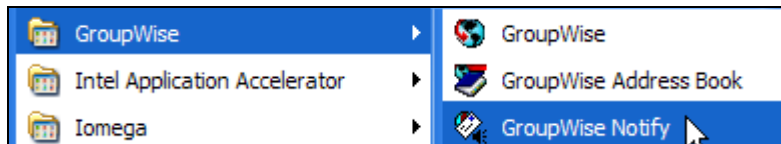
About Notify

Notify is a program that works with GroupWise® to alert you with a popup window and sound when you have new items placed in your mailbox, when your outgoing items are opened, or when you have an upcoming appointment. To use these capabilities, you must run Notify. You can run Notify from the *Start* → *All Programs* menu, or have it start automatically.

Starting Notify

- To start Notify for that session—one time only:

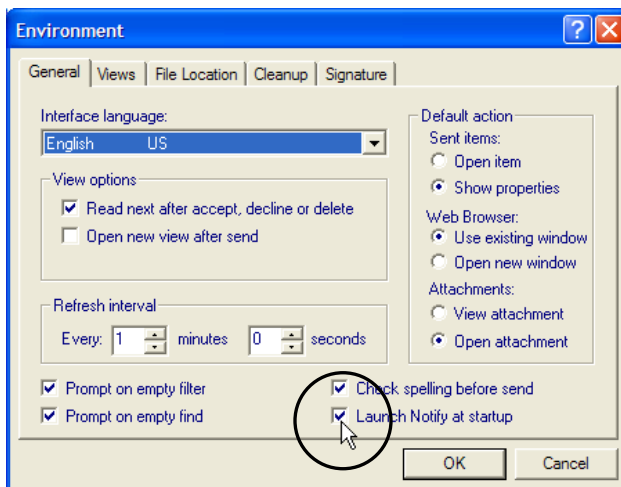
1. From the Start Menu: Click the Start button; then click *All Programs*



2. Click the GroupWise entry to open its cascading menu and click *GroupWise Notify*

- To start Notify automatically every time you start your computer:

1. Open the GroupWise Windows client.
2. On the menu bar, click *Tools* → *Options*, then double-click *Environment*.



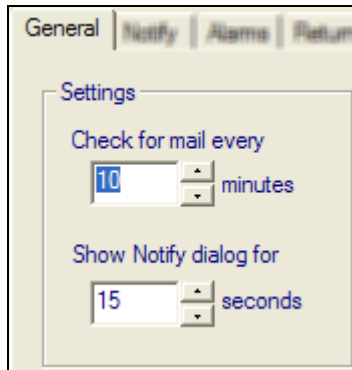
3. In the Environment window, check the box beside *Launch Notify at startup*. Then click OK to set the choice.

Setting Notify options

Use the *Tools* → *Options* dialogs to set what you want to be alerted to and other options.

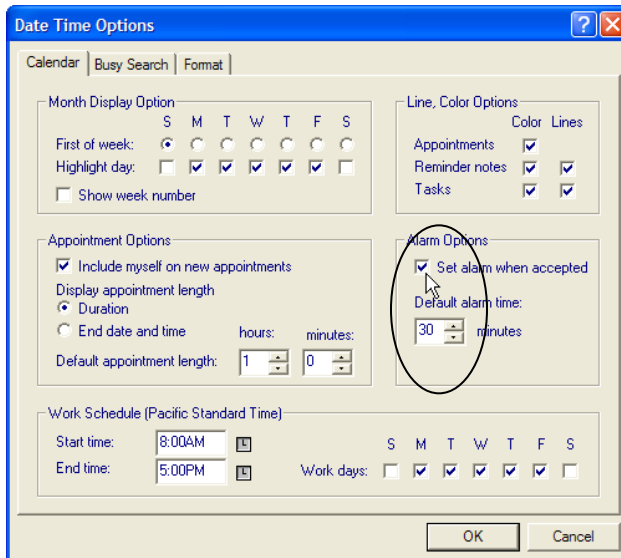
To set timings: New mail; Window time on screen

1. On the GroupWise Windows client menu bar, click *Tools* → *Options*, then Double-click *General*
2. In the Settings area, set the timings for how often you want to check to new mail and how long the notify window should stay on screen.



To set timing for notifications before appointments

1. On the GroupWise Windows client menu bar, click *Tools* → *Options*, then Double-click *Date & Time*.



2. In the *Date & Time* window, check the box beside *Set alarm when accepted* under *Alarm Options*.
3. In the *Default alarm time* box, set the amount of time before the appointment for the alert to appear (the default is 5 minutes—not enough for most people).
4. Click *OK* when done.

The Notification List

The Notification List is a dialog box that lists all of the new, unopened items and alarms you have received. You can leave it open on your desktop or open it from the Notify icon at the bottom left of your screen when you want to see it. From the Notification List you can start GroupWise to read the item, clear the item from the list, or delete the item from your Mailbox.

1. To open the Notification list, you must have Notify running. When Notify is running, you'll see a small icon at the bottom left of your screen.



2. You may have to click the right-pointing arrow to reveal the icon.
3. Right-click the notify icon  at the bottom right of your Windows taskbar.
4. Choose Notification list from the shortcut menu.



5. Click the Name area to select a message and choose an action button:
 - o *Close* gets rid of the window
 - o *Read* opens the selected message or alarm
 - o *Clear* gets rid of the notification for that message—not the message itself
 - o *Clear All* clears the notification screen
 - o *Delete* actually deletes the message itself

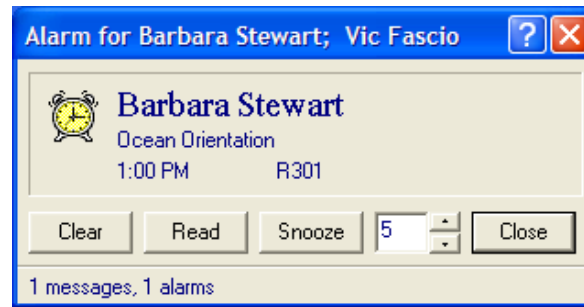
The Notification dialog window

If you have set an alert to appear for new mail, this window appears on your screen:




Clear and *Close* only act on the notification; *Delete* actually deletes the message.

If you have set an alert to appear for appointments, this window appears on your screen:



Snooze pops up the alarm again after the set interval. You can change the interval in this window.

Notification Options

 You can refine what notifications you want to receive and other notification details by right-clicking the Notify icon at the lower right of your task bar. A few examples:

To set how to be notified of items in your mailbox

- Make sure Notify is running.
- Right-click the Notify icon at the lower right of your task bar. Then click *Options*.
- Click the *Notify* tab.
- Deselect *Use Same Settings for All Types*.
- Click the Settings For drop-down list, then click the item type you want to make selections for.
- Click how you want to be notified for different priority levels of that item type.
- Click *OK*.

To set how often Notify checks for new items

- Make sure Notify is running.
- Right-click the Notify icon at the lower right of your task bar. From the shortcut menu click *Options*. Then click the *Alarms* tab to bring it forward.
- Type the number of minutes under *Check for Mail Every....*
- Click *OK*.

To turn off notification

- Make sure Notify is running.
- Right-click the Notify icon at the lower right of your task bar. Choose *Exit* from the shortcut menu.