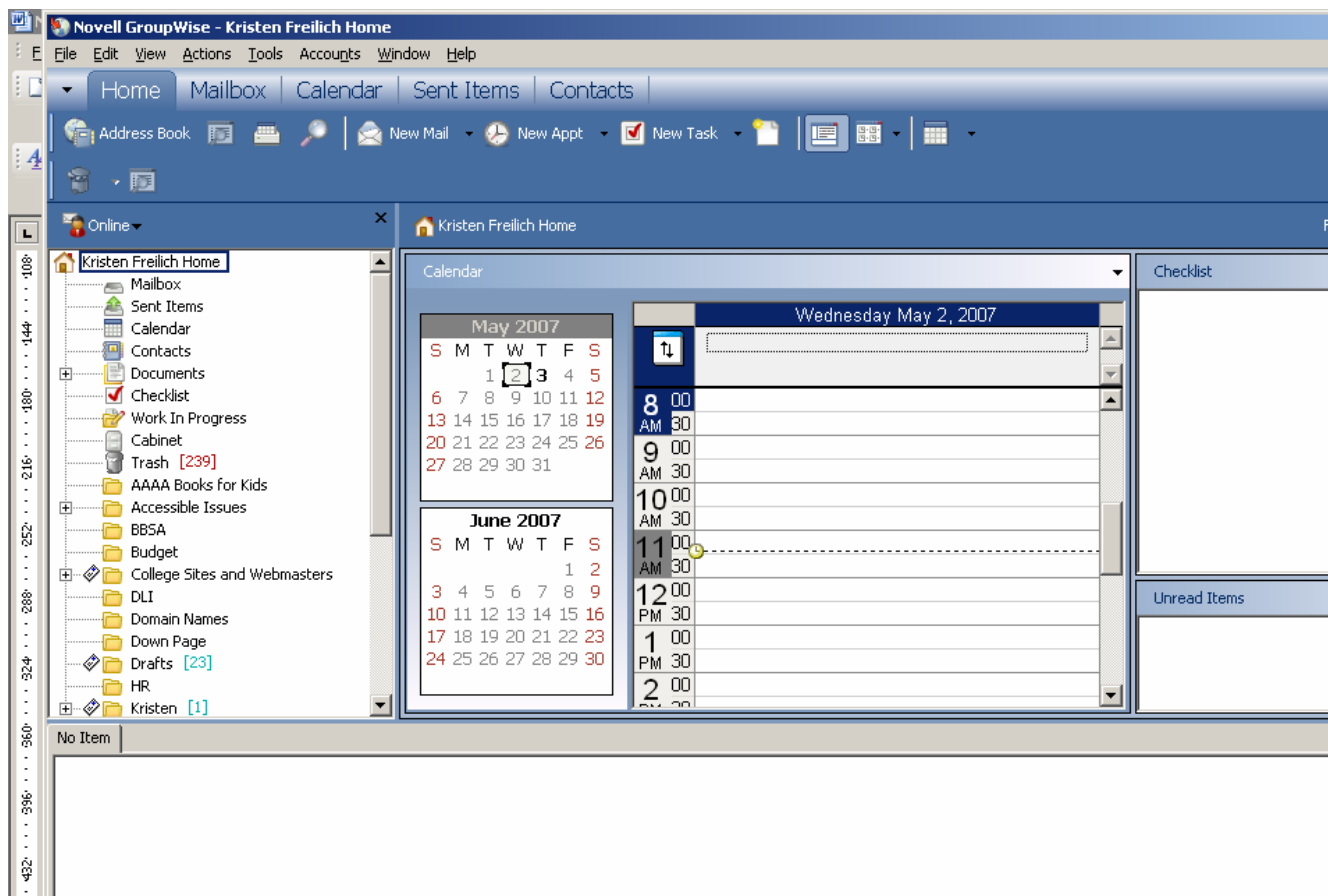




## How do navigate in GroupWise?

When you login to GroupWise, the first screen you see is called the **Home View**. It is a quick view of your most important information. The Home View uses panels to display information in sections. By default, the Home View displays your calendar for the day, your checklist items, and your unread messages in a two-column view.

