


Creating Groups

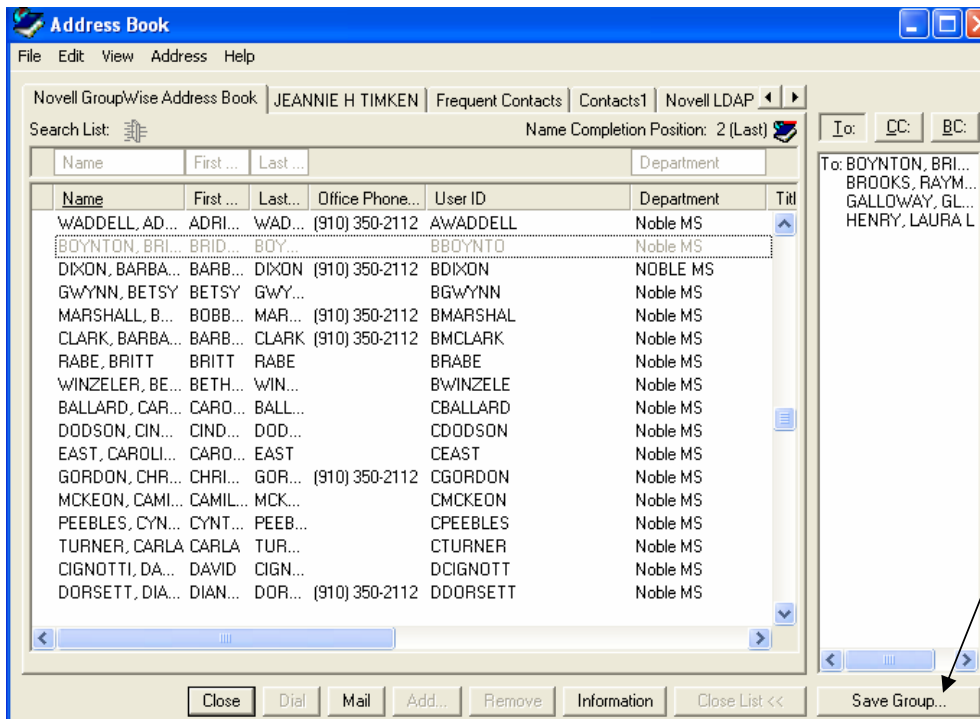
Click on the address book 

Click in the box with the grey word **Department** and type in your school name (do not hit enter)



This will group all people at your school.

Go through the list and double click on the people you would like to add to a group. *If you click on the wrong person, double click on their name in the column to the right. This will remove them from your list.*

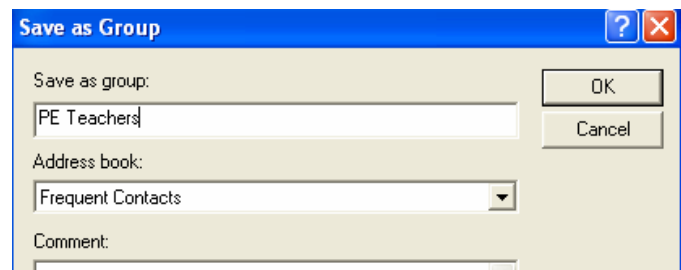


Click on **save group**

Give the group a name

Make sure **Frequent Contacts** is in the next box.

click **OK**.



If you click on the Frequent Contacts tab and type your group name in the box that contains the grey word **name**, it should be there.

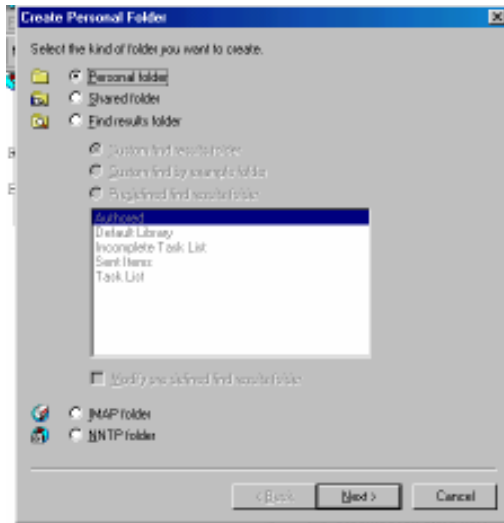
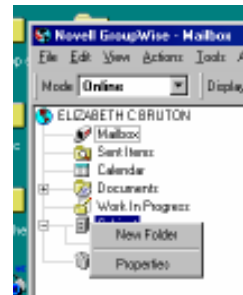
Adding Folders to your GroupWise Cabinet



You may not have noticed, but you have a cabinet as one of your choices on your GroupWise menu.

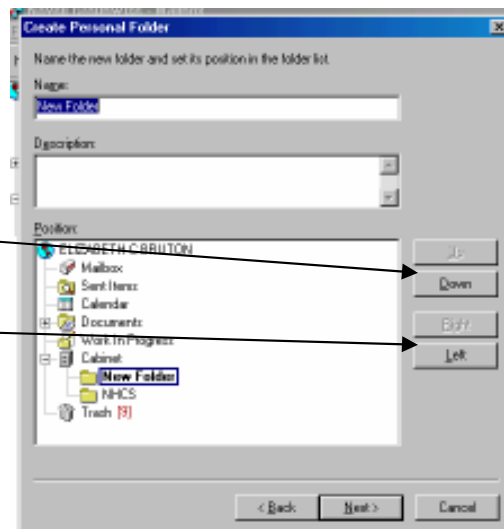
You can help yourself be more organized by creating subdirectories in which you can save e-mail.

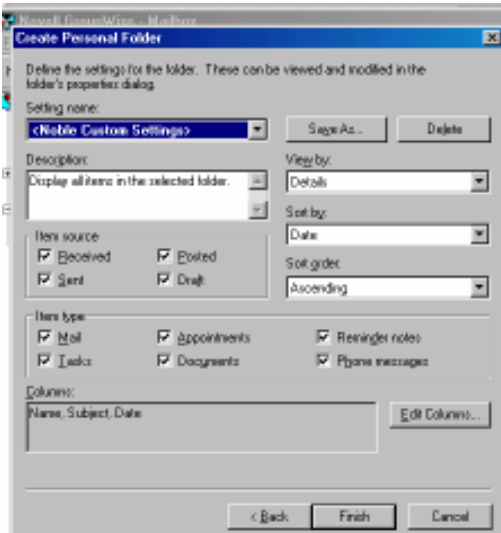
1. To begin, RIGHT click on the word *Cabinet*.
2. Choose *New Folder*



3. Choose *Personal folder*
4. Click on *Next*

5. In the *Name* section, replace "New Folder" with the name you want.
6. You can click the "down" button if you want to reposition the folder. The "left" button will make it a subfolder of the folder directly above it.
7. Click Next



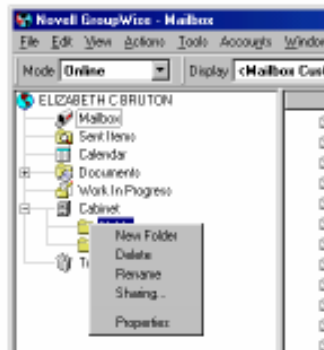


8. You do not need to change anything on this screen - click *Finish*.

9. You can now click, hold, and drag e-mail to the appropriate folder.

*** You can establish **rules** to sort your incoming mail so you don't have to click and drag mail to folders.***

Note: if you ever want to delete the folder, **RIGHT** click on it and choose *Delete*. You will be given the choice of whether you want to delete the folder and its contents or just its contents.



Rules

Click on **Tools**

Click on **Rules**

Click on **New**

New Rule

Rule name:

When event is

New Item And items are: Received Sent Posted Draft

If conditions are (optional)

Item types:

Mail
 Appointment
 Task
 Reminder note
 Phone message

Act on all items

Appointment conflict exists:

Then actions are

Type in a name for the rule.

Select the **box** beside **Received**

Click on **Define Conditions**

Click on the down arrow beside the first box, select appropriate choice and include relevant information in the next box - click OK

Define Conditions

Filter

Include entries where ...

Move Item to Folder Action

Choose the folder below that you want to Move or Link the selected item(s) to.

Delete old links

Folder list:

- MAIL TO STAFF [2]
- endorsement
- alert
- CRT
- