

Getting Started with Novell GroupWise 7.0 ® Client Access Quick Guide

INSTALLING GROUPWISE CLIENT

If the GroupWise desktop client is not installed: log in to the network, double click on My Computer, double click on Software on 'Bsdstu\Stu' (R:), double click on the Grpwise folder, double click on Shortcut to setup.exe. Follow prompts to complete install.

LOGGING IN TO THE NETWORK

1. Before starting GroupWise, make sure you are logged in to the network, with your network username and password.

STARTING GROUPWISE

1. Double-click the GroupWise Client icon on your desktop.
2. Enter your GroupWise Password when prompted and click OK.
 - As GroupWise passwords are case-sensitive, please use lowercase letters.
 - For security, please change your password upon logging in for the first time. A password other than your network password is recommended.
3. Your GroupWise Mailbox will open as a split screen, with organizational folders on the left and mail messages on the right.

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.

READING MAIL MESSAGES

1. In your Mailbox window, double-click the item you want to read.
2. Click the **Close** button to close the message and return to your mailbox.

REPLYING TO A MESSAGE

1. From within an open message, click the **Reply** button.
2. From the dialogue box select either **Reply to Sender** or **Reply to All**. Click OK.

COMPOSING AND SENDING MAIL MESSAGES

1. Select the **New Mail** icon from the toolbar.
2. A **New Mail** window will open.
3. In the **To** field, begin typing the name of the district recipient. The Name-Completion feature will finish your entry. For external recipients, type the email address in the To field. If entering multiple names or address, press the enter key after each entry. Enter names and/or addresses in the "CC" (carbon copy) and "BC" (blind copy) fields as needed.
4. In the **Subject** field, type a brief subject.
5. In the **Message** window, type the message body.
6. Click the **Send** button.

SPELL CHECK

1. Prior to sending your message, run spell check using the icon on the toolbar.
2. Replace misspelled words. Skip words that are not misspelled.
3. Close spell check when complete.

EXITING GROUPWISE CLIENT

1. From the File menu, select Exit.

LOGGING OFF NETWORK

1. From the **Start** menu select **Shut Down**.
2. Select **Shut down** or **Log off**.