

Novell GroupWise 7.0 ® Client

Advanced Topics

CREATING A SIGNATURE

1. From the **Tools** menu, select **Options**.
2. Double-click the **Environment** button.
3. **Click the Signature tab.**
4. **Click to check the Signature field.**
5. **Type** the text you want as a signature in the **Signature** box and format using the Signature formatting toolbar.
6. **Click Automatically Add** to add the signature to every item you send **OR Click Prompt Before Adding** to give you the choice whether or not to add the signature every time you send an item.
7. **Click OK.**

CHANGING YOUR PASSWORD

1. From the **Tools** menu, select **Options**.
2. Double-click the **Security** button. Click the **Password** tab.
3. In the **Old Password** text box, type the password you want to change. 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.
6. Click **OK** to exit Security. Click **Close** to exit options.

CONFIGURING SPELL CHECK TO RUN AUTOMATICALLY

1. From the **Tools** menu, select **Options**.
2. Double-click the **Environment** button. Click the **General** tab.
3. Click **Check Spelling Before Send**.
4. Click **OK** to exit Environment. Click **Close** to exit Options.

READING AN ATTACHMENT

1. From the mailbox, open the item containing the attachment (the attachment will be indicated by a small paperclip to the right of the envelope icon in the mailbox window.)
2. Right-click the attachment > select **Open**. This will open the attachment within its native application (Word, Excel, etc.) and will ensure that the original formatting of the document is intact. A right-click> View attachment will only open the attachment within the GroupWise Viewer and does not always maintain original formatting.
3. By default, GroupWise warns you if an attachment is larger than 1000 KB (1 MB).

SAVING AN ATTACHMENT

1. Open the mail message that contains the attachment.
2. **Right-click** on the attached file icon (located at the bottom of the message) and select **Save As**.
3. Navigate to the desired location for saving the file and click **Save**.

ENCLOSING AN ATTACHMENT

1. Open a New Mail window.
2. Fill in the To, Subject, and Message boxes.
3. Click the paper clip icon on the tool bar. An **Attach File** window will appear asking you to **Look In** or **Browse** to the location of the file you want to attach. Once you have located the desired file, **click** to select it. Click **OK**.
4. Click **Send**.
5. To remove an attached file, **right-click** the attachment and **click Delete**.