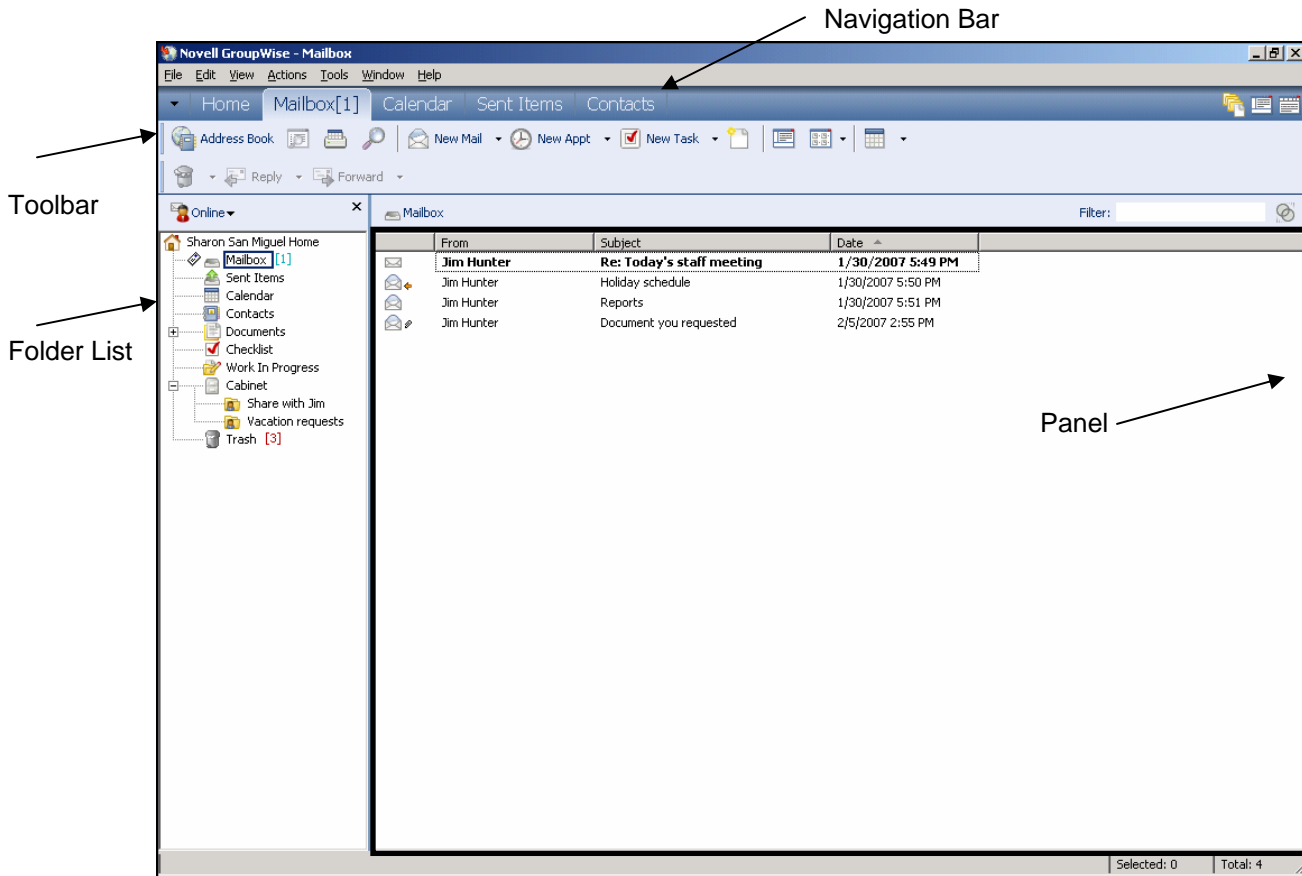
However, the Home View is fully customizable. You can create additional panes that display the information you need. In addition, you can select to have only a one-column view. This stacks the panes into one column instead of the default two columns.





