


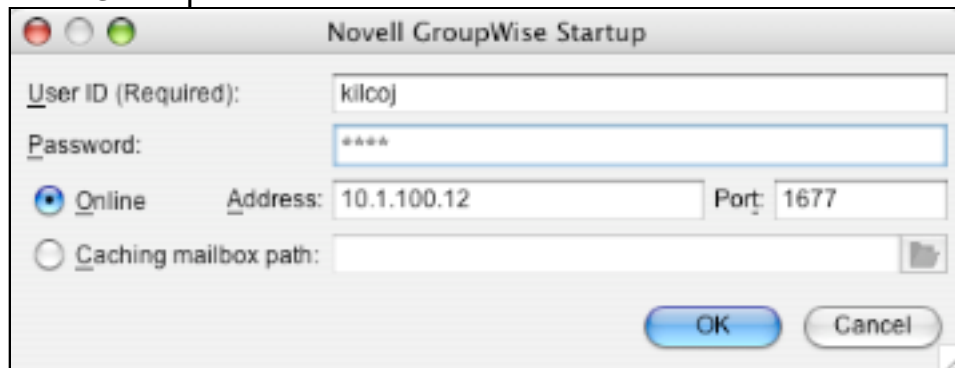
# You've Got Mail

## Groupwise 6.5 for OSX



The new Groupwise email version is on all OSX computers. **It can be used only when you are in school.** To access your Groupwise email from home, you will have to use the web based version.

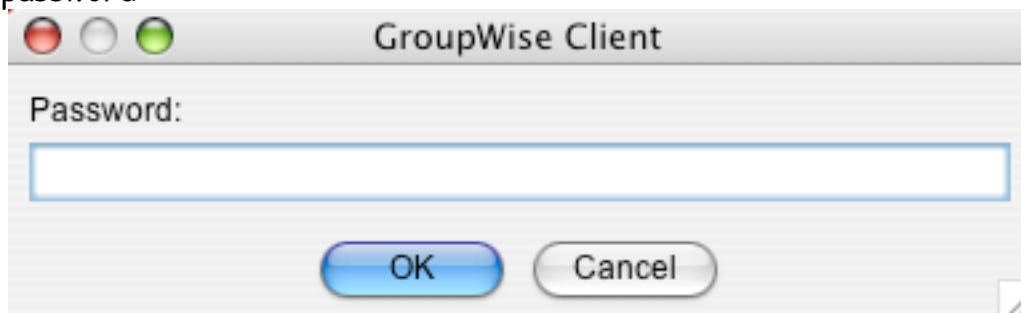
To open Groupwise, double click on the Groupwise icon  in the dock.  
Login with your user ID and password



The screenshot shows the 'Novell GroupWise Startup' dialog box. It has a title bar with standard Mac OS window controls (red, yellow, green buttons). The dialog contains the following fields and options:

- User ID (Required):** A text field containing 'kilcoj'.
- Password:** A text field containing four asterisks '\*\*\*\*'.
- Online:** A radio button that is selected.
- Address:** A text field containing '10.1.100.12'.
- Port:** A text field containing '1677'.
- Caching mailbox path:** An empty text field with a folder icon to its right.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom right.

Once you have used the email login on that computer, Groupwise will remember you and only ask only for your password:



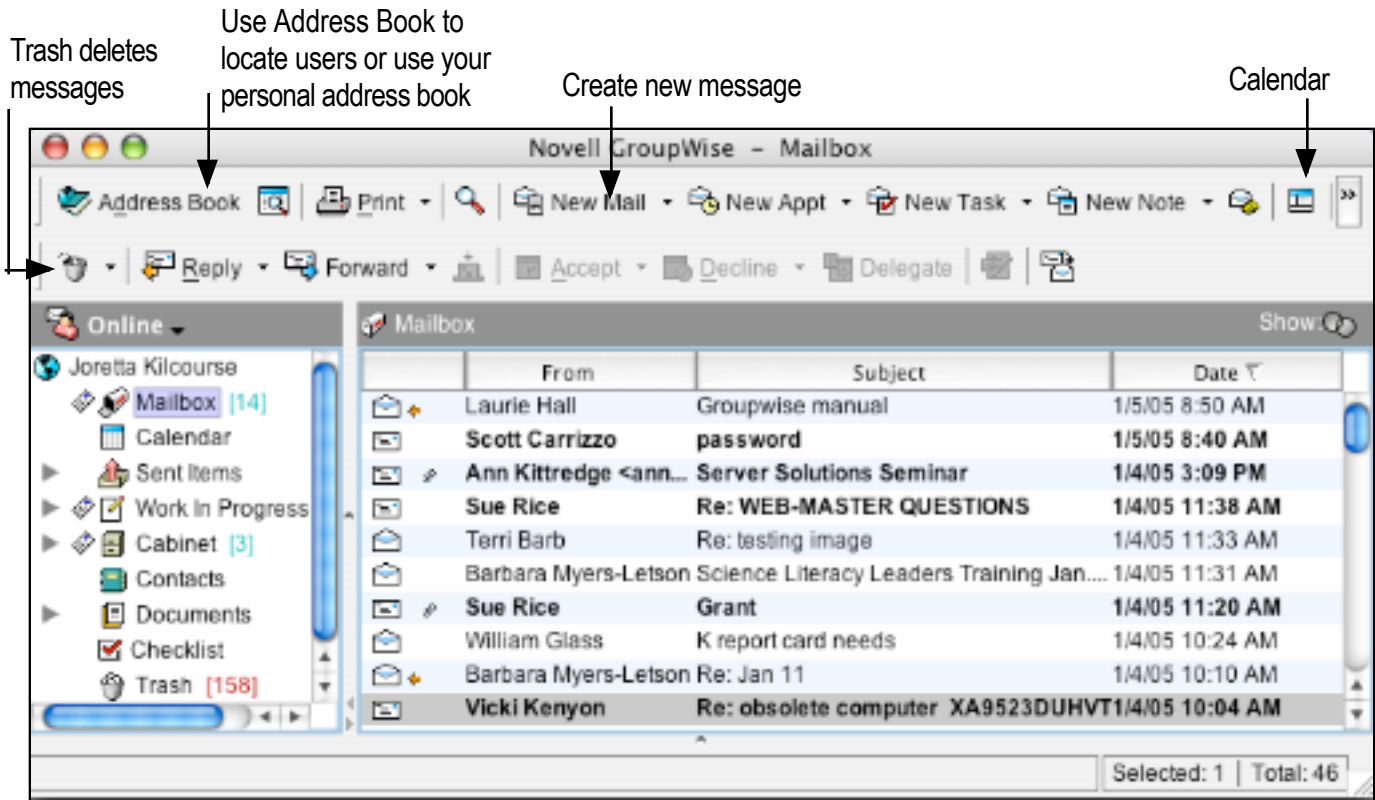
The screenshot shows the 'GroupWise Client' dialog box. It has a title bar with standard Mac OS window controls. The dialog contains the following elements:

- Password:** A text field for entering the password.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

Because Groupwise remembers the last person to use the computer, you may find that typing in only your password doesn't work. (It is remembering someone else!) If that happens, just click on Cancel, and the full screen that requests your User ID and Password will appear. You can then type in your own User ID and Password.

Click OK.

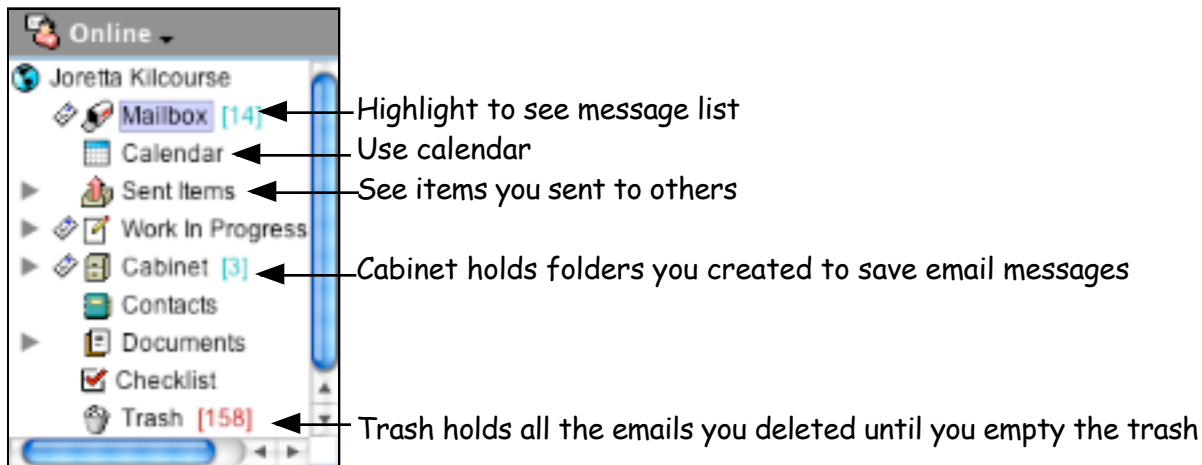
## Groupwise 6 Window:



Icons appearing next to Items in your mailbox have meaning:

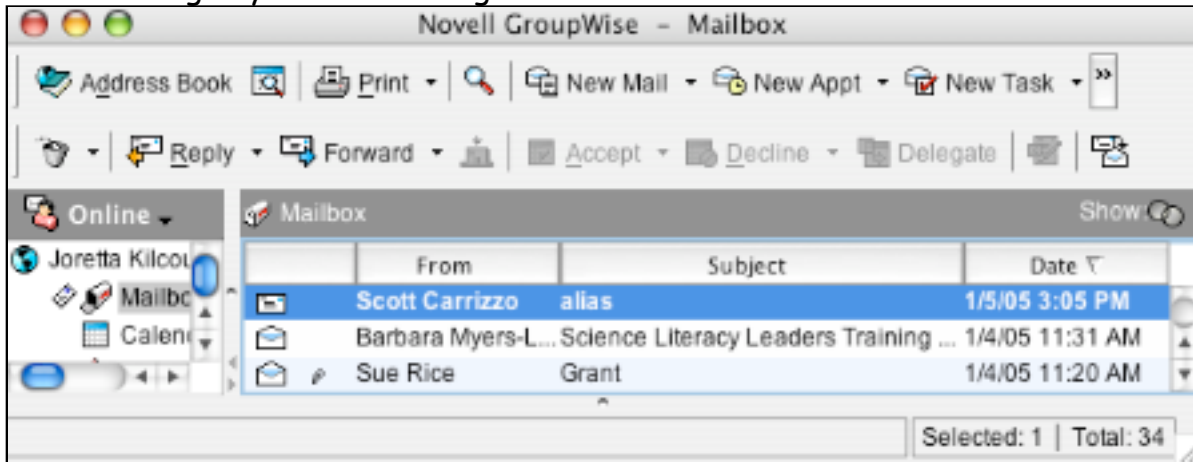
- ✉ Unopened new message
- ✉ ✎ Message with an attachment
- ✉ Opened message
- ✉ ✎ Opened message that you replied to
- ✉ ➔ Message has been forwarded

Folder list:



## Email Message Window:

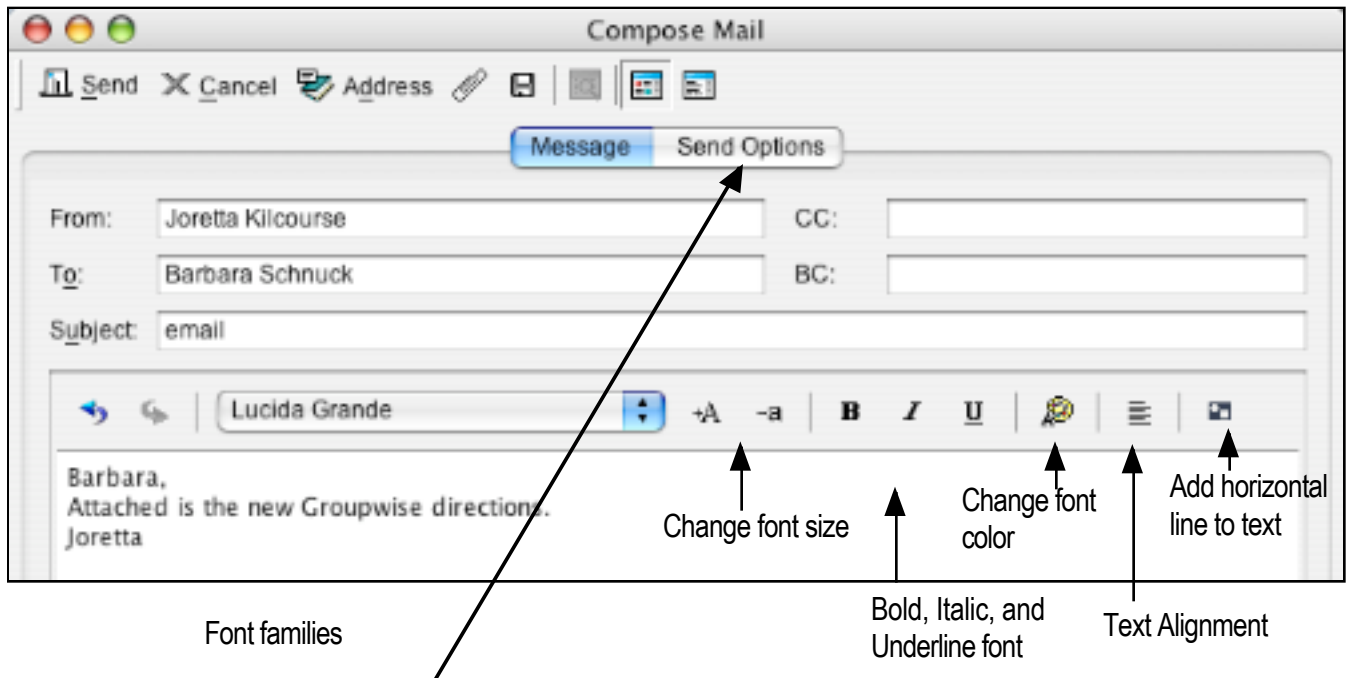
Open an email message by double clicking on it in the list.



Reply to email by clicking on the Reply button in the Toolbar.

## Create a new email message:

- Type in the actual name of the person in Danbury Public Schools you wish to email.
- If emailing outside the district, you must use the complete email address (example: apple42@aol.com)
- Include a subject. This helps the recipient know what the email is about.




To make the new email message a priority and show up as RED in the recipient's email, click on Send Options and select High Priority.

## Delete and clean out old messages:

It is important to occasionally clean out your old email. When over 900 people save every message on the email server, we have problems!

