

# Novell GroupWise 7.0 ® Web Access

## Advanced Topics

### CREATING A SIGNATURE

1. Click **Options** from the top right corner of the GroupWise window.
2. Click on the **Signature** tab.
3. Select **Activate Signature**.
4. Type your signature card in the box.
5. Select either **Automatically Add Signature** or **Prompt Before Adding Signature**.
6. Click **Save**.
7. Click **Close**.

### CHANGING YOUR PASSWORD

1. Click **Options** from the top right corner of the GroupWise window.
2. Click the **Password** tab.
3. **Type Your Old Password**.
4. **Type Your New Password**.
5. In the **Confirm** field, type the new password again.
6. Click **Save**.
7. Click **Close**.

### READING AN ATTACHMENT

1. Open the mail message that contains the attachment.
2. The attachment will be listed under the subject field, and is indicated by a paperclip and document title.
3. Click **View** to read the attachment in the GroupWise Viewer (original formatting may be lost in this view).
4. Click **Open** to read the attachment in its native application (Word, for example) with original formatting.

### SAVING AN ATTACHMENT

1. Open the mail message that contains the attachment.
2. The attachment will be listed under the subject field, and is indicated by a paperclip and document title.
3. Click the **Save As** option.
4. If prompted with a **File Download** dialogue box, select, **Save** or **Save this file to disk**.
5. In the **Save As** dialogue box, navigate to the appropriate network or hard-drive location and click **Save**.

### ENCLOSING AN ATTACHMENT

1. Open a new Mail Message window.
2. Fill in the To, Subject, and Message boxes.
3. **Click** the **Attachments** tab above the From field.
4. An **Attachments** window will appear. Click **Browse**.
5. In the **Choose File** or **File Upload** dialogue box, navigate to the location of the file you want to attach. Click on the desired file to select it. Click **Open**.
6. Click **Attach** in the Attachments window to confirm the selection. The size and name of the attached file will appear.
7. If you have additional files to attach, click **Browse** and start the process again.
8. To remove an attached file, click to select the attachment and then click the **Remove** button.
9. When you are done attaching files, click the **Mail** tab to return to the message composition window.
10. Click **Send** when you are ready to send your message.