Novell®

GroupWise WEBACCESS

WebAccess Client User Guide Version 6.5

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Contents

1 Understanding GroupWise WebAccess
Starting GroupWise WebAccess……..... 4
Understanding the GroupWise WebAccess Main Window……5
Understanding the Toolbar…….5
Understanding the Folder List…….. 6
Understanding the Item List……..… 7
Understanding Timing Out from GroupWise WebAccess…….. 8
Getting Help…… 9

2 GroupWise WebAccess Basics
Composing Items……...9
Sending a Mail Message……10
Sending a Phone Message……11
Scheduling an Appointment……...11
Assigning a Task……13
Writing a Note……..14
Sending or Receiving an Internet Location……15
Managing Items You Receive……..16
Opening an Item in Your Mailbox……16
Searching for an Item……16
Replying to an Item You Receive……17
Deleting an Item Your Receive……..17
Undeleting an Item……..18
Marking an Item Unread (Read Later)……18
Forwarding a Mail or Phone Message……18
Accepting an Appointment, Note, or Task…….. 19
Declining an Appointment, Note, or Task……20
Delegating an Appointment, Note, or Task……20
Marking a Task Complete……..21
Moving an Item to a Folder……21
Managing Items You Send……...22
Checking the Status of an Item You Send……..22
Deleting or Retracting an Item You Send……23
Moving an Item to a Folder……23

3 GroupWise WebAccess Advanced Features
Using Spell Checker……..25
Using the Address Book……...26
Searching for an Entry in the Address Book…….. 27
Addressing an Item……28
Managing a Personal Address Book……29
Accepting a Shared Address Book…….. 31
Creating a Personal Group……32
Working with Attachments……32
Using the WebAccess Calendar……..33
Using the HTML Version of the Calendar……...34
Using the Java Version of the Calendar……..36

Working with Folders……37
Creating Folders……..37
Deleting Folders……..38
Moving an Item to Another Folder…….. 38
Using the Checklist Folder……39
Working with Shared Folder……..40
Undeleting Items in the Trash……..43
Using Proxy to Manage Other Mailboxes…….. 43
Proxying Another User's Mailbox…….. 44
Granting Proxy Access to Your Mailbox……..45
Granting Default Proxy Access to Your Mailbox…… 47
Modifying WebAccess Options……...48
Changing Your GroupWise Password…….....…… 48
Specifying Send Options…….. 49
Selecting the Default Number of Messages to Display……51
Automatically Adding A Signature to Items You Send……..51
Using Rules……52
Printing from WebAccess……55

1 Understanding GroupWise WebAccess

This section of the *GroupWise® WebAccess User Guide* contains the following topics:

"Starting GroupWise WebAccess" on page 4
"Understanding the GroupWise WebAccess Main Window" on page 5
"Understanding Timing Out from GroupWise WebAccess" on page 8
"Getting Help" on page 8

Starting GroupWise WebAccess

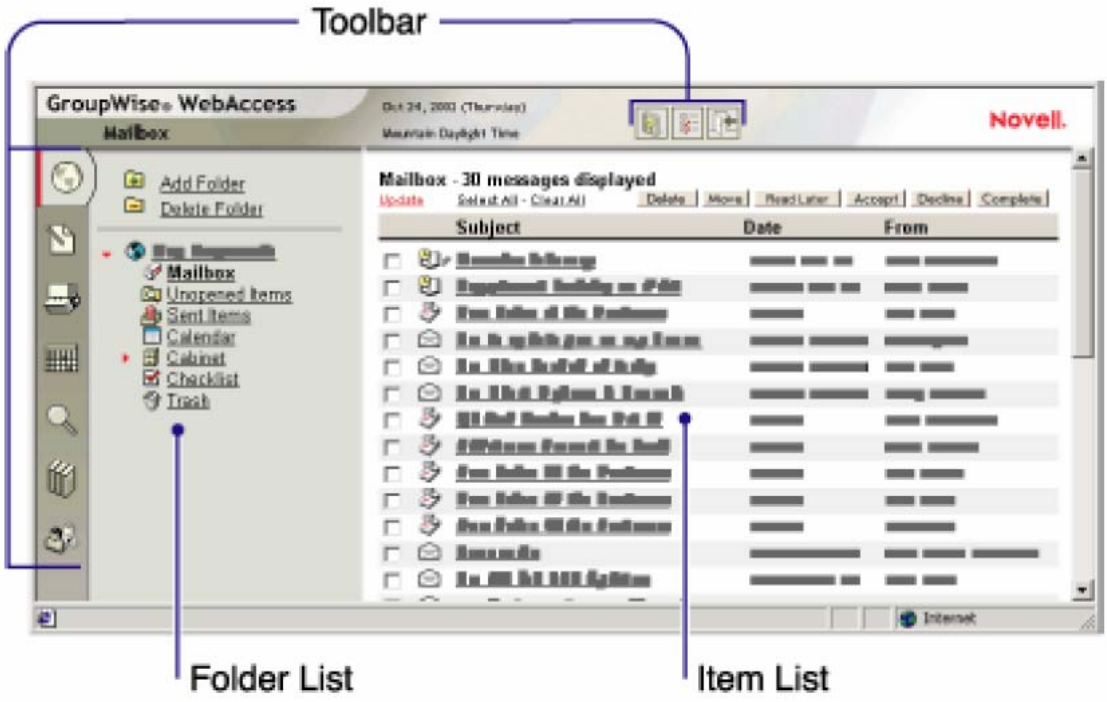
You start GroupWise WebAccess as you would any other home page on the Internet. Use your Web browser to go to the www.ci.south-bend.in.us/WebServices.htm or to the City's Home Page, select E-Services, and then select City Employees - Web Services.

From the WebAccess login page, enter your username and password just as you would for the Windows version of your GroupWise user account. Keep in mind the GroupWise password is case-sensitive.

NOTE: You must have created a GroupWise password to use GroupWise WebAccess.

Understanding the GroupWise WebAccess Main Window

When you open GroupWise WebAccess, you see the main window, shown below. The main window is the starting point for many of the tasks you can accomplish with GroupWise WebAccess.



The main window has different components to help you accomplish your daily tasks.

The following sections describe the various components you can use from the main window:
"Understanding the Toolbar" on page 5
"Understanding the Folder List" on page 6
"Understanding the Item List" on page 7

Understanding the Toolbar

The toolbar displays options to view your Mailbox, compose an item, search the Address Book, view your Calendar, find items in your Mailbox, search for documents in a GroupWise library, proxy to another user, open Help, change your GroupWise WebAccess options, and exit GroupWise WebAccess.

Understanding the Folder List

The Folder List displays the folders used to organize the items you've sent and received. You can add additional folders to further help you organize your items. The Mailbox folder is the default folder that is opened when you first log in.

The following folders are displayed in the Folder List. You can open a folder by clicking the icon.

Icon	Description
Mailbox	Lists items you've received. The Mailbox is a system folder.
Unopened Items	Lists received items you have not yet opened.
Sent Items	Lists items you've sent from the Mailbox and Calendar. The Sent Items folder is a system folder. After you move a sent item from the Sent Items folder to another folder, it no longer displays in the Sent Items folder. (In the previous version of GroupWise WebAccess, the Sent Items folder was a query folder that listed sent items from all folders.)
Calendar	Lists all appointments, tasks, and notes in your Calendar. The Calendar is a system folder.
Checklist	Lists items you have moved to this folder. Use the Checklist folder to create a task list. The Checklist folder is a system folder. (In the previous version of GroupWise WebAccess, a Task List folder listed all the task items in your Mailbox and Calendar. The Task List folder was a query folder.) For more information, see "Using the Checklist Folder"
Cabinet	Lists folders you've created. The Cabinet is a system folder.
Trash	Lists deleted items that have not yet been purged. The Trash is a system folder.

System folders cannot be deleted.

For additional information about using folders, see "Working with Folders" on page 37

Personal Folders

You can add additional folders to further organize your items. For example, you could add a folder to your Cabinet to store all messages you receive regarding a specific project you're working on.

Shared Folders

You can share personal folders with other users. Recipients of the shared folder receive a notification explaining that you have shared the folder with them. They can then accept the folder or decline the folder.

Find Results Folders

In the Windows version of GroupWise, you can save the results of an item or document search in a folder. You cannot do this in GroupWise WebAccess. However, GroupWise WebAccess lets you view any Find Results folders you've created in another version of GroupWise.

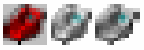
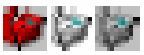
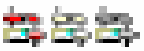
Understanding the Item List

The Item List displays the contents of the folder that is currently open. By default, the most recent 25 items in the folder are displayed. If the folder contains more than 25 messages, a Display Next button appears at the bottom of the list. You can use it to display the next 25 messages, or you can choose to select more or less than 25 messages.

The icon next to each item indicates the item type, status, and priority. You click an item to open it. When you open an item, all actions you can perform on that item type are displayed at the top of the item view. For easy access, actions that you commonly perform on items are also displayed at the top of the Item List. You can select multiple items by clicking the boxes to the left of the items.

Whenever you select items in the Item List and perform an action on them, WebAccess updates the Item List. However, to reduce the number of times you need to access the Web server, WebAccess does not automatically update the Item List when you open an item and perform an action on it. For example, if you select an item in the Item List and move it to another folder, the Item List will be updated after the move. However, if you open an item and move it to a folder, the Item List is not updated. To refresh the list, you can open the folder again or click Update at the top of the list.

The following icons may be displayed in the Item List:

Icon	Message Type, Status, and Priority
	Unopened mail message (high, normal, low priority)
	Opened mail message (high, normal, low priority)
	Unopened appointment (high, normal, low priority)
	Opened appointment (high, normal, low priority)
	Unopened task (high, normal, low priority)
	Opened task (high, normal, low priority)
	Unopened note (high, normal, low priority)
	Opened note (high, normal, low priority)
	Unopened phone message (high, normal, low priority)
	Opened phone message (high, normal, low priority)
	Reply requested (high, normal, low priority)
	Unopened document reference

Icon	Message Type, Status, and Priority
	Opened document reference
	One or more attachments included with the item
	Shared folder notification
	Shared address book notification
	Sent item
	Unopened posted item (shared folder)
	Opened posted item (shared folder)

Understanding Timing Out from GroupWise WebAccess

Specific actions, such as opening or sending an item, generate a call to the Web server. Other actions, such as scrolling through items in the Item List, composing a message without sending it, or reading Help topics, do not generate a call to the Web server. If, for a period of time, you leave GroupWise WebAccess alone or perform actions that don't generate a call, WebAccess logs you out. Doing so not only provides security for your e-mail but also ensures that the Web server and GroupWise WebAccess run efficiently.

The time-out period is determined by your GroupWise system administrator. If you try to perform an action after you've been logged out, you will be prompted to log in again.

Getting Help

If you have questions about using WebAccess, you can get help from several sources.

Online Help is available from wherever you are in WebAccess. When you click the Help button, a second browser window opens to display Help so that the task you are performing is not disturbed.

You may contact the Information Technologies Department at (574) 245-6000 during normal business hours.

2 GroupWise WebAccess Basics

This section of the *GroupWise® WebAccess User Guide* provides basic information to get you started using GroupWise WebAccess.

This section contains the following topics:

"Composing Items" on page 9
"Managing Items You Receive" on page 16
"Managing Items You Send" on page 22

Composing Items

GroupWise WebAccess has five different item types: mail message, phone message, appointment, note, and task. You address all item types in the same way, using the Address Book to add recipients' addresses to the To, CC, and BC boxes. You can also attach files to each item type and include Web site locations (URLs) in the Subject and Message box of each item type.

You can further group these five item types into two categories: unscheduled items and scheduled items.

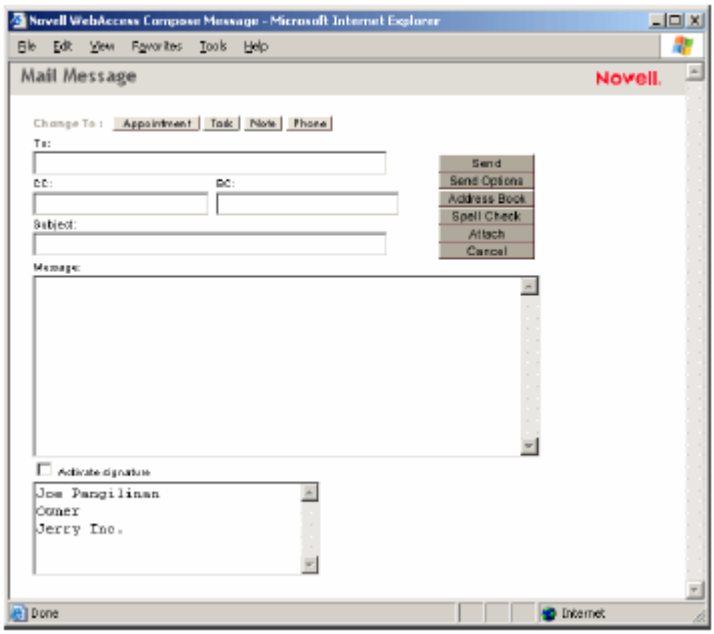
- **Unscheduled Items:** Unscheduled items include mail messages and phone messages. Both types of messages let you send a messages that are not scheduled for a particular time or date.
    - **Mail Message:** Lets you specify a subject and message.
    - **Phone Message:** Similar to mail messages, except that phone messages have boxes for caller, company, and phone number information.
- **Scheduled Items:** Appointments, tasks, and notes are scheduled items, meaning that they appear in the recipient's Calendar as well as the Mailbox. The recipient of an appointment, task, or note has the option of accepting or declining it. Accepted items are removed from the recipient's Mailbox and stored in the recipient's Calendar. Declined items are removed from both the recipient's Mailbox and the Calendar. If you are the sender, you can see what action recipients have taken by checking the status information for the scheduled item.
    - **Appointment:** Lets you include the time, date, and place of the appointment. You can use Busy Search to find times when all recipients are free.
    - **Task:** Lets you indicate which day you want the task to appear in the recipient's Calendar and which day you want the task completed. You can also assign a priority to the task.
    - **Note:** Lets you indicate which day you want the note to appear on the recipient's Calendar. Because notes are posted in the recipient's Calendar, they are frequently used as reminders of specific events, such as days off, project deadlines, or birthdays.

