



GroupWise Email Help Document

QUICKGUIDE



ccc.edu/groupwise/

GroupWise Email Launches at CCC

This year your email account will be moved from iPlanet/ Netscape email to GroupWise, an integrated email and calendaring system. Your IT Dean will be contacting you with move information shortly.

NOTE: Your email address will not change. All email messages from(except the TRASH folder) will be moved to your new GroupWise mailbox.

To Login to GroupWise Email you must use your Novell Username and Password!

GroupWise Support

GroupWise Support Website:
<http://www.ccc.edu/groupwise/>

Login Using GroupWise Client

1. Double-click the GroupWise Icon on your Desktop.
2. Enter your Novell Username and password.



Login Using GroupWise WebAccess

1. From your web browser, go to **http://email.ccc.edu**
2. Enter your Novell Username and password.

Read a Message

1. To view your Mailbox, you can either click the Mailbox icon in the folder list on the left or click the Mailbox tab on the Navigation Bar. An indicator shows the number of unopened messages.
2. Your mailbox will appear in the panel on the right. Messages that you have not read yet will be in bold.
3. To read a message, double-click on the subject line in the right panel and the message will open in a new window.
4. To close the message after reading it, click the Close button

Navigating in GroupWise

When you login to GroupWise, the first screen you see is called the **Home View**. Click **Mailbox** to view your email.

Mailbox View:

From	Subject	Date
Jim Hunter	Re: Today's staff meeting	1/30/2007 5:49 PM
Jim Hunter	Holiday schedule	1/30/2007 5:50 PM
Jim Hunter	Reports	1/30/2007 5:51 PM
Jim Hunter	Document you requested	2/5/2007 2:55 PM




Reply to a Message

1. Double-click on the subject line to open the message to which you want to reply.
2. Click Reply on the toolbar.
3. Click Reply to Sender or Click Reply to All.
4. Click OK.
5. Type your message.
6. Click Send.

Open an Attachment

1. Open the message containing the attachment. The bottom pane of the email displays one icon for each attachment.
2. To open the attachment, double-click the attachment's icon.
3. By default, GroupWise warns you if an attachment is larger than 1000 KB (1 MB). To eliminate the warning message, click Tools/Options/Environment/Default Actions, Deselect "Warn If Larger Than".
4. Click either View File Attachment in a New Window or Open File Attachment with its associated application.

Send an Attachment

1. Click the New Mail button on the toolbar.
2. Complete the To, Subject, and Message boxes.
3. Click the Attach a File button 
4. Browse to the file or files you would like to attach. Click on the files. To click multiple files, hold down the CTRL or SHIFT keys while clicking the files.
5. Click OK.
6. Click Send.

Accept or Decline Appointments

1. Appointments are received just as emails are. New appointments that you have not yet viewed, accepted, or declined will appear in your Mailbox.
2. Double-click on the subject line to open the appointment you want to view and accept.
3. Click the Accept or Decline button on the toolbar. If you selected Accept or Decline with Options, you can type a comment (optional).
4. The sender can view your comment by viewing the item properties in the Sent Items folder.

Schedule an Appt/Busy Search

1. Click Calendar in the folder list, then create a new appointment by clicking the New Appt button.
2. Type the usernames in the To box.
3. Specify the first possible day for the meeting in the Start Date box.
4. Specify the appointment time.
5. Specify the appointment's duration.
6. Click the Busy Search button to find and insert an appointment time when all the recipients are available. When you use Busy Search, GroupWise lists times when the users whose schedules were checked are available for an appointment.
7. To exclude a username or resource from the search without deleting it, click the Available Times tab, then click the check box next to the user or resource to deselect it. Excluding a person or resource from the search is useful if a user (like a CC recipient) should be invited to a meeting but does not necessarily need to attend. To include a user or resource name that has been excluded, click the check box next to the user or resource to select it.
8. Click Auto-Select to have GroupWise select the first available meeting time for all users.
9. Click OK.
10. Click Send.

GroupWise Calendar Screenshot

