GroupWise 5.5

For Windows

GRG
Global Reference Guides Inc.

What is GroupWise 5.5?

GroupWise is an electronic messaging system that will help you send and receive e-mail messages and much more. You can track tasks, assignments, and appointments in your calendar and task lists. You can configure the application to grant access to other users and automate tasks as well. All of the messaging, appointments and task capabilities you will need can be found in the wide range of tools and features that the application provides - GroupWise 5.5.

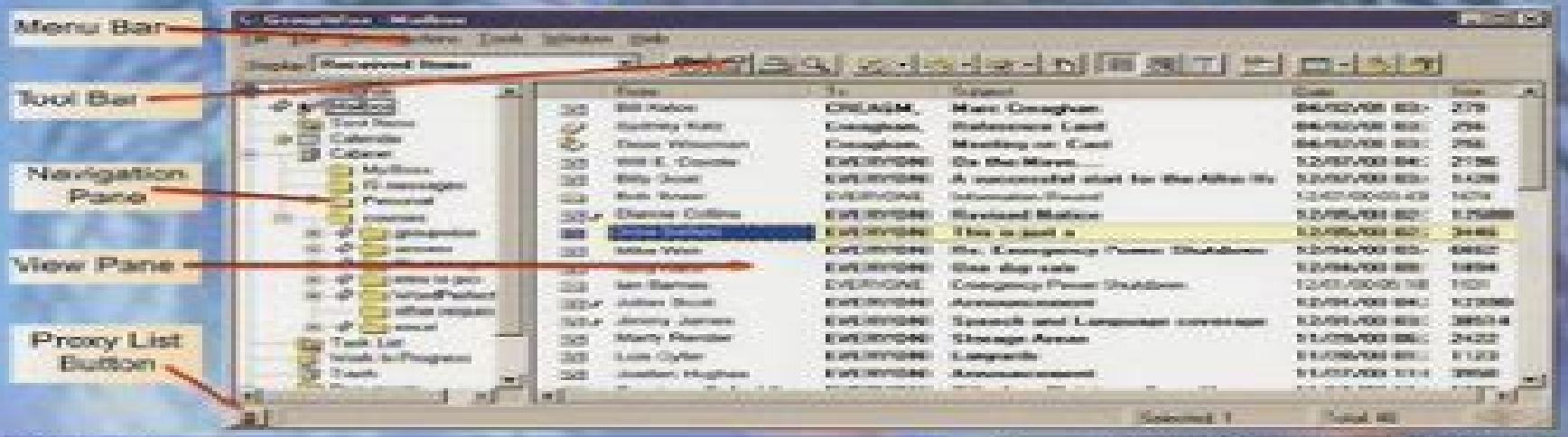
Enjoy!

Guide Description

Welcome to the GroupWise 5.5 Global Reference Guide. This guide has been designed to give you the easy to read start on learning. Special care has been taken to lay out all the key features of this application in a concise manner that is easy to read, understand, and apply. When you use this guide with GroupWise 5.5, your knowledge and productivity will grow in leaps and bounds. Make certain to keep this valuable resource within reach at all times.

Global Legend

- Basic
- Intermediate
- Power User
- Great Tip
- Watch Out!
- Advanced Tip
- Frequently Asked Questions



Messaging

Creating an E-Mail Message:

1. Click on the **New Mail Message** button.
2. Type in the names of the recipients and press **Enter** after each name. Type either the first or last name depending on the preference you set in the **Address Book**. GroupWise will fill in the rest. If the name is incorrect, keep typing until you see an exact match for the person to whom you are sending the message.
3. Repeat Step 2 for the CC and BC fields.
4. Enter a subject.
5. Type your message.
6. Click on the **Send** button once you are finished composing the message.

Using the Address Book to Address a Message

1. Click on the **Address Book** button.
2. Scroll down to find the name of the recipient you need or type the first few letters of the recipients name. GroupWise will jump to the person letter by letter until the recipients name is selected.
3. Double-click on the person's name to transfer it to the To: field on the right-hand side of the window.
4. Single-click on a name that you want to include as a CC: or BC: then click the appropriate button at the top of the window.
5. Click **OK** once you have addressed all the names you need.

GroupWise 5.5 comes standard with its own help function that will explain all facets of the application in great detail.

Using the help facility, with this reference guide, will allow you to increase your knowledge of GroupWise features and use it to its full potential.

1. Select **Help Topics** from the **Help** drop-down menu.
2. At this point, you are presented with three different tabs that will offer different ways to access Help information:

Contents lists all available general help topics. Double-click a general topic to reveal specific information on that subject.

Index is used to scroll to a certain keyword, or just type it in. The index is in alphabetical order and will adjust as you type.

Find is used to locate all instances of a word in the help text. There are also step by step instructions for using many features found under **Help: Guides**.

Spell Check your Message:

To check the spelling of your message, click on the **Spell Check** button.

Q: How do I remove a name from the recipient list in the **Address Book** window?

A: Click on the name in the right pane of the **Address Book Window** and click on the **Remove** button.

Q: What if I decide that I don't want to send this message after all?

A: Press the **Cancel** button and don't save the changes when you are prompted.

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