This section contains the following topics:

"Sending a Mail Message" on page 10
"Sending a Phone Message" on page 11
"Scheduling an Appointment" on page 11
"Assigning a Task" on page 13
"Writing a Note" on page 14
"Sending or Receiving an Internet Location" on page 15

Sending a Mail Message

1. From the GroupWise WebAccess main window, click .



2. Click Address Book to add recipients in the To, CC, and BC boxes.

   or

   Type a recipient's address in the To, CC, or BC box. The address can be a GroupWise user ID, GroupWise full name, or external e-mail address. Separate each address with a comma.

3. Type a subject and message.

   You can include Web site locations or addresses (URLs) in both the Subject and Message boxes.

4. (Optional) Click Spell Check to spell check the message. For this feature to work, your browser must be enabled for Java*.

5. (Optional) Click Attach to attach files to the message. For this feature to work, your browser must support attachments.

6. Click Send Options to select a security setting (classification), assign a priority (high, standard, low), request a reply, or select to receive return notification.

7. Click Send.

If a Web server outage occurs while you are composing a message, your message is not lost when you click Send. It is captured and appears at the bottom of the WebAccess Login page so that you can retrieve it when your Web server comes back up and you log into WebAccess again.

Sending a Phone Message

GroupWise phone messages are similar to paper-based While You Were Out messages. You send GroupWise phone messages to inform other users of calls and their details. GroupWise phone messages do not send spoken messages.

1. From the GroupWise WebAccess main window, click .
2. Click Phone to change the mail message to a phone message.
3. Click Address Book to add recipients in the To box.
   Or

   Type a recipient's address in the To box. The address can be a GroupWise user ID, GroupWise full name, or external e-mail address. Separate each address with a comma.
4. Type the caller, company, and phone information.
5. Type a message.

   You can include Web site locations or addresses (URLs) in the Message box.
6. (Optional) Click Spell Check to spell check the message. For this feature to work, your browser must be enabled for Java.
7. (Optional) Click Attach to attach files to the message. For this feature to work, your browser must support attachments.
8. Click Send Options to select a security setting (classification), assign a priority (high, standard, low), request a reply, or select to receive return notification.
9. Click Send.

Scheduling an Appointment

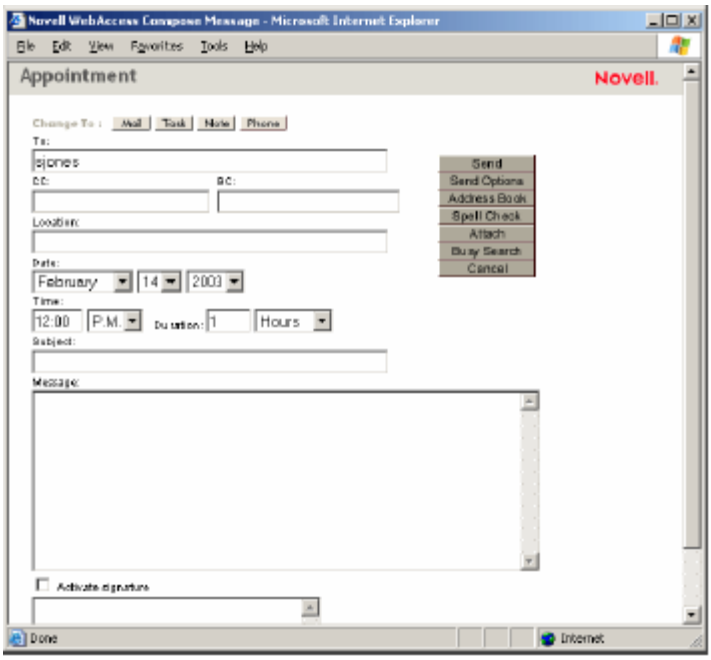
1. From the GroupWise WebAccess main window, click to display a mail message, then click Appointment to change the mail message to an appointment.

   or

   From the HTML Calendar, click Create Appointment.

   or

From the Java Calendar, double-click the Appointment list.



2. Click Address Book to add recipients in the To, CC, and BC boxes. If you want to create a personal appointment that displays only in your Calendar, do not add additional names.

   or

   Type a recipient's address in the To, CC, or BC box. The address can be a GroupWise user ID, GroupWise full name, or external e-mail address. Separate each address with a comma.

   To schedule a resource, such as a conference room, that is available in the address book, add the resource to the To box.

3. Type a location for the meeting.

   If you added a resource to the To box, the location may be filled in automatically.

4. Specify the month, day, year, and beginning time for the appointment. Skip to Step 5.

   or

   Click Busy Search 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. The time blocks listed might be longer than the duration specified. For example, 8am through 1pm might be listed as an available time. If your meeting has a duration of two hours, you could select from a number of available times, including 8am-10am, 9am-11am, and 11am- 1pm. You can decide on an appointment time from the available times listed or use the first available time, which GroupWise selects for you.

   To schedule the appointment for one of the times listed, click the time. Skip to Step 6.

5. To set the duration, type a number, then select Hours, Minutes, or Days.
   You can use whole numbers or decimal numbers, such as 90 minutes or 1.5 hours.

6. Type a subject and message.

   You can include Web site locations or addresses (URLs) in both the Subject and Message boxes.

7. (Optional) Click Spell Check to spell check the message. For this feature to work, your browser must be enabled for Java.

8. (Optional) Click Attach to attach files to the appointment. For this feature to work, your browser must support attachments.

9. Click Send Options to select a security setting (classification), assign a priority (high, standard, low), request a reply, or select to receive return notification.

10. Click Send.

Assigning a Task

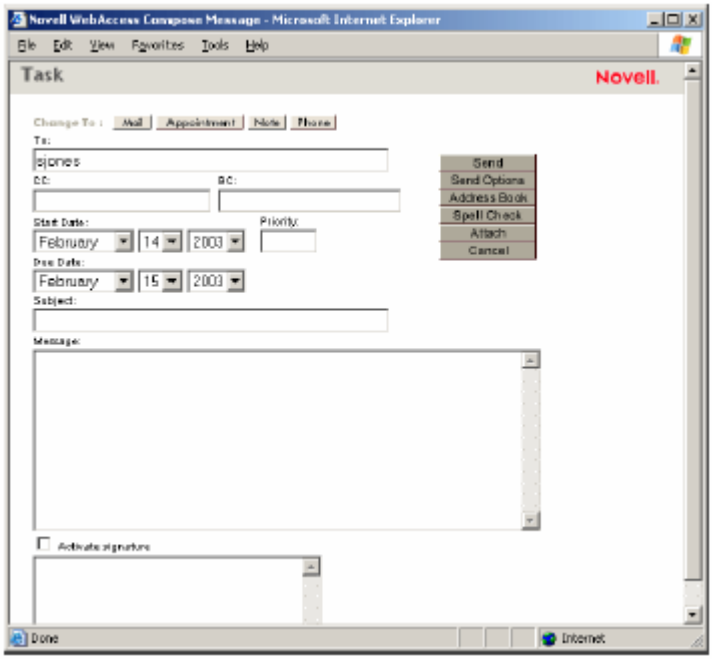
1 From the GroupWise WebAccess main window, click to display a mail message, then click Task to change the mail message to a task.

or

From the HTML Calendar, click Create Task.

or

From the Java Calendar, double-click the Task list.



2. Click Address Book to add recipients in the To, CC, and BC boxes.

or

Type a recipient's address in the To, CC, or BC box. The address can be a GroupWise user ID, GroupWise full name, or external e-mail address. Separate each address with a comma.
To create a personal task that displays only in your Calendar, add your name only.

3. For the start date, specify the month, day, and year you want the task to first appear on the recipient's Calendar.

4. Type a priority.

   You can type a letter (such as A), a number (such as 1), or a letter-number combination with the letter first (such as A1).

5. For the due date, specify the month, day, and year when you want the task to be completed.

6. Type a subject and message.

   You can include Web site locations or addresses (URLs) in both the Subject and Message boxes.

7. (Optional) Click Spell Check to spell check the message. For this feature to work, your browser must be enabled for Java.

8. (Optional) Click Attach to attach files to the message. For this feature to work, your browser must support attachments.

9. Click Send Options to select a security setting (classification), assign a priority (high, standard, low), request a reply, or select to receive return notification.

10. Click Send.

Writing a Note

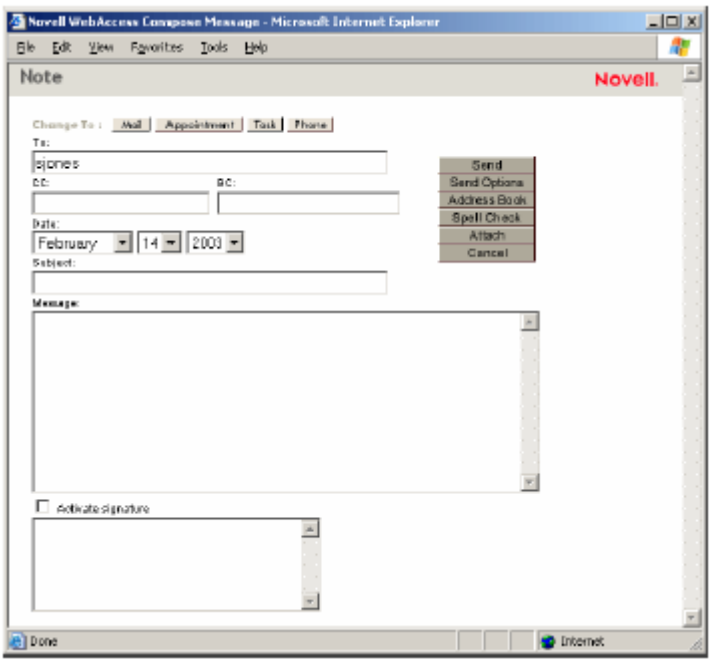
1. From the GroupWise WebAccess main window, click display a mail message, then click Note to change the mail message to a note.

   or

   From the HTML Calendar, click Create Note.

   or

   From the Java Calendar, double-click the Note list.



2. Click Address Book to add recipients in the To, CC, and BC boxes.

   or

   Type a recipient's address in the To, CC, or BC box. The address can be a GroupWise user ID, GroupWise full name, or external e-mail address. Separate each address with a comma.
   To create a personal note that displays only in your Calendar, add your name only.

3. Specify the month, day, and year you want the note to appear on the recipient's Calendar.

4. Type a subject and message.

   You can include Web site locations or addresses (URLs) in both the Subject and Message boxes.

5. (Optional) Click Spell Check to spell check the message. For this feature to work, your browser must be enabled for Java.

6. (Optional) Click Attach to attach files to the note. For this feature to work, your browser must support attachments.

7. Click Send Options to select a security setting (classification), assign a priority (high, standard, low), request a reply, or select to receive return notification.

8. Click Send.

Sending or Receiving an Internet Location

WebAccess allows you to send a Web site location, or URL, to another user. WebAccess interprets any URL in the Message box into a shortcut to the Web site. The recipient who opens your message in WebAccess can click the shortcut displayed in the Attachments box to open a second browser window that displays the Web site.

Managing Items You Receive

Reading and managing mail messages, appointments, tasks, or notes in WebAccess is as simple as clicking your mouse to open the item.

This section contains the following topics:

"Opening an Item in Your Mailbox" on page 16
"Searching for an Item" on page 16
"Replying to an Item You Receive" on page 17
"Deleting an Item You Receive" on page 17
"Undeleting an Item" on page 18
"Marking an Item Unread (Read Later)" on page 18
"Forwarding a Mail or Phone Message" on page 18
"Accepting an Appointment, Note, or Task" on page 19
"Declining an Appointment, Note, or Task" on page 20
"Delegating an Appointment, Note, or Task" on page 20
"Marking a Task Complete" on page 21
"Moving an Item to a Folder" on page 21

Opening an Item in Your Mailbox

In WebAccess, all GroupWise items are opened the same way.

1. From the Item List, click the subject of the item.

The available buttons vary depending on the item type you have open.

Appointments, tasks, and notes can be accepted, declined, or delegated. Click Accept, Decline, or Delegate next to the item in the Item List or in the message view itself.

Searching for an Item

1. From the GroupWise WebAccess main window, click Find.

2. To search for specific text, click Full Text or Subject, then type the words you are looking for in the text box.

3. To search for a name, click From or To/CC, then type the name in the text box.

4. Select each item type you are looking for.

5. Select each item source you are looking for.

6. In the Search In list, click the folders you want to search in.

   If you are searching in a folder in the Cabinet, you might first need to click the arrow next to the Cabinet to display the Cabinet folders. If you select Mailbox, your Sent Items folder will be included in the search. If you do not select a folder, all listed folders are included in the search.

7. Click Find.

Replying to an Item You Receive

You can reply to an item you've received. You can reply to the item's author or to everybody who originally received the item.

1. Click the Mailbox icon in the Folder List.

   or

   Click the Calendar icon in the Folder List, then go to the date of the appointment, task, or note.

2. Click the message, appointment, task, or note to open it.

3. Click Reply to Sender or Reply All to open a Reply form.

   Reply to Sender sends a reply to the sender only. Reply All sends a reply to the sender and all recipients of the original item.

4. Type your message.

   You can include Web site locations or addresses (URLs) in the Message box.

5. Click Send.

Deleting an Item You Receive

You can delete an Item you receive and place it in the Trash.

1. Click the Mailbox icon in the Folder List.

   or

   To delete an item you've moved to a folder, click the folder in the Folder List.

   or

   To delete an appointment, task, or note you've already accepted, click the Calendar icon in the Folder List.

2. Locate the item in the Item List.

3. Select the item, then click Delete at the top of the Item List.

   or

   Click the item to open it, then click Delete.

   The item is removed from your Mailbox or Calendar. The status of the item is also updated in the sender's Mailbox or Calendar to show you've deleted the item. As long as the item remains in your Trash, you can undelete it.

Undeleting an Item

You can undelete an item you deleted unless you have emptied the Trash. An item emptied from the Trash cannot be undeleted.

1. Click the Trash icon in the Folder List.

2. Select the item, then click Undelete at the top of the Item List.

   or

   Click the item to open it, then click Undelete.

   The item is moved from your Trash to the folder from which it was originally deleted.

Marking an Item Unread (Read Later)

If you have opened and read an item, you can mark it as unread. This will change the item's icon in the Item List back to that of an unopened item. You might want to mark an item as unread if that item requires further action or if you don't want that item to get lost among the other opened items in you Item List.

1. Click the Mailbox icon in the Folder List.

2. Locate the item in the Item List.

3. Select the item, then click Read Later at the top of the Item List.

   or

   Click the item to open it, then click Read Later.

   Using Read Later does not change the status of the item in Properties. For example, if you have opened an item, then marked the item unread, the sender of the item still sees the item status as opened in Properties.

Forwarding a Mail or Phone Message

1. Click the Mailbox in the Folder List.

2. Click the mail or phone message to open it.

3. Click Forward to open a new message.

   The original message is included as an attachment to the new message.

4. Click Address Book to add recipients in the To, CC, and BC boxes.

   or

   Type a recipient's address in the To, CC, or BC box. The address can be a GroupWise user ID, GroupWise full name, or external e-mail address. Separate each address with a comma.

5. Type a message.

   You can include web site locations or addresses (URLs) in the Message box.

6. (Optional) Click Spell Check to spell check the message. For this feature to work, your browser must be enabled for Java.

7. (Optional) Click Attach to attach files to the message. For this feature to work, your browser must support attachments.

8. Click Send.

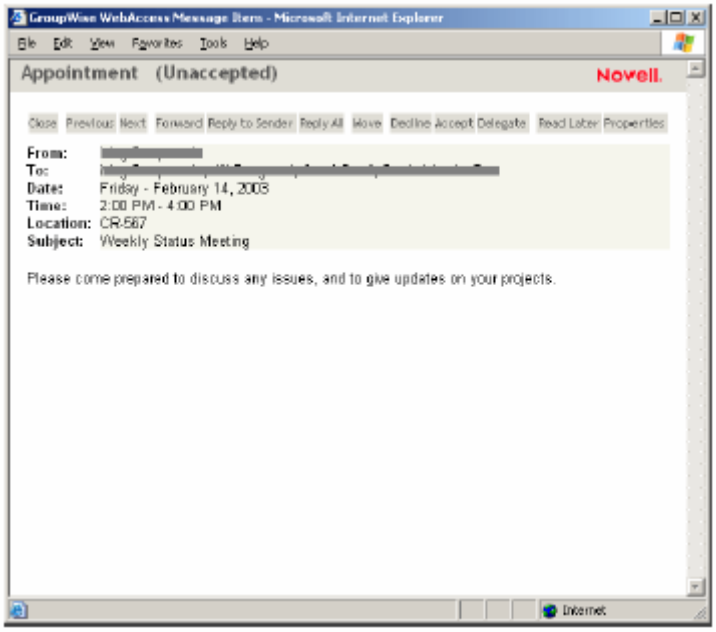
Accepting an Appointment, Note, or Task

1. Click the Mailbox icon in the Folder List.

   or

   Click the Calendar icon in the Folder List, then go to the date of the appointment, task, or note.

2. Click the appointment, task, or note to open it, then click Accept.



3. If you want, type a message in the Comments to Sender box.

4. Click Accept.

The appointment, task, or note is removed from the Item List in your Mailbox and appears in your Calendar only. The sender can tell you've accepted the item by checking its status information.

Declining an Appointment, Note, or Task

1. Click the Mailbox icon in the Folder List.

   or

   If you have already accepted the appointment, task, or note, click the Calendar icon in the Folder List to open the Calendar, then go to the date of the appointment, task, or note.

2. Click the appointment, task, or note to open it.

3. Click Decline.

4. If you want, type a message in the Comments to Sender box.

5. Click Decline.

   The appointment, task, or note is removed from your Calendar and Mailbox. The status of the item is updated in the sender's Mailbox to show that you have declined the item. If you commented when you declined the item, the sender can read your comments by checking the status information.

Delegating an Appointment, Note, or Task

1. Click the Mailbox icon in the Folder List.

   or

   If you have already accepted the appointment, task, or note, click the Calendar icon in the Folder List to open the Calendar, then go to the date of the appointment, task, or note.

2. Click the appointment, task, or note to open it.

3. Click Delegate to open a Delegate form.

4. Click Address Book to add recipients in the To box.

   or

   Type a recipient's address in the To box. The address can be a GroupWise user ID, GroupWise full name, or external e-mail address. Separate each address with a comma.

5. Type a message.

   You can include Web site locations or addresses (URLs) in the Message box.

6. (Optional) Click Spell Check to spell check the message. For this feature to work, your browser must be enabled for Java.

7. (Optional) Click Attach to attach files to the appointment, task, or note. For this feature to work, your browser must support attachments.

8. Click Send.

   The original sender can see that you've delegated the appointment, task, or note by checking the status information for the item. You can also check whether the delegated item was accepted or declined by opening your Sent Items folder and checking the status information for the delegated item.

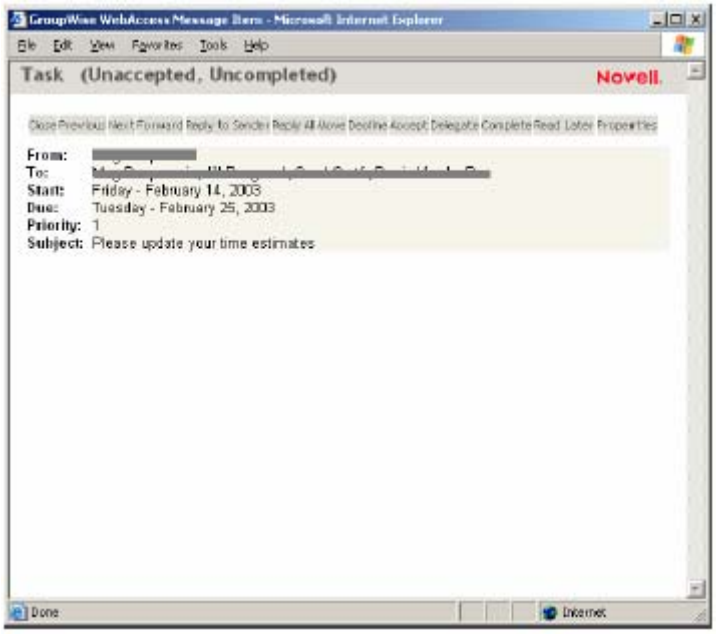
Marking a Task Complete

1. Click the Calendar icon in the Folder List to open the Calendar, then go to the date of the task.

   or

   If you have not yet accepted the task, click the Mailbox icon in the Folder List.

2. Click the task to open it.



3. Click Complete to display the Complete form.

4. Click Complete.

   The sender of the task can see that you completed the task by checking its status information.

Moving an Item to a Folder

1. To move an item you received, click the Mailbox icon in the Folder List.

   or

   To move an appointment, task, or note you've already accepted, click the Calendar icon in the Folder List.

2. Locate the item in the Item List.

3. Select the item, then click Move at the top of the Item List.

   or

   Click the item to open it, then click Move.

4. Click the folder where you want to move the item. If you are moving the item to a folder in the Cabinet, you may first need to click the arrow next to the Cabinet to display the Cabinet folders.

You can also move items to the Checklist folder to create a checklist. For more information, see "Using the Checklist Folder" on page 39

Managing Items You Send

After you've sent an item, you can check its status to see if it has been delivered, read, deleted, and so forth. You can also retract a message, providing it has not been opened. You can also move items into different folders to keep you GroupWise Mailbox organized.

This section contains the following topics:

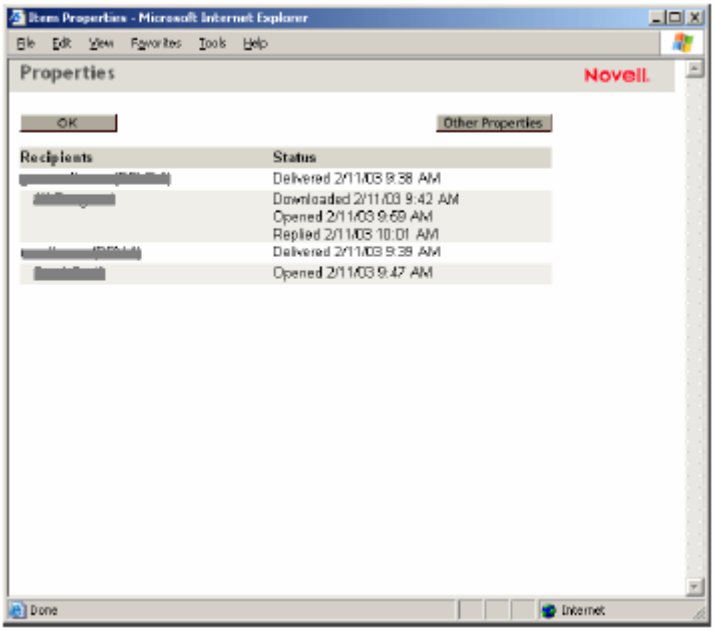
"Checking the Status of an Item You Send" on page 22
"Deleting or Retracting an Item You Send" on page 23
"Moving an Item to a Folder" on page 23

Checking the Status of an Item You Send

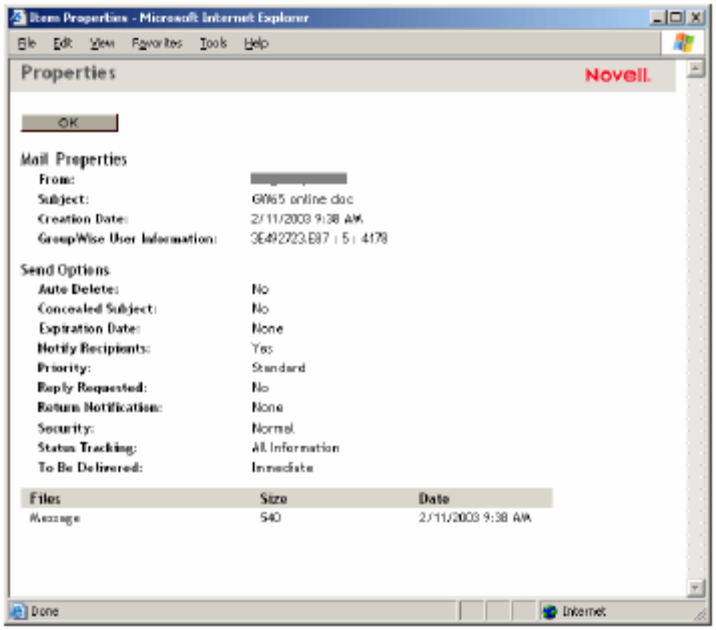
1. Click the Sent Items icon in the Folder List.

2. Click the item in the Item List to open it.

3. Click Properties.



4. For more detailed status information, click Other Properties.



Deleting or Retracting an Item You Send

1. Click the Sent Items icon in the Folder List.

2. Click the item in the Item List to open it.

3. To delete the item from your Mailbox only, click Delete from This Mailbox.

   or

   To retract the item from your Mailbox and from all recipients' Mailboxes, click Delete from All Mailboxes.

   A mail message or phone message is retracted only if the recipient has not yet opened it. An appointment, note, or task is retracted even if the recipient has already opened and accepted it.

Moving an Item to a Folder

1. To move an item you sent, click the Sent Items icon in the Folder List.

   or

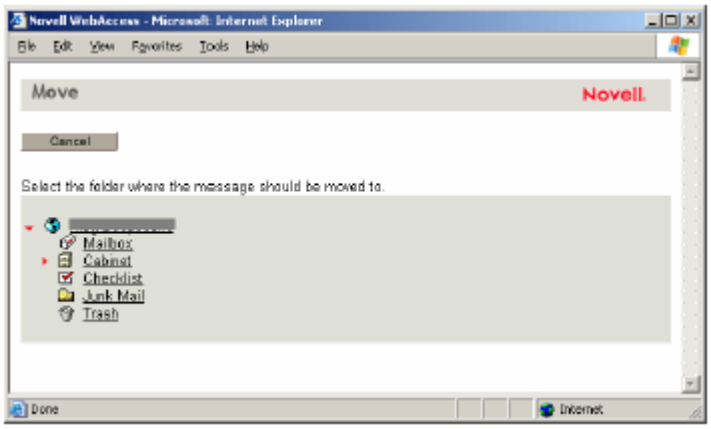
   To move an appointment, task, or note you've already accepted, click the Calendar icon in the Folder List.

2. Locate the item in the Item List.

3. Select the item, then click Move at the top of the Item List.

   or

   Click the item to open it, then click Move.



4. Click the folder where you want to move the item. If you are moving the item to a folder in the Cabinet, you may first need to click the arrow next to the Cabinet to display the Cabinet folders.

You can also move items to the Checklist folder to create a checklist. For more information, see "Using the Checklist Folder" on page 39

3 GroupWise WebAccess Advanced Features

GroupWise® WebAccess lets you use advanced features to help you read and send messages, use the WebAccess calendar, organize messages in folders, print messages, use Proxy to access other mailboxes, and more.

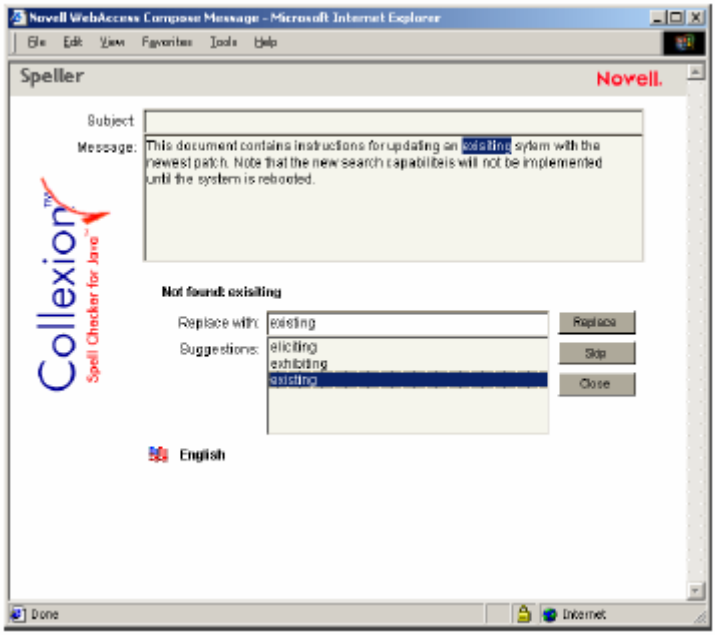
The section contains the following topics:

"Using Spell Checker" on page 25
"Using the Address Book" on page 26
"Working with Attachments" on page 32
"Using the WebAccess Calendar" on page 33
"Working with Folders" on page 37
"Undeleting Items in the Trash" on page 43
"Using Proxy to Manage Other Mailboxes" on page 43
"Modifying WebAccess Options" on page 48
"Printing from WebAccess" on page 55

Using Spell Checker

Spell Checker lets you check messages you create for misspelled words. The WebAccess Spell Checker is a Java Applet. That means that to use the Spell Checker, your browser must be enabled for Java.

1. From a message you are creating, click Spell Check.



2. When Spell Checker stops on a word and suggests replacements, click the word you want in the Suggestions box, then click Replace.

   or

   Edit the word in the Replace With box, then click Replace.

   or

   If you don't want to change the word, click Skip.

   Sometimes Spell Checker offers no replacement words. If this happens, click Skip, or edit the text manually in the Replace With box.

   The WebAccess dictionary and word lists cannot be modified.

3. When there are no more words to check, click Close.

Using the Address Book

The Address Book stores information about users, resources, and organizations. You can use the Address Book to search for information or to add e-mail addresses to an item you are composing.

GroupWise WebAccess includes an HTML version of the Address Book and a Java version. When you open the Address Book, the Java version is displayed. You can switch between versions after you've opened the Address Book.

The Address Book consists of the GroupWise system address book, one or more personal address books, the Frequent Contacts address book, and possibly shared address books and LDAP address books.

- **GroupWise System Address Book:** You have one GroupWise system address book. The system address book includes all users who have a GroupWise Mailbox in your organization. You cannot modify the system address book.

- **Personal Address Books:** You can have multiple personal address books. By default, GroupWise WebAccess provides one predefined personal address book with your name as the GroupWise WebAccess Advanced Features 33
title. You can use your personal address book to add e-mail addresses and information for users, resources, or organizations not defined in the system address book.

- **Frequent Contacts Address Book:** You have one Frequent Contacts address book. In the Windows version of the GroupWise client, your most frequently or most recently used addresses are automatically added to the Frequent Contacts address book. In GroupWise WebAccess, you must manually add addresses to this book. Addresses added by the Windows GroupWise client will also appear in the GroupWise WebAccess Frequent Contacts address book.

- **Shared Address Books:** In the Windows version of the GroupWise client, users can share address books with other users. In GroupWise WebAccess, you cannot share an address book with other users, but you can receive shared address books. Once you accept a shared address book, it appears in your Address Book list along with your system address book, personal address book, and Frequent Contacts address book.

- **LDAP Address Books:** If your GroupWise system administrator has implemented LDAP (Lightweight Directory Access Protocol) to gain access to other address books, the Address Book will give you the option of switching between the GroupWise address books (system address book, personal address book, Frequent Contacts, and shared address books) and the LDAP address books. You can use the LDAP address books to address items and search for user information.

This section contains the following topics:

"Searching for an Entry in the Address Book" on page 27
"Addressing an Item" on page 28
"Managing a Personal Address Book" on page 29
"Accepting a Shared Address Book" on page 31
"Creating a Personal Group" on page 31

Searching for an Entry in the Address Book

1. From the GroupWise WebAccess main window, click the Address Book icon to open the Address Book.

   By default, the Address Book opens to the GroupWise address books. If your GroupWise system administrator has enabled LDAP, you can click LDAP Address Book to search LDAP address books.

2. In the Address Books list, select the address book you want to search.
   For GroupWise, you can choose from the GroupWise address book, the Frequent Contacts address book, or a personal address book. For LDAP, you can choose from any LDAP address books your GroupWise system administrator has defined.

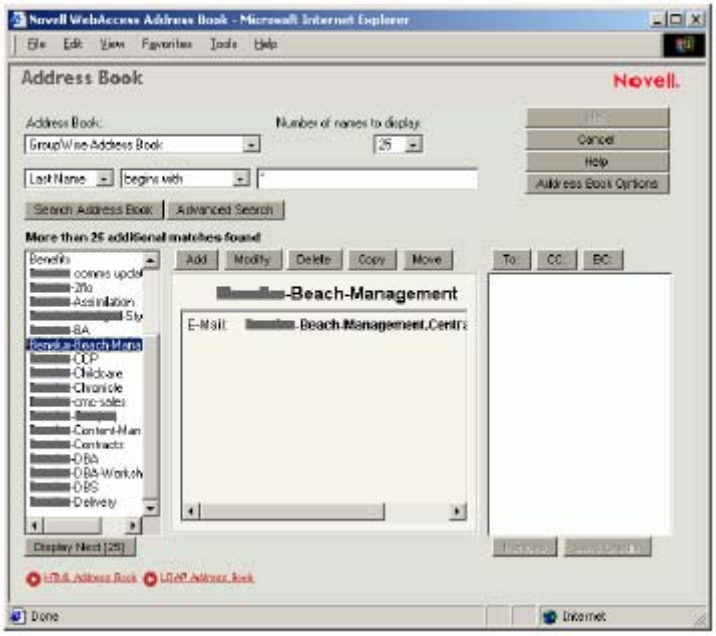
3. Select the number of entries you want displayed at one time. The default displays 25 entries at one time.

4. To list the first entries (25 by default) in the selected address book, leave the search conditions boxes empty.

   or

   To search for a specific entry, use the search conditions boxes to define the Address Book fields and information you want to search.

   GroupWise WebAccess supports the * (asterisk) and ? (question mark) wildcards. When searching a field, you can use * to represent multiple characters and ? to represent one character. In the Java Address Book, for example, if you define a "First Name begins with jo*" condition, the search will return all entries whose first names start with JO (John, Joel, Jose, and so forth). If you define a "Last Name contains s?n" condition, the search will return all entries whose last names contain S and N separated by one character (Sanders, Johannson, Larsen, and so forth).



The HTML Address Book and LDAP Address Book allow you to enter two search conditions.

The Java Address Book, however, lets you enter more than two conditions. To do so, click the Advanced Search button.

5. Click Search Address Book (or Search) to display a list of entries that match your search conditions.

   If you decide to send an item to a user you found, you can click To, CC, or BC to indicate the recipient type and then click Mail to open a new item.

Addressing an Item

1. Open a new item.

2. Click Address Book to open the Address Book.

   By default, the Address Book opens to the GroupWise address books. If your GroupWise system administrator has enabled LDAP, you can click LDAP Address Book to search LDAP address books.

3. In the Address Books list, select the address book you want to search.

   For GroupWise, you can choose from the GroupWise address book, the Frequent Contacts address book, or a personal address book. For LDAP, you can choose from any LDAP address books your GroupWise system administrator has defined.

4. Select the number of entries you want displayed at one time. The default displays 25 entries at one time.

5. To list the first entries (25 by default) in the selected address book, leave the search conditions boxes empty.

   or

   To search for a specific entry, use the search conditions boxes to define the Address Book fields and information you want to search.

   GroupWise WebAccess supports the * (asterisk) and ? (question mark) wildcards. When searching a field, you can use * to represent multiple characters and ? to represent one character. In the Java Address Book, for example, if you define a "First Name begins with jo*" condition, the search will return all entries whose first names start with JO (John, Joel, Jose, and so forth). If you define a "Last Name contains s?n" condition, the search will return all entries whose last names contain S and N separated by one character (Sanders, Johannson, Larsen, and so forth).

   The HTML Address Book and LDAP Address Book allow you to enter two search conditions. The Java Address Book, however, lets you enter more than two conditions. To do so, click the Advanced Search button.

6. Click Search Address Book (or Search) to display a list of entries that match your search conditions.

7. Select the entry you want to add to the item's recipient list, then click To, CC, or BC to indicate the recipient type.

If you are using the HTML Address Book or LDAP Address Book, you can add multiple recipients at one time by selecting the check boxes in front of the recipients' entries. In the Java Address Book, you must add each recipient individually.

8 After you've finished selecting the item's recipients, click OK to add them to the item.

Managing a Personal Address Book

You can have multiple personal address books. By default, GroupWise WebAccess provides one predefined personal address book with your name as the title. You can use your personal address book to add e-mail addresses and information for users, resources, or organizations not defined in the system address book. These addresses can be for people inside or outside of your organization.

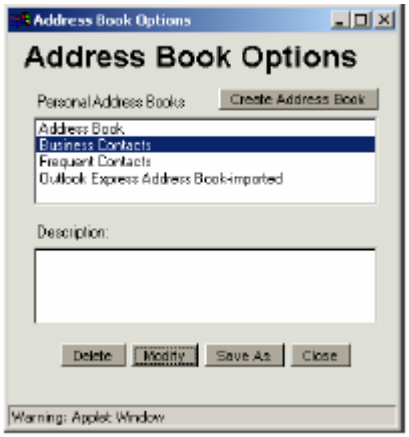
This section contains the following topics:

"Creating a Personal Address Book" on page 29
"Adding Entries to a Personal Address Book" on page 30

Creating a Personal Address Book

1. From the GroupWise WebAccess main window, click the Address Book icon to open the Address Book.

2. Click Address Book Options.



3. Click Create Address Book to display the Create Address Book form.

4. In the Address Book Name box, type the name you want to use for the personal address book.

5. If desired, enter a description in the Description box.

   The description is for your use only. It appears only when viewing the address books in the Address Books Options form.

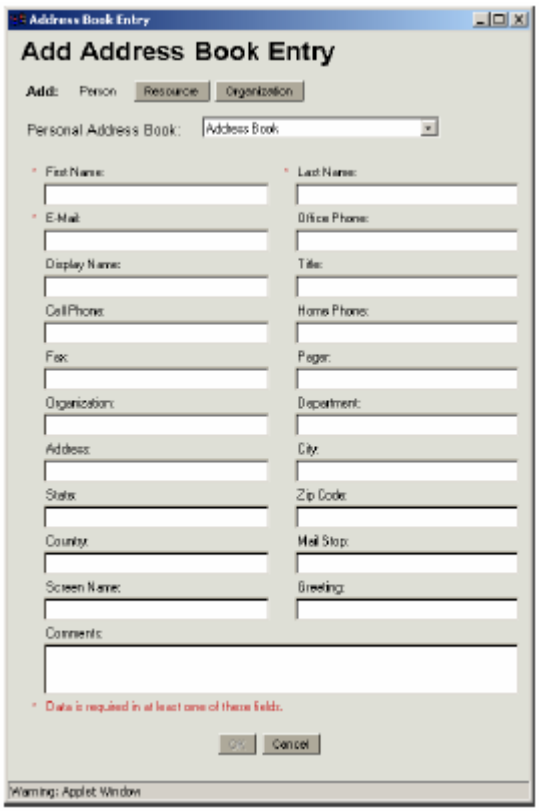
6. Click OK to add the new address book to the Personal Address Book list.

7. Click Close to return to the Address Book.

Adding Entries to a Personal Address Book

1. From the GroupWise WebAccess main window, click the Address Book icon to open the Address Book.

2. In the Address Book, click Add (or Add Entry) to display the Add Address Book Entry form.



3. If you want to add a resource or organization rather than a person, click Resource or Organization.

4. Select the personal address book where you want to add the entry.

5. Fill in at least one of the asterisked fields. This is required so that the entry can be listed in the Address Book.
   If you want to send messages to the entry, make sure you complete the E-Mail field.

6. Fill in any other fields you want. Any information you add will be displayed when you select the entry in the Address Book.

7. Click OK to save the entry to the selected address book.

Accepting a Shared Address Book

In the Windows version of the GroupWise client, users can share address books with other users. In GroupWise WebAccess, you cannot share an address book with other users, but you can receive shared address books. When you accept a shared address book, it appears in your Address Book list along with your system address book, personal address book, and Frequent Contacts address book.

1. Click the Mailbox icon in the Folder List.

2. Click the shared address book notification to open it.

3. Click Accept Address Book to add the address book to the Address Book list.

   You can now use the shared address book to address items or look up user information just as you would from your own address books.

Creating a Personal Group

1. From the GroupWise WebAccess main window, click the Address Book icon to open the Address Book.

   By default, the Address Book opens to the GroupWise address books. If your GroupWise system administrator has enabled LDAP, you can click LDAP Address Book to search LDAP address books for entries you want to add to the personal group.

2. In the Address Books list, select the address book that contains the entries you want to add to the group.

   For GroupWise, you can choose from the GroupWise address book, the Frequent Contacts address book, or a personal address book. For LDAP, you can choose from any LDAP address books your GroupWise system administrator has defined.

3. Select the number of entries you want displayed at one time. The default displays 25 entries at one time.

4. To list the first entries (25 by default) in the selected address book, leave the search conditions boxes empty.

   or

   To search for a specific entry, use the search conditions boxes to define the Address Book fields and information you want to search.

   GroupWise WebAccess supports the * (asterisk) and ? (question mark) wildcards. When searching a field, you can use * to represent multiple characters and ? to represent one character. In the Java Address Book, for example, if you define a "First Name begins with jo*" condition, the search will return all entries whose first names start with JO (John, Joel, Jose, and so forth). If you define a "Last Name contains s?n" condition, the search will return all entries whose last names contain S and N separated by one character (Sanders, Johannson, Larsen, and so forth).

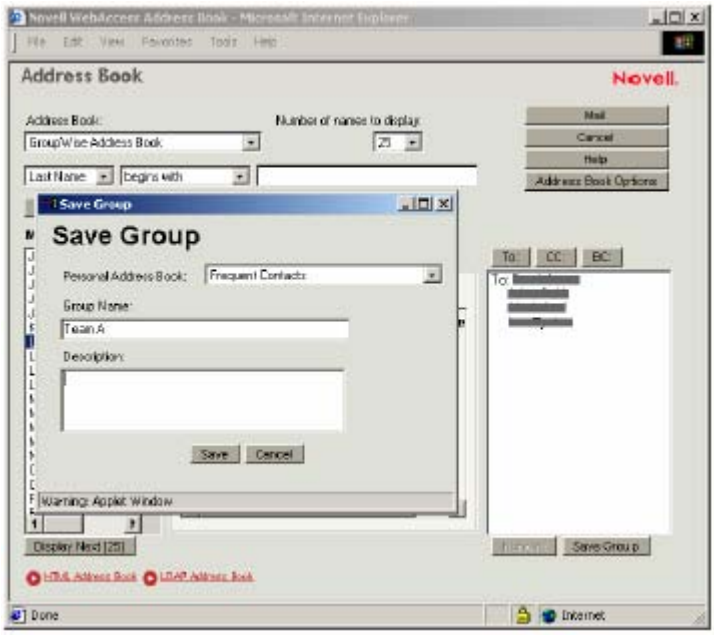
   The HTML Address Book and LDAP Address Book allow you to enter two search conditions. The Java Address Book, however, lets you enter more than two conditions. To do so, click the Advanced Search button.

5. Click Search Address Book (or Search) to display a list of entries that match your search conditions.

6. Select the entry you want to add to the group, then click To, CC, or BC to indicate the recipient type.

   If you are using the HTML Address Book or LDAP Address Book, you can add multiple recipients at one time by selecting the check boxes in front of the recipients' entries. In the Java Address Book, you must add each recipient individually.

7. After you've selected the entries you want to add to the group, click Save Group to display the Save Group dialog box.



8. In the Personal Address Book list, select the personal address book where you want to save the group.

9. Enter a name and description (optional) for the group, then click Save.
   The group is added to the personal address book. When addressing items, you can type the group name in the To, CC, or BC box, or you can use the Address Book to include it. The item will be sent to each member of the group.

Working with Attachments

All GroupWise items you send or receive can include attachments of any file type (for example, text, audio, image, video, and application).

Attaching Files

You can attach one or more files to an item to send to other users. For example, you might want to send an expense report to another user or attach an agenda to an appointment. For you to attach files to an item, your browser must support attachments.

Viewing Attachments

When you view an attached file, GroupWise WebAccess attempts to convert the file to HTML and display it in your browser. If GroupWise WebAccess cannot convert the file, you can try to have your browser display the file. Depending on how your browser is configured to handle the file, the browser may display the file, launch an application to view the file in its native format, or save the file.

Opening Attachments

When you open an attached file, the file is opened in your browser in its native format if your browser supports the file format and if your browser is set up with the correct association for the file format. In addition, you might be able to edit the file if you have the appropriate plug-in (for example, the MSWord plug-in allows you to edit a .doc file in the browser). If you try to open a file with a format that is not supported in your browser or that does not have an association in your browser, you are prompted to save the file to disk.

Saving Attachments

You can save attachments in their native format.

Attached Documents

Users of the Windows version of GroupWise can attach library documents to a message. The attachment includes both a document snapshot and a document reference. The document snapshot is the actual document attached to the message; the document reference is a link to the document in the library. When you receive the message, you have the option of using the document reference to view, open, or save the actual library document, or using the document snapshot to view, open, or save the document attached to the message.

Using the WebAccess Calendar

The Calendar lets you view appointments, tasks, or notes you've received from others or created for yourself. You can view one day, one week, or one month at a time.

You open the Calendar from the toolbar in the GroupWise WebAccess main window. When you open the Calendar, the HTML version is displayed. GroupWise WebAccess also provides a Java version of the Calendar. You can switch between versions after you've opened the Calendar, if your Web browser supports Java.

The Calendar displays any appointments, tasks, and notes you've received whether you've accepted them or not. You can perform the same actions on an item in the Calendar that you can on an item in the Mailbox, such as accepting, declining, delegating, or moving the item. In addition, you can also decline, delegate, or move items you've accepted that no longer appear in your Mailbox. While you have the Calendar open, you can also schedule appointments, assign tasks, and write notes to other users.

If you don't want to open the Calendar, you can use the Calendar option in the Folder List to display your Calendar items in the Item List.

This section contains the following topics:
“Using the HTML Version of the Calendar” on page 34
“Using the Java Version of the Calendar” on page 36

Using the HTML Version of the Calendar

You open the Calendar from the toolbar in the GroupWise WebAccess main window. When you open the Calendar, the HTML version is displayed.

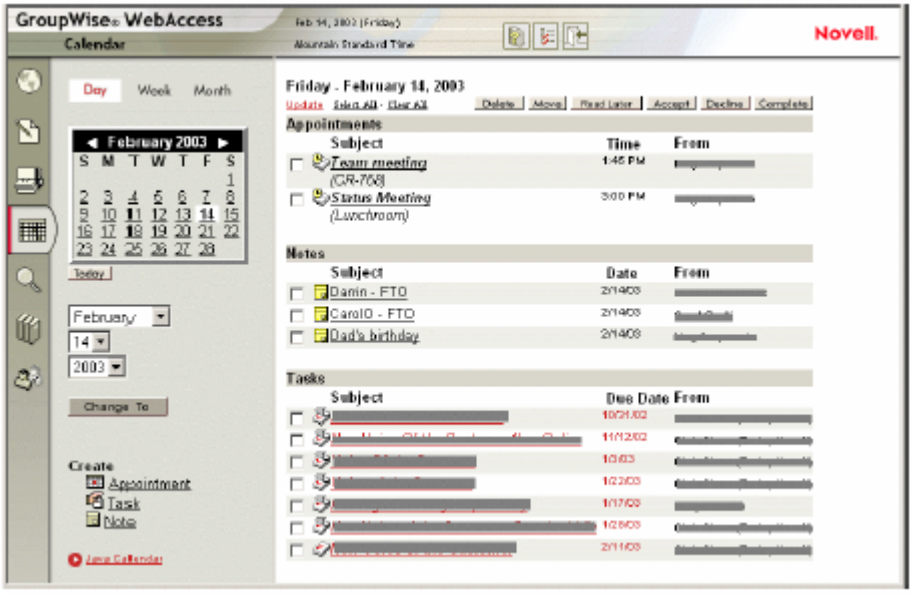
This section contains the following topics:

"Using the Day View Calendar" on page 34
"Using the Week View Calendar" on page 35
"Using the Month View Calendar" on page 35

Using the Day View Calendar

1. Click the View Calendar icon in the main window.

2. Click Day in the top-left corner of the Calendar view.



The Day View calendar displays the current date. To change dates within the current month, click the desired date in the monthly calendar.

To move forward or backward one month, click the arrow buttons next to the month header in the monthly calendar.

To return to the current day's calendar, click Today.

You can also use the Month, Day, and Year drop-down lists to display a calendar for a different date.

You can create an appointment, task, or note from within the calendar by using the appropriate option in the lower-left corner of the calendar view.

Using the Week View Calendar

1. Click the View Calendar icon in the main window.

2. Click Week in the top-left corner of the Calendar view.

   The Week View calendar displays the current week's calendar. To change the view to display another week's calendar, click any date from the desired week in the monthly calendar.

   To move forward or backward one month, click the arrow buttons next to the month header in the monthly calendar.
   To view the current date's Day View calendar, click Today.

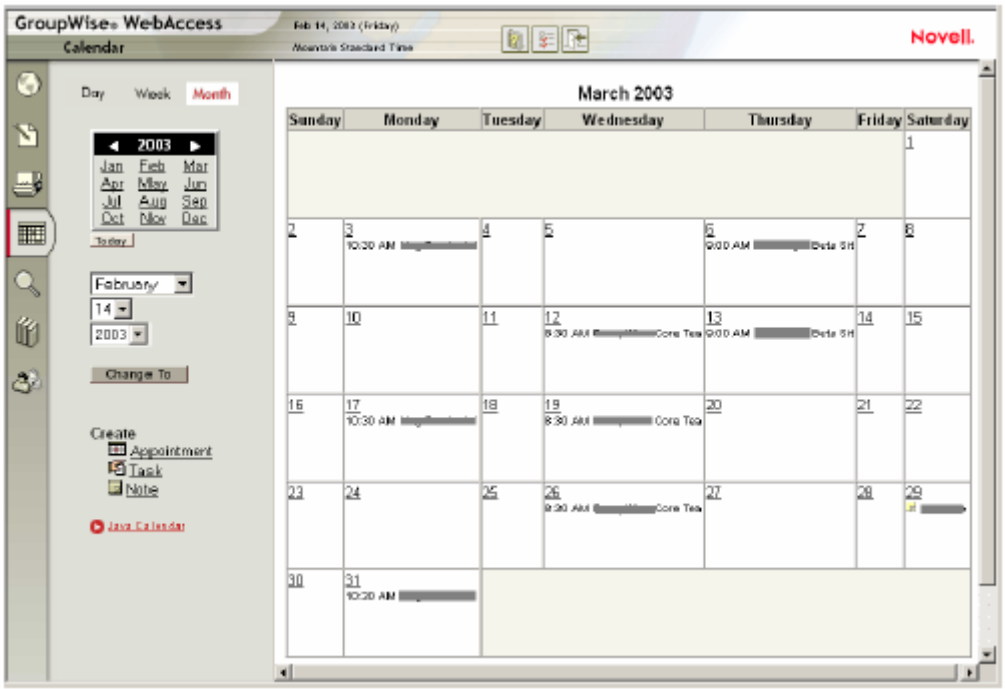
   You can also use the Month, Day, and Year drop-down lists to display a Week View calendar for another week.

   You can create an appointment, task, or note from within the calendar using the appropriate option in the lower-left corner of the calendar view.

Using the Month View Calendar

1. Click the View Calendar icon in the main window.

2. Click Month in the top left corner of the Calendar view.



   The Month View calendar displays the current month's calendar. To change the view to display another month's calendar, click the month in the yearly calendar.

   To move forward or backward one month, click the arrow buttons next to the year header in the yearly calendar.