- To delete read messages, click once to highlight the message and then click on the Trash Can

in the Menu Bar. 


- To empty trash, click on the Trash Can in the Folder List  Trash and from the Edit Menu, select Empty Trash. When asked if you want to delete all items in the trash, select yes.
- To delete Sent Messages, Click on the Sent Messages Icon in the Folder List. Your sent messages will appear in the message list on the right.
- Highlight the messages you wish to delete and click on the Trash Can in the Menu Bar.

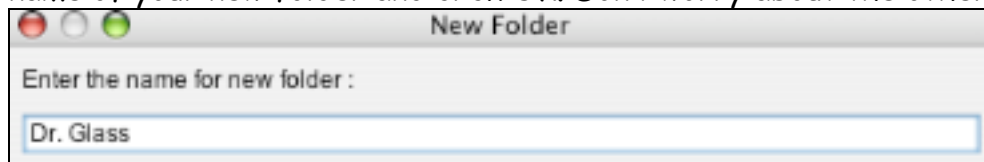


You will get a message asking where to delete the messages. Select My Mailbox.

## Create folders and save messages:

If you wish to save email messages, create a folder to organize your saved messages. Don't leave them in your new message list. This will make it easier for you to identify new mail and find old mail.

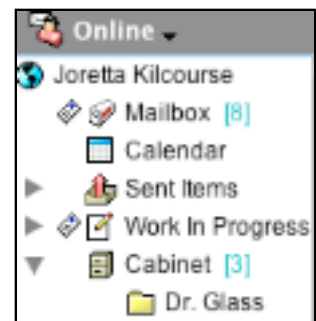
- To create a folder, click on the Cabinet in your Folders List.  Cabinet
- From the Actions Menu, select New Folder. A New Folder window will appear. Type in the name of your new folder and click OK. Don't worry about the other options on the page.




- Click on the small triangle in front of the Cabinet to open the Cabinet folder.

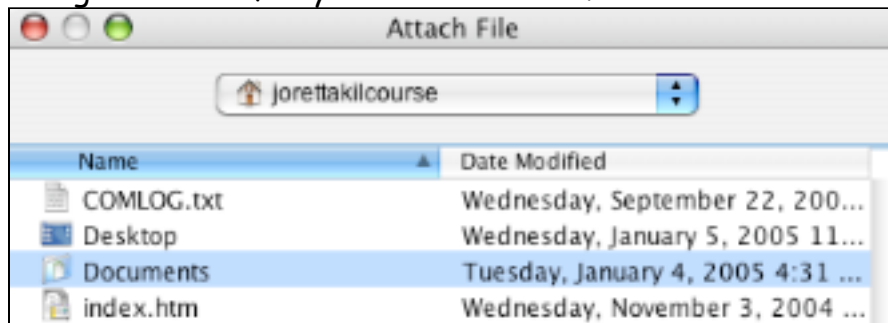


- Once created, you can simply drag messages from the message list to the folder on the right.
- To view saved messages, click on the file folder and the messages will appear in the right side of the window.
- To go back to new email, click on Mailbox.

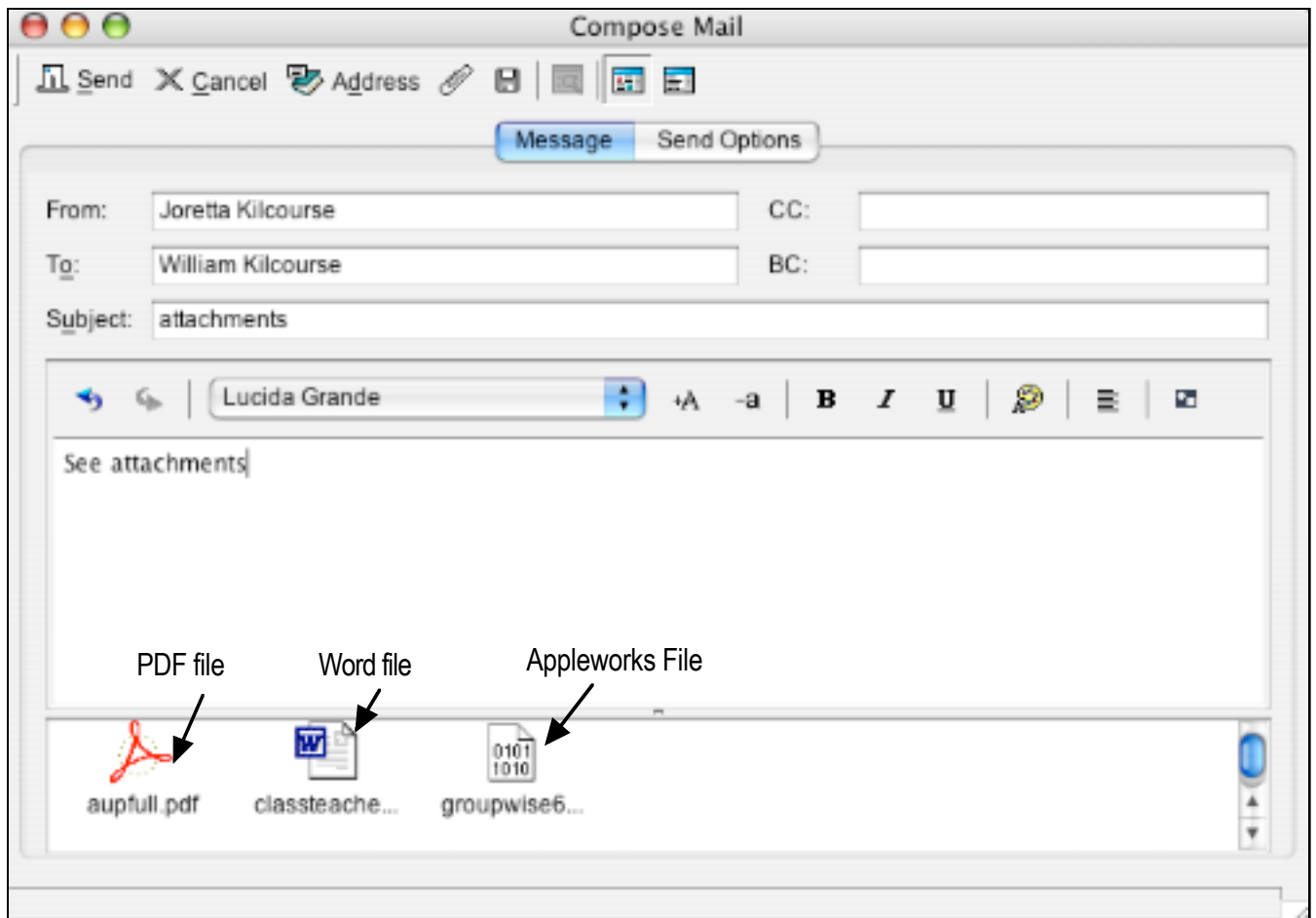


## Attach Files:

- Create your file and save it to your documents folder.
- Then create the email message.
- To attach a file, click on the paper clip icon  in the toolbar of the message window.
- Navigate to the file you wish to attach. You can also attach photographs.

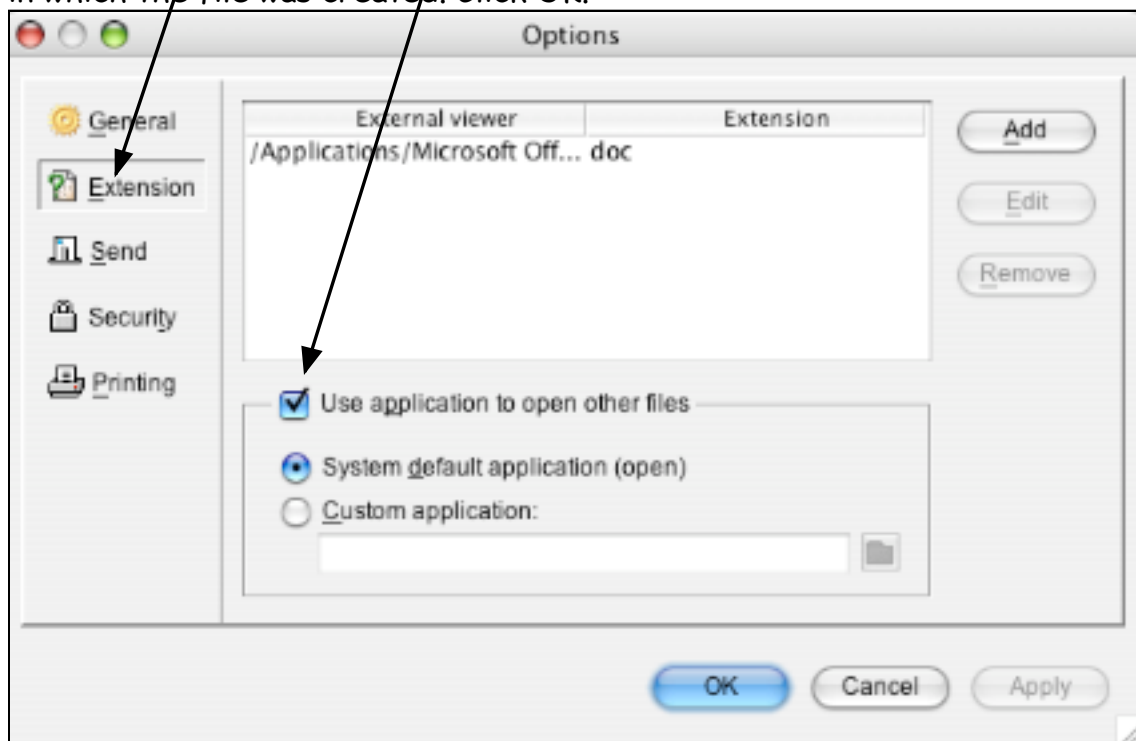


- Double click the Documents folder to open it, then select the file you wish to attach.
- Click OK.
- An icon for the file will appear in the bottom portion of the email message you are creating. Different programs will have different icons for the attachment.




## Open Attached Files:

- You do NOT drag files to the desktop in this version of Groupwise.
- Instead, double click the icon in the bottom window of the email. The file will open in the program that created it (such as Word, Appleworks, or PDF). If your computer does not have the program that created the file installed, the file will not open.
- Be patient, it takes a few moments for the program to open.
- Once open, SAVE the file in your documents folder. Even though you can add or make changes to the file, it will not save in email. You must first save it to your documents folder and then make changes.
- **If you have trouble opening attachments**, it may be because your email account has not been set up to handle attachments with another application.
- From the Groupwise Menu at the top of the screen, select Preferences.
- Click on Extension in the list to the left of the window.
- Check the Use Other Application to open files. This will tell the email to open the program in which the file was created. Click OK.

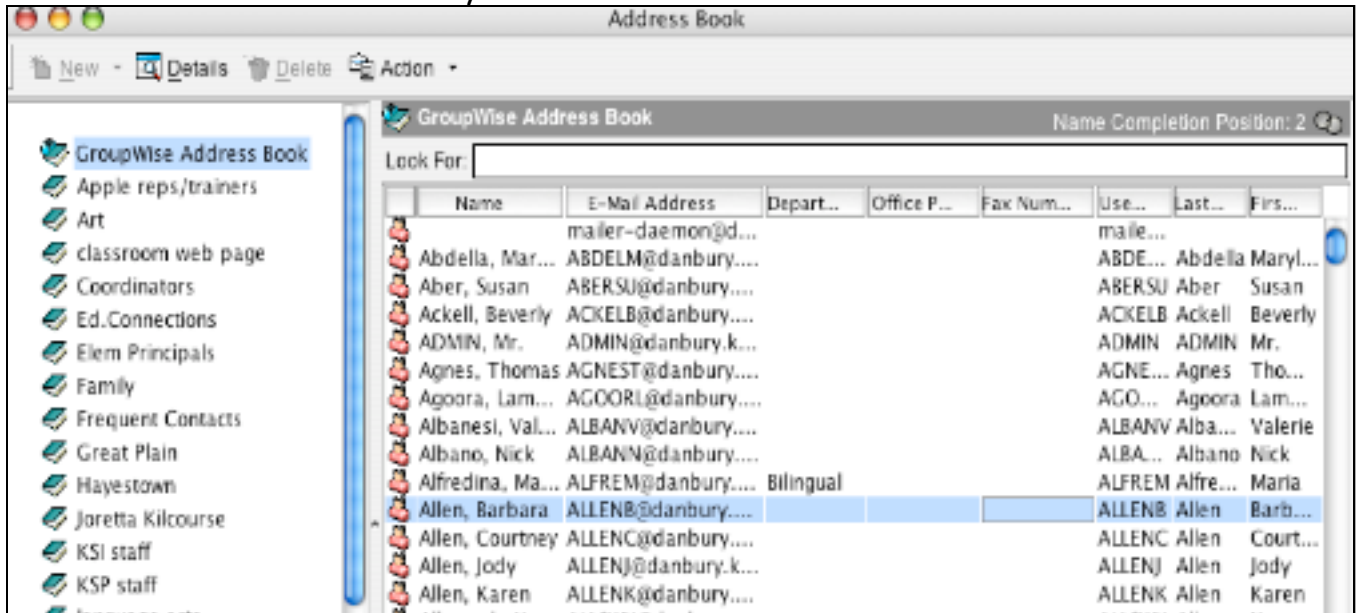


## Address Books:

Address Books are used to make email lists of specific groups of people. For example, it is very helpful to have a quick list of staff members in your school. You can make many address books.

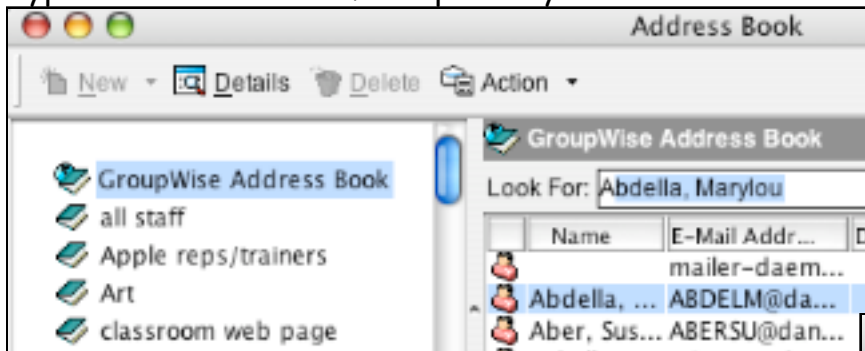
To create an address book, click on the Address Book Icon  Address Book in the Toolbar of Groupwise.

- From the File Menu, select New Book.
- Type a name for the new book. Click OK
- The new Address Book will appear in the list on the left of the Address Book window. I have a number of address books in my email account:

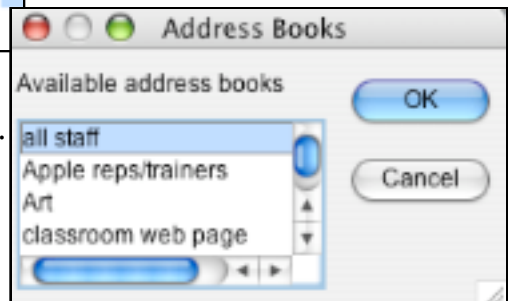


To add staff members to your address book, click on Groupwise Address Book in the list.

- Type in the last name of the person you wish to add and it will come up on the list selected.



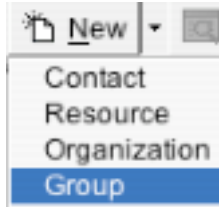
- From the Edit Menu, select Copy To.
- Select the Address book you wish to add this person to . . .
- Click OK
- Continue adding people one at a time.



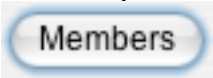
**To make a group of the people in your address book:**

This allows you to send the same email to a group of people without individually selecting/typing their names.

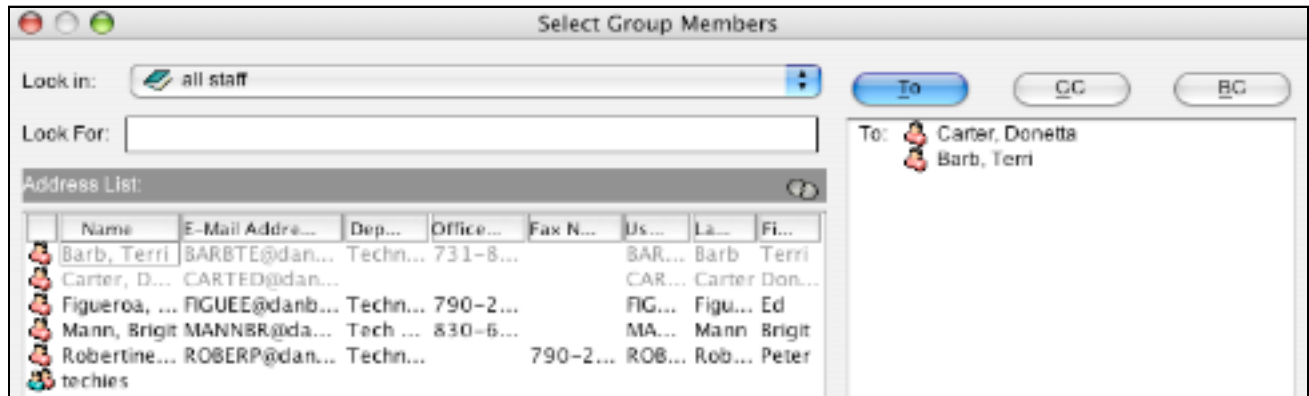
- Open your new address book.
- Click on the down arrow next to the New Icon in the Toolbar



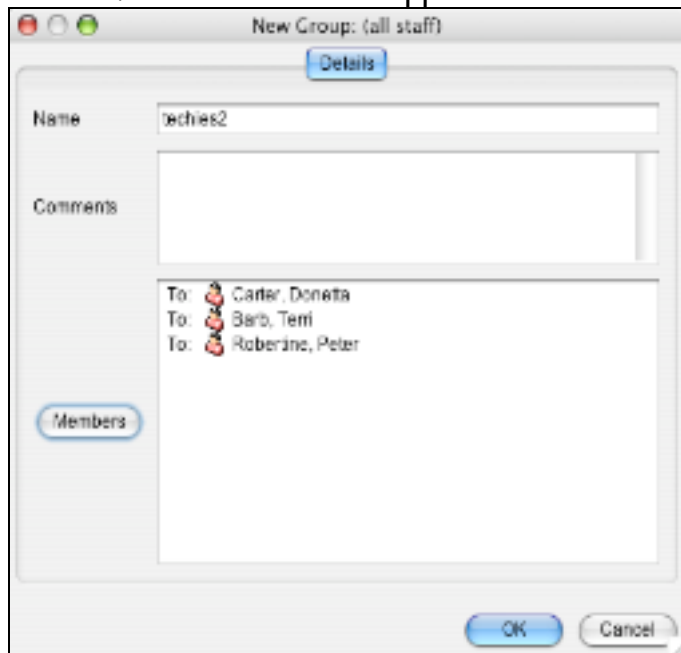
- Select Group.
- Type a name for the Group that clearly indicates the members of the group.



- Click on the Members button.
- Double click each person you wish to add to the group and the name will appear in the right window.

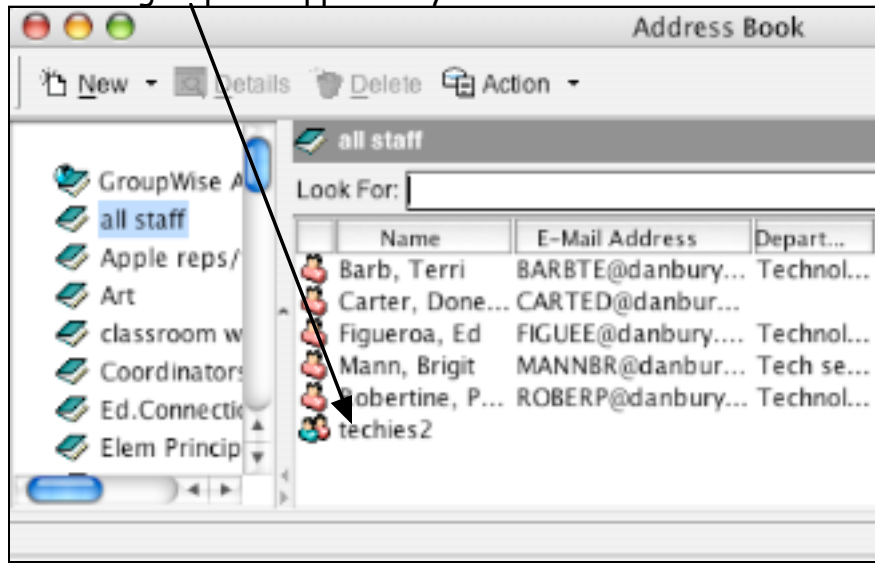


- Click OK and the list will appear



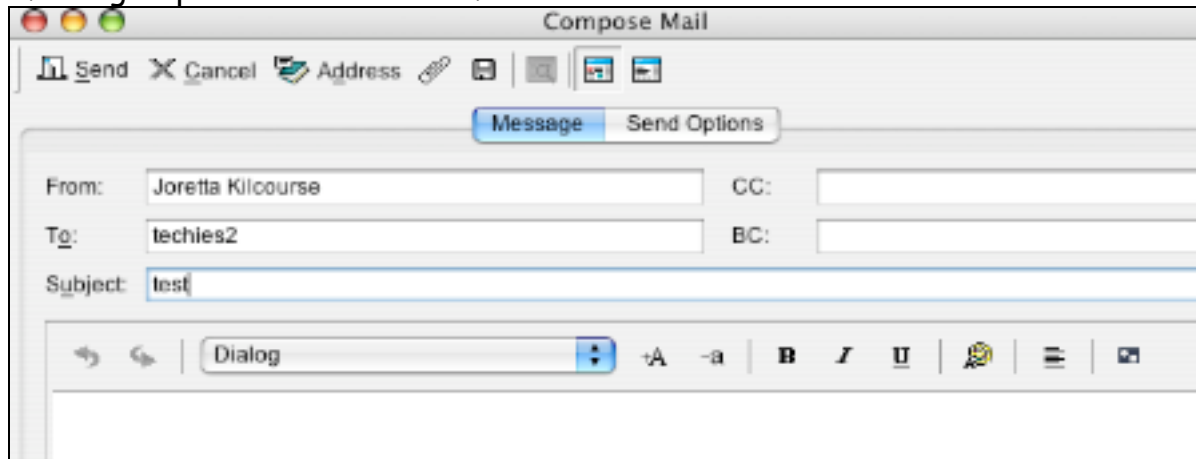
Click OK.

- The new group will appear in your Address Book.

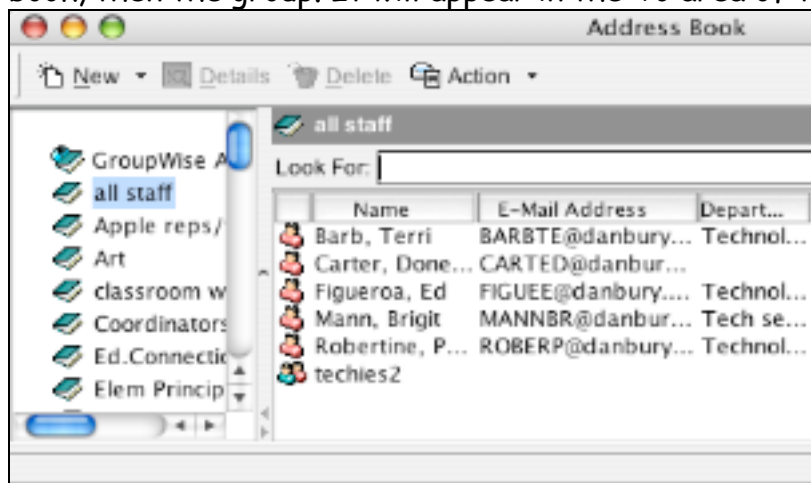


*If your address book includes the individual members and the group, you have the option of selecting a few people or all.*

- When you create a new email and wish to send it to the whole group, just type in the name of the group in the to section of the email.



- If you can't remember the group name, click on address book and select the correct address book, then the group. It will appear in the To area of the new email.



*The media center has the full manual for Groupwise if you need more information.*