## Mailbox View

In Mailbox View, there are different components displayed to help you navigate all the functions available to you in GroupWise.



## Main Menu Toolbar

The Main Menu provides access to frequently used functions in GroupWise. The menus are similar to what you find in many Windows applications.





## Navigation Bar

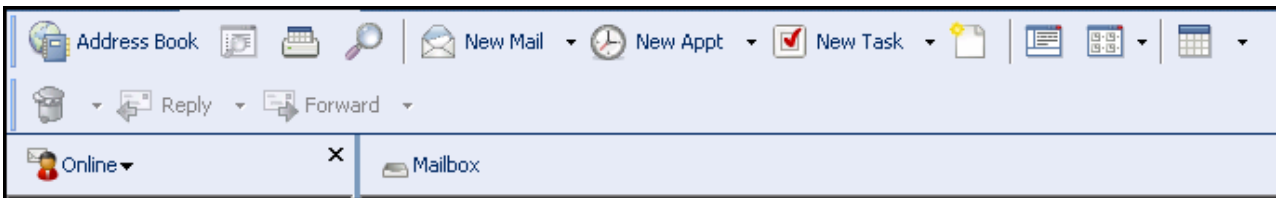


The Navigation Bar provides quick access to your most commonly used folders. By default, the Home, Mailbox, Calendar, Sent Items and Contacts are on the Navigation Bar.

To add or remove folders on the Navigation Bar, click the Navigation Bar Options arrow on the leftmost side of the Navigation bar, select Customize Navigation Bar, and then check mark each folder you would like to add or delete to the Navigation Bar.



## Toolbars



The toolbar lets you quickly accomplish common tasks, such as opening the Address Book, creating a new message or finding a message.

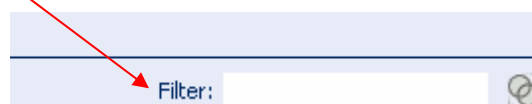
To change which toolbars are visible, click View from the Main Menu/Toolbars and then check or uncheck each button you would like added or removed.

## Filtering your Messages

If your Mailbox contains many items, you might have a difficult time finding just one of them. Filter lets you display items according to specific criteria. For example, a filter can display only items that have a certain word in the subject. You can also use a filter to hide items that you want to get out of your way.

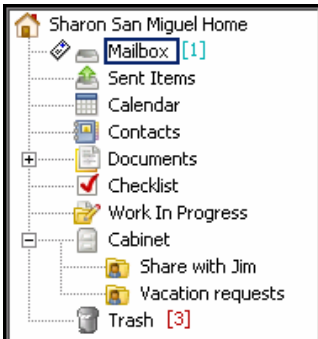
Filter doesn't actually move or delete items; it displays certain items based on the criteria you specify. When you clear the filter, all the items reappear. Filters you create affect all folders.

The **Quick Filter field on the toolbar** lets you filter your folders. The quick filter displays only the information that matches your filter criteria and hides the rest.





## Folder List



The Folder List at the left of the Main Window lets you organize your mail. You can create new folders to store messages. Next to any folder (except for shared folders), the number of unread mail is shown in square brackets. Next to the Sent Trash folder, the number in square brackets shows how many items will be deleted.

## Panels

The Home View is separated into columns, and those columns contain panels. A panel is a customized view of information in GroupWise. For example, the Unread Messages panel displays a list of items you have not read. The Checklist panel is another default panel on the Home view.

	From	Subject	Date ^	
	<b>Jim Hunter</b>	<b>Re: Today's staff meeting</b>	<b>1/30/2007 5:49 PM</b>	
	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	