To view the current date's Day View calendar, click Today.

You can also use the Month, Day, and Year drop-down lists to display a Day View calendar for another day.

You can create an Appointment, Task, or Note from within the calendar using the appropriate option in the lower-left corner of the calendar view.

Using the Java Version of the Calendar

You open the Calendar from the toolbar in the GroupWise WebAccess main window. When you open the Calendar, the HTML version is displayed. GroupWise WebAccess also provides a Java version of the Calendar. You can switch between versions once you've opened the Calendar, if your Web browser supports Java. To switch to the Java calendar, click Java Calendar.

1. Click the View Calendar icon in the main window.

2. Click Java Calendar.

A two-day calendar is displayed. You can display or hide panes for Appointments, Tasks, and

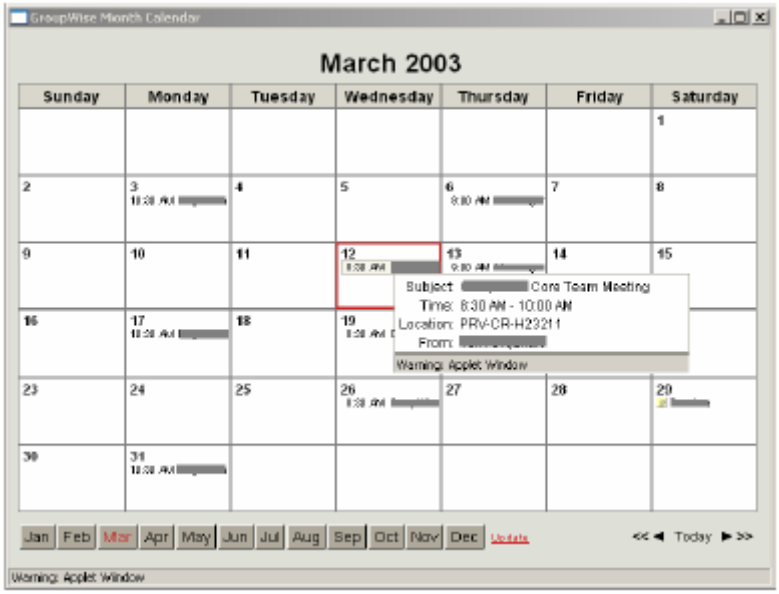
Notes by clicking the appropriate buttons.

Double-click any item to open it.

To display a calendar of a specific date, click Go To Date, select the date using the monthly calendar or by using the backward/forward month and year buttons, then click OK.

You can move forward or backward one day at a time by clicking the arrow buttons next to Today in the toolbar. To return to today's calendar, click Today.

To open a monthly calendar, click Launch Month Calendar.



Place the mouse pointer over any item to display its details, such as Time, Location, From, and so forth. You can display a calendar for another month in the current year by clicking the appropriate month button at the bottom of the view. You can also move forward or backward one month or year using the arrow buttons next to Today. To return to today's calendar, click Today.

Working with Folders

GroupWise WebAccess provides folders to help organize the items you send and receive. The Folder List lets you select which folder you want open. The contents of the currently opened folder are displayed in the Item List.

The following folders are displayed in the Folder List. You can open a folder by clicking the icon.

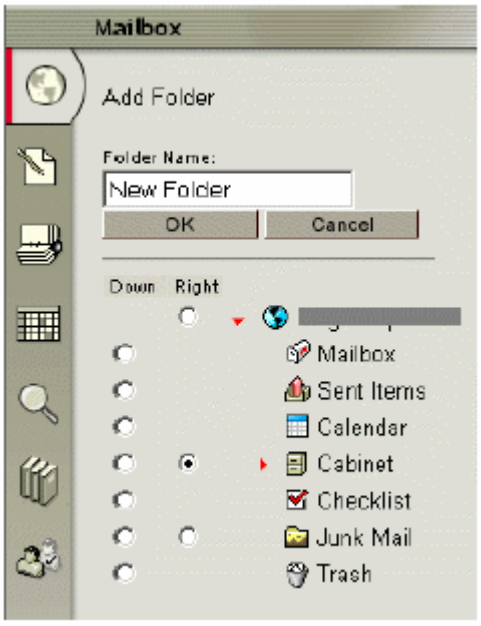
For more information about the folders in your Folder List, see "Understanding the Folder List" on page 6

This section contains the following topics:

"Creating Folders" on page 37
"Deleting Folders" on page 38
"Moving an Item to Another Folder" on page 38
"Viewing Items in a Find Results Folder" on page 39
"Using the Checklist Folder" on page 39
"Working with Shared Folders" on page 40

Creating Folders

1. In the Folder List, click Add Folder.



2. Type a name for your new folder in the Folder Name box.

3. Select the place in the Folder List where you want to add the folder. By default, the folder will be added as the first folder in the Cabinet.

For example, to add a folder at the same level as the Mailbox folder, select the Down button next to the Mailbox folder. To add a folder to the Mailbox folder, select the Right button next to the Mailbox folder.

4 Click OK.

Deleting Folders

You cannot delete your user folder, the Mailbox, the Cabinet, or the Trash. Be careful deleting folders. Some predefined folders, such as, the Sent Items folder, can be difficult to recreate.

1. In the Folder List, click Delete Folder.

2. Click the folder you want to delete, then click Delete to confirm that you want to delete the folder and all its contents.

You cannot delete system folders. For more information, see "Understanding the Folder List" on page 6

Moving an Item to Another Folder

You cannot drag items from folder to folder. Also, because of most Web browsers' limitations, you cannot select more than one item at a time.

1. To move an item you received, click the Mailbox icon in the Folder List.

   or

   To move an appointment, task, or note you've already accepted, click the Calendar icon in the Folder List.

   or

   To move an item you sent, click the Sent Items icon in the Folder List.

2. Locate the item in the Item List.

3. Select the item, then click Move at the top of the Item List.

   or

   Click the item to open it, then click Move.

4. Click the folder where you want to move the item. If you are moving the item to a folder in the Cabinet, you may first need to click the arrow next to the Cabinet to display the Cabinet folders.

Viewing Items in a Find Results Folder

A Find Results folder is a folder that displays the results of a query. When the folder is opened, GroupWise examines the search criteria defined for the folder, searches for everything specified, then displays everything it finds in the Item List. You can act on items in a Find Results folder the same way you act on items in any folder, such as opening, forwarding, printing, copying, moving, or deleting them, but the original item remains stored in the folder where the search found it. This means that if you move or delete an item from a Find Results folder, the item is deleted from the Item List, but not from the original location. The next time you open the Find Results folder, the search is performed again and the item is once again displayed.

Although you cannot create new find results folders using WebAccess, you can use folders you created using the GroupWise Client for Windows. However, to ensure that you are viewing the most recent information in the folder and not a cached copy, you should click Update before opening a Find Results folder.

Using the Checklist Folder

Use the Checklist folder to create a task list. You can move any items (mail messages, phone messages, notes, tasks, or appointments) to this folder and arrange them in the order you want. You can mark items Complete. You can assign items a due date, but the items do not display in your Calendar. The Checklist folder is a system folder.

In the Windows version of GroupWise, you can mark items to display in the Checklist folder without actually moving them. You cannot do this in GroupWise WebAccess. However, if you marked items to display in the Checklist folder from the Windows version of GroupWise, GroupWise WebAccess lets you view the items in the Checklist folder.

In the Windows version of GroupWise, you can create a checklist area at the top of any folder if you have selected the Checklist display setting for the folder. This checklist displays in its original folder and in the Checklist folder. You cannot do this in GroupWise WebAccess. However, if you have created checklists in multiple folders from the Windows version of GroupWise, GroupWise WebAccess lets you view the items in the Checklist folder.

In the previous version of GroupWise WebAccess, a Task List folder listed all the task items in your Mailbox and Calendar. The Task List folder was a query folder. The Checklist folder replaces the Task List folder.

This section contains the following topics:

"Creating a Checklist in the Checklist Folder" on page 39
"Moving an Item to the Checklist Folder" on page 40
"Assigning a Due Date to an Item in the Checklist Folder" on page 40
"Marking or Unmarking a Checklist Item Complete" on page 40

Creating a Checklist in the Checklist Folder

1. Move items to the Checklist folder. For information, see "Moving an Item to the Checklist Folder" on page 40

2. To arrange the items in the order you want, click an item, then click the toolbar icons to move the item up, down, or to the top or bottom of the checklist.

3. To assign a due date to an item, click the item, click Checklist, click Activate Checklist Due Date, select a due date, click Save, then click Close.

   The due date displays in the Due Date column in the Item List.

Moving an Item to the Checklist Folder

1. To move an item you received, click the Mailbox icon in the Folder List.

   or

   To move an appointment, task, or note you've already accepted, click the Calendar icon in the Folder List.

2. Locate the item in the Item List.

3. Select the item, then click Move at the top of the Item List.

   or

   Click the item to open it, then click Move.

4. Click the Checklist folder.

Assigning a Due Date to an Item in the Checklist Folder

1. Click the Checklist icon in the Folder List.

2. Locate the item in the Item List.

3. Click the item to open it, then click Checklist.

4. Click Activate Checklist Due Date, select a due date, click Save, then click Close.

   Click Activate Checklist Due Date, select a due date, click Save, then click Close.

Marking or Unmarking a Checklist Item Complete

1. Click the Checklist icon in the Folder List.

2. Locate the item in the Item List.

3. Click the check box to the left of the item, then click Complete at the top of the Item List.

   Items that have been marked Complete have a check mark next to them.

   To unmark an item, click the item to open it, click Checklist, deselect Complete, click Save, then click Close.

Working with Shared Folders

You can share personal folders with other users. Recipients of the shared folder receive a notification explaining that you have shared the folder with them. They can then accept the folder or decline the folder.

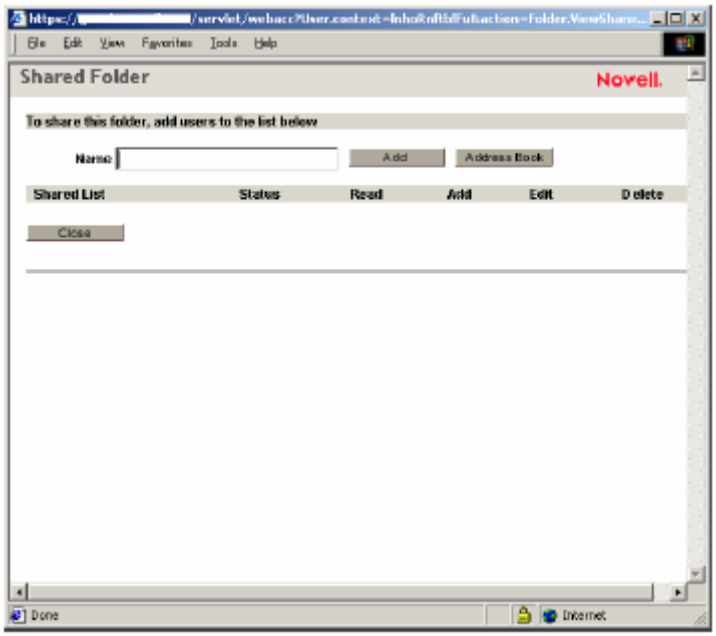
This section contains the following topics:

"Sharing a Folder" on page 41
"Accepting a Shared Folder" on page 42
"Posting an Item to a Shared Folder" on page 42

Sharing a Folder

1. In the Folder List, open the folder you want to share.

2. At the top of the Item List, click Share Folder.

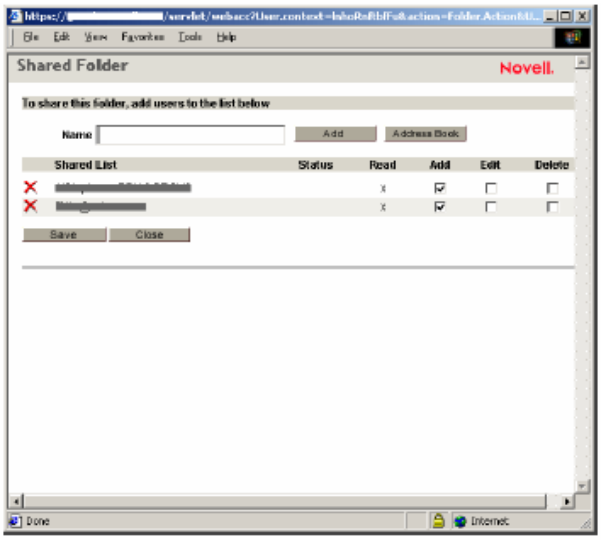


3. In the Name box, type the GroupWise names or GroupWise user IDs of the people with whom you want to share the folder, then click Add to add them to the Shared list.

   or

   Click Address Book to use the Address Book to add names to the Shared list.

   After you've added a shared folder recipient, the Status column displays Pending until the recipient accepts or declines the shared folder.



4. If desired, change the recipient's shared folder rights.

   Read: Lets the user read items in the folder.

   Add: Lets the user add items to the folder.

   Edit: Lets the user edit items in the folder.

   Delete: Lets the user delete items from the folder.

5. Click Save if you changed any shared folder rights.

   or

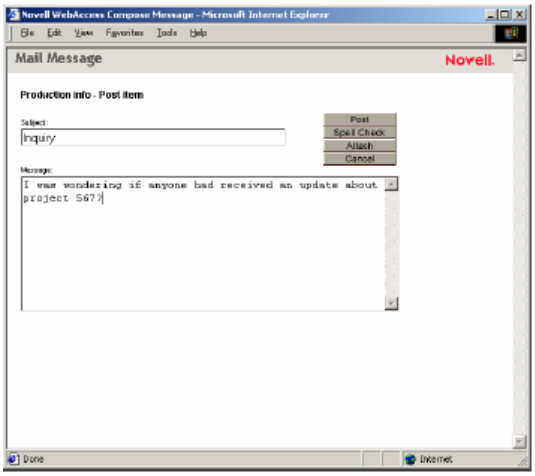
   Click Close.

Accepting a Shared Folder

1. Click the Mailbox icon in the Folder List.
2. Click the shared folder notification to open it.
3. Click Accept Folder to open the Accept Shared Folder dialog box.
4. If you want to change the name of the folder (in your Folder List only), type a new name in the Folder Name box.
5. In the Folder List, select the location where you want the folder to be placed.
6. Click OK to add the folder.

Posting an Item to a Shared Folder

1. In the Folder List, open the shared folder you want to post the item to.
2. At the top of the Item List, click Post Item to This Folder to display a Message form.
3. Type a subject and message.



You can include Web site locations or addresses (URLs) in both the Subject and Message boxes.

4. (Optional) Click Spell Check to spell check the message. For this feature to work, your browser must be enabled for Java.

5. (Optional) Click Attach to attach files to the message. For this feature to work, your browser must support attachments.

6. Click Post to add the message to the shared folder.

Undeleting Items in the Trash

When you delete an item, the item is moved to the Trash. The item remains in the Trash until you purge the item from the Trash or purge all items by emptying the Trash. The Trash works like other folders in your Folder List, which means you can list the items in the Trash as well as open and view item contents. You can also undelete items in the Trash. Undeleted items return to the folders from which they were deleted.

The Windows version of GroupWise includes an option for automatically emptying the Trash after a specified number of days. If this option has been set, either by you or by the GroupWise system administrator, items in the Trash will be automatically purged after the specified number of days.

To undelete items in your Trash folder,

1. Click Trash in the Folder List.

2. Select the item, then click Undelete at the top of the Item List.

   or

   Click the item to open it, then click Undelete.

   The item is moved from your Trash to the folder from which it was originally deleted.

Using Proxy to Manage Other Mailboxes

Proxy lets a GroupWise user access another GroupWise user's Mailbox to perform various actions, such as reading, sending, accepting, and declining items, on behalf of the user. This means that you can manage another user's Mailbox (including the Calendar), or you can allow another user to manage your Mailbox.

Before you can use Proxy to manage another user's Mailbox, that person must grant you proxy access to his or her Mailbox. The same is true if you want someone to act as your proxy; you must give that person proxy access to your Mailbox.

Proxy access enables the proxy to open the other person's Mailbox, while logged in to his or her own Mailbox, without knowing the person's GroupWise user ID and Mailbox password. It also establishes the rights the proxy will have to the Mailbox. A proxy's rights determine the extent to which the proxy can manage the person's Mailbox. For example, the proxy might be given rights

to read and write (send) all item types or be given rights to read Calendar items (appointments, tasks, and notes) only.

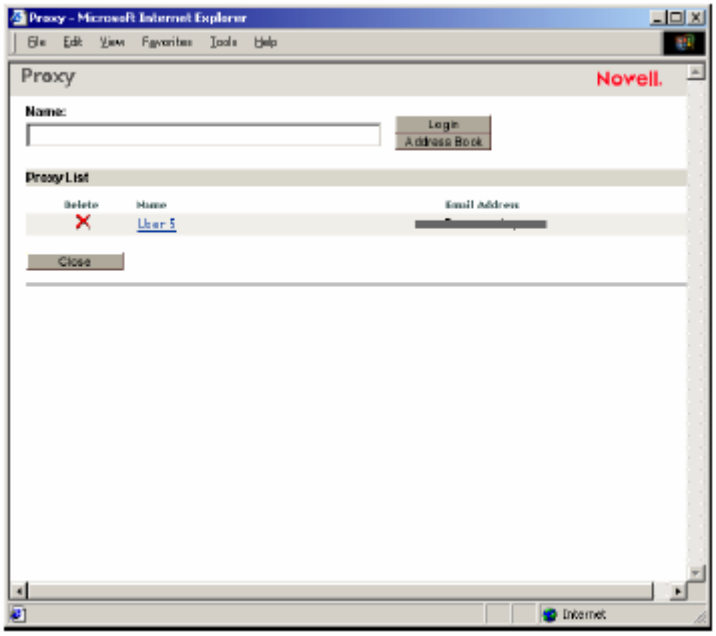
In addition to providing specific users with proxy access to your Mailbox, you can establish a default level of proxy access. The default level of proxy access is given to all GroupWise users who you haven't explicitly given proxy access to. You establish the default level of proxy access by modifying the <All User Access> entry in your Proxy Access list. For example, if you want to enable all GroupWise users to view your Calendar, you can modify the <All User Access> entry to give Read rights to your appointments, tasks, and notes. By default, the <All User Access> does not allow any access to your Mailbox.

This section contains the following topics:

"Proxying Another User's Mailbox" on page 44
"Granting Proxy Access to Your Mailbox" on page 45
"Granting Default Proxy Access to Your Mailbox" on page 47

Proxying Another User's Mailbox

1. From the GroupWise WebAccess main window, click the Proxy icon.



The Proxy list contains the names of all users whose Mailboxes you've previously proxied.

2. If the user's whose Mailbox you want to proxy is listed in the Proxy list, click the user. Otherwise, continue with the next step.

3. Click Address Book to open the GroupWise Address Book.

   or

   If you know the full GroupWise address (*userID.post_office.domain*) of the person whose Mailbox you want to proxy, enter the address in the Name field, then click Login.

4. If you are using the Java Address Book, enter the search criteria needed to find the user whose Mailbox you want to proxy, then click Search Address Book. In the list of users that is displayed as a result of the search, select the user, click Add (above the list box on the right), then click Login to close the Address Book and display the user's Mailbox.

   or

   If you are using the HTML Address Book, enter the search criteria needed to find the user whom you want to be a proxy, then click Search. In the list of users that is displayed as a result of the search, select the user, click Select (at the top of the list of users), then click Login to close the Address Book and display the user's Mailbox.

5. When you are finished proxying for the user, click in the user's main window.

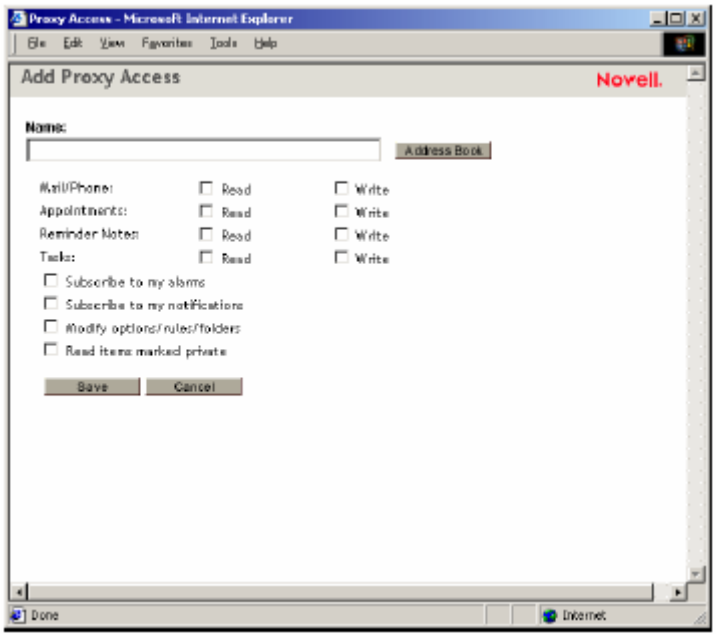
Granting Proxy Access to Your Mailbox

1. From the GroupWise WebAccess main window, click the Options icon on the toolbar.

2. Click Proxy Access.

   For a user to have proxy rights to your Mailbox, you must add the user to the Proxy Access list.

3. Click Add Entry to display the Add Proxy Access page.



4. Click Address Book to open the GroupWise Address Book.

   or

   If you know the GroupWise user ID of the person you want to assign as a proxy, enter the user ID in the Name field, then skip to step 6.

5. If you are using the Java Address Book, enter the search criteria needed to find the user whom you want to be a proxy, then click Search Address Book. In the list of users that is displayed as a result of the search, select the user, click Add (above the list box on the right), then click OK to close the Address Book and display the user in the Name field.

   or

   If you are using the HTML Address Book, enter the search criteria needed to find the user whom you want to be a proxy, then click Search. In the list of users that is displayed as a result of the search, select the user, click Select (at the top of the list of users), then click OK to close the Address Book and display the user in the Name field.

6. Select the rights you want to give the proxy:

   Mail/Phone: Select Read to enable the proxy to read mail and phone messages. Select Write to enable the proxy to create and send mail and phone messages.

   Appointments: Select Read to enable the proxy to read appointments. Select Write to enable the proxy to create and send appointments.

   Reminder Notes: Select Read to enable the proxy to read notes. Select Write to enable the proxy to create and send notes.

   Tasks: Select Read to enable the proxy to read tasks. Select Write to enable the proxy to create and send tasks.

   Subscribe to My Alarms: Select this option to enable the proxy to receive any appointment alarms you set. This applies only if the proxy is using the GroupWise client for Windows. Receiving alarms is not supported in GroupWise WebAccess.

   Subscribe to My Notifications: Select this option to enable the proxy to receive notifications given through GroupWise Notify. This applies only if the proxy is using the

   GroupWise client for Windows. Receiving notifications is not supported in GroupWise WebAccess.

   Modify Options/Rules/Folders: Select this option to enable the proxy to change the options in your Mailbox and to add, delete, or modify folders. The proxy can edit any of your Options settings except for the Proxy Access settings.

   Read Items Marked Private: Select this option to enable the proxy to see any items that are marked Private. If you don't give the proxy these rights, all items marked Private in your Mailbox are hidden from that proxy.

7. Click Save to add the proxy to the Proxy Access list.

8. Repeat steps 3 through 7 to add additional proxies.

   or

   Click Close to close the Proxy Access list.

Granting Default Proxy Access to Your Mailbox

1. From the GroupWise WebAccess main window, click the Options icon on the toolbar.

2. Click Proxy Access.

The Proxy Access list contains an entry called <All User Access>. This entry applies to any GroupWise users who you have not explicitly added to the Proxy Access list.

3. Click <All User Access> to display the proxy rights assigned to this entry.
   By default, the <All User Access> entry has no proxy rights to your Mailbox.

4. Select the rights you want to give the <All User Access> entry:

   Mail/Phone: Select Read to enable all users to read mail and phone messages. Select Write to enable all users to create and send mail and phone messages.

   Appointments: Select Read to enable all users to read appointments. Select Write to enable all users to create and send appointments.

   Reminder Notes: Select Read to enable all users to read notes. Select Write to enable all users to create and send notes.

   Tasks: Select Read to enable all users to read tasks. Select Write to enable all users to create and send tasks.
   Subscribe to My Alarms: Select this option to enable all users to receive any appointment alarms you set. This applies only if they are using the GroupWise client for Windows. Receiving alarms is not supported in GroupWise WebAccess.

   Subscribe to My Notifications: Select this option to enable all users to receive notifications given through GroupWise Notify. This applies only if they are using the GroupWise client for Windows. Receiving notifications is not supported in GroupWise WebAccess.

   Modify Options/Rules/Folders: Select this option to enable all users to change the options in your Mailbox and to add, delete, or modify folders. Users can edit any of your Options settings except for the Proxy Access settings.

   Read Items Marked Private: Select this option to enable all users to see any items that are marked Private. If you don't give the users these rights, all items marked Private in your Mailbox are hidden from the users.

5. Click Save to save the changes to the <All User Access> entry.

6. Click Close to close the Proxy Access list.

Modifying WebAccess Options

You can use GroupWise WebAccess to modify options to change your password, change your send options, change your time zone, create rules, and more.

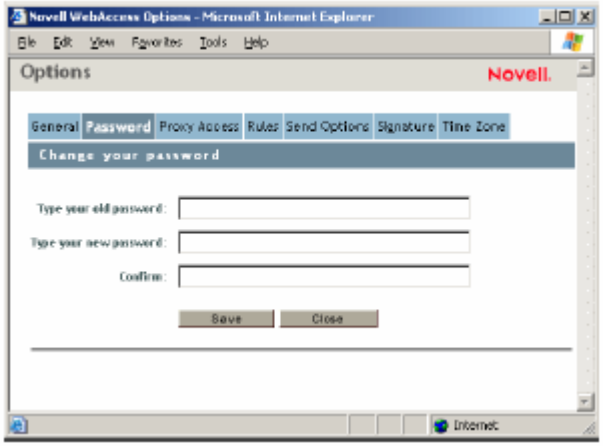
This section contains the following topics:

"Changing Your GroupWise Password" on page 48
"Specifying Send Options" on page 49
"Setting the Default Number of Messages to Display" on page 51
"Automatically Adding A Signature to Items You Send" on page 51
"Using Rules" on page 52

Changing Your GroupWise Password

1. From the GroupWise WebAccess main window, click the Options icon.

2. Click Password.



3. Type your old password.

4. Type your new password, then retype the new password to confirm it.

   Remember that your password is case-sensitive.

5. Click OK.

   When you change your password in GroupWise WebAccess, you change it for your GroupWise Mailbox. That means that you always use the same password to log in to your GroupWise Mailbox whether you are using GroupWise WebAccess or another version of the GroupWise client.

Specifying Send Options

You can specify send options for different types of items (mail, appointment, task, note, phone message) you send, and you can specify global send options that affect every item you send. Send options include the following:

Classification

A classification is a security setting that lets the recipient know if the item is confidential, top secret, and so forth. This information appears at the top of the item. A classification does not provide any encryption or additional security. It is meant to alert the recipient to the relative sensitivity of the item.

Priority

Recipients can see the priority of an item by looking at the color of the icon next to the item in the Item List. High priority items are red, normal priority items are white, and low priority items are gray.

Reply Requested

When you request a reply to an item, the recipient of the item sees next to the item in the Item List. If you select When Convenient, "Reply Requested: When convenient" appears at the top of the item. If you select Within x Days, "Reply Requested: By xx/xx/xx" appears at the top of the item. If the recipient attempts to delete an item without replying, he or she is reminded that the item requested a reply. (The recipient can still delete the item without replying.)

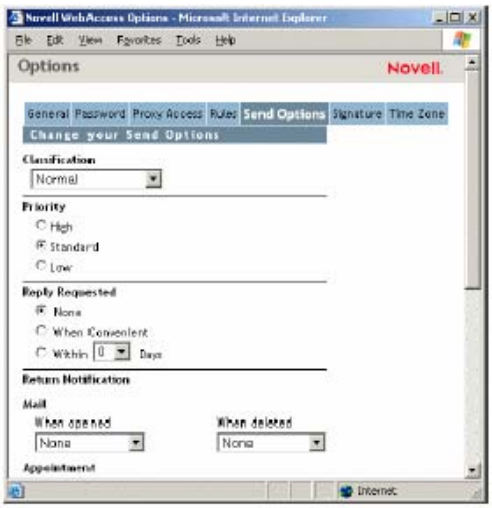
Return Notification

Return notification lets you know information such as when the recipient opens or deletes an item, declines an appointment, or completes a task. If you select to receive Notify or Notify and Mail, this will only apply when you are using the GroupWise client for Windows. Receiving notifications through Notify is not supported in GroupWise WebAccess.

Changing the Security Setting (Classification) of All Items You Send

1. From the GroupWise WebAccess main window, click the Options icon.

2. Click Send Options.



3. Select a security setting from the Classification drop-down list.

4. Click Save, then click Close.

Changing the Priority of All Items You Send

1. From the GroupWise WebAccess main window, click the Options icon.

2. Click Send Options.

3. Select a priority.

   The small icon next to an item in the Mailbox is red when the priority is high, white when the priority is standard, and gray when the priority is low.

4. Click Save, then click Close.

Requesting a Reply for All Items You Send

1. From the GroupWise WebAccess main window, click the Options icon.

2. Click Send Options.

3. Under Reply Requested, specify when you want to receive a reply.

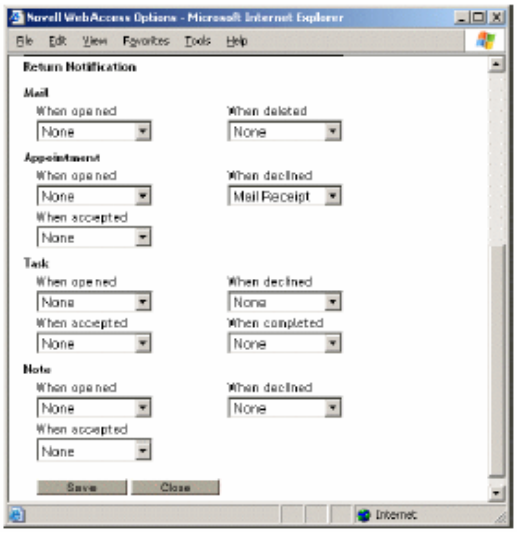
   The recipient sees next to the message. If you select When Convenient, "Reply Requested: When convenient" appears at the top of the message. If you select Within x Days, "Reply Requested: By xx/xx/xx" appears at the top of the message.

4. Click Save, then click Close.

Getting a Return Receipt for All Items You Send

1. From the GroupWise WebAccess main window, click the Options icon.

2. Click Send Options.



3. In the Return Notification group box, specify the type of return receipt you want.

   If you select to receive Notify or Notify and Mail, this will only apply when you are using the GroupWise client for Windows. Receiving notifications through Notify is not supported in GroupWise WebAccess.

4. Click Save, then click Close.

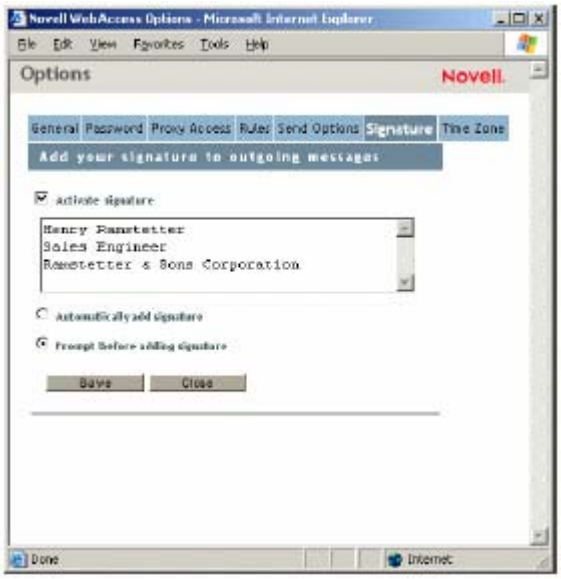
Setting the Default Number of Messages to Display

1. From the GroupWise WebAccess main window, click the Options icon.
2. Click Send Options.
3. Click General.
4. Select the default number of messages you want to display in your Item List.
5. Click Save, then click Close.

Automatically Adding A Signature to Items You Send

You can create an electronic signature that contains your name, title, phone number, and so forth. You can then choose to add the signature automatically to items you send or to prompt you before adding it.

1. From the GroupWise WebAccess main window, click the Options icon.
2. Click Signature.
3. Click Activate Signature.
4. Type your signature text in the box.



5. Click Automatically Add Signature to have GroupWise WebAccess add the signature when you send the item.

   or

   Click Prompt Before Adding Signature to have GroupWise WebAccess prompt you before adding the signature when you send the item.

6. Click Save.

   When you create a signature, GroupWise WebAccess stores it in your GroupWise Mailbox at your post office. Whether you log in to your Mailbox through GroupWise WebAccess or another version of the GroupWise client, you always have the same signature.

Using Rules

You can use rules to define actions that you want to be performed on items you receive. For example, you can forward or reply to messages or move messages to folders. Rules can help you organize your Mailbox, automate your Mailbox while you are away, or delete unwanted items.

Requirements for Creating a Rule

- When you create a rule, you must do the following:
- Select the type of action you want performed. The available actions are: forward, reply to, delete, move to a folder, and vacation. Vacation is simply a predefined type of reply.
- Name the rule. By naming the rules, you can have more than one rule that uses the same action.
- Define any optional conditions. For example, you might want to move all items you receive from your supervisor to a specific folder. You can define a condition so that only messages with your supervisor's name on the From line are moved to the folder. All other items will remain in your main Mailbox folder.
- Fill in the information required to carry out the action. For example, you may need to specify the folder where you want to move the messages.
- Save the rule.

Using Rules Created with Another GroupWise Client

Rules are stored in your GroupWise Mailbox at your post office. Because of this, rules you've defined in other versions of the GroupWise client will also appear in the Rules list and will apply when you use GroupWise WebAccess.

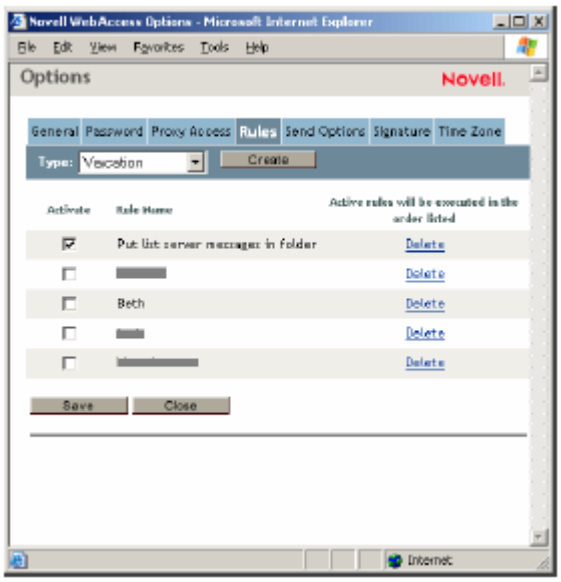
Editing Rules

You can edit any rules you create in GroupWise WebAccess. If you've created rules using another version of the GroupWise client, you will be able to edit those rules provided they do not contain more capabilities than GroupWise WebAccess allows you to set. For example, the Windows version of the GroupWise client lets you create rules to apply to items you are sending. Because the Rules feature in GroupWise WebAccess does not include this capability, you would not be able to edit that rule.

Creating a Rule

1. From the GroupWise WebAccess main window, click the Options icon.

2. Click Rules.



3. Select the type of rule you want to create:

   - **Delete:** Moves an item to the Trash. You can apply the rule to all new items or only new items that meet the criteria you establish.

   - **Forward:** Forwards an item to the recipients you specify. You can apply the rule to all new items or only new items that meet the criteria you establish.

   - **Move to Folder:** Moves an item to the folder you specify. You can apply the rule to all new items or to only new items that meet the criteria you establish.

   - **Reply:** Generates a reply to an item. The reply can go to the sender of the item only (Reply to Sender) or to all recipients of the item (Reply All). You can apply the rule to all new items or only new items that meet the criteria you establish.

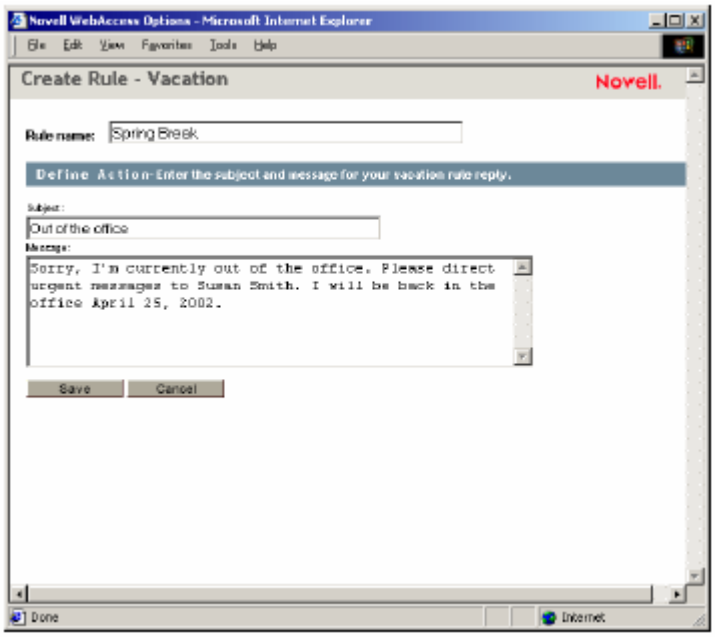
   - **Vacation:** Generates a reply to all new items you receive. The reply goes to the sender of the item only (Reply to Sender), not to all recipients of the item (Reply All).

4. Click Create to display the Create Rule form.

5. Type the name you want to use for the rule. Names can include any characters, including spaces.

6. If desired, define an optional condition to limit the items that are affected by the rule. If you do not define an optional condition, the rule will be applied to all new items you receive.

   You cannot define an optional condition for the Vacation rule. The Vacation rule is applied to all items.



7. Define the actions that you want performed when the rule is applied.

   The actions vary depending on the type of rule you are creating. For example, when creating a rule to reply to items, you select whether you want to reply to the sender only or the sender and all recipients. When moving an item to a folder, you select the destination folder.

8. Click Save to save the rule to the Rules list.

9. By default, the rule is automatically activated. If you don't want the rule to be active at this time, deselect the rule's Activate box, then click Save.

   or

   To keep the rule active, click Close.

   When you create a rule, GroupWise WebAccess stores it in your GroupWise Mailbox at your post office. Whether you log in to your Mailbox through GroupWise WebAccess or another version of the GroupWise client, you always have the same rules.

Activating or Deactivating Rules

By default, when you save a rule that you've just created, it is automatically activated. GroupWise WebAccess will execute the rule for any new items you receive. It will not execute the rule for any items you have already received.

1. From the GroupWise WebAccess main window, click the Options icon.
2. Click Rules.
3. In the list of active rules, click the rule's check box to activate it or deactivate it.

   A check mark indicates that the rule is active.
4. Click Save to save the changes.

Printing from WebAccess

Printing from WebAccess depends on the printing capabilities of your Web browser.

1. Click any message in the Item List to open it.
2. Click in the message text.
3. Use your browser's print feature to print the message.

   For example, to print using Netscape Communicator, click File, then click Print.

   If your browser’s print feature prints the message in a format that loses information, click Print View to display a printer-friendly version of the message in a new browser window, then print the message from the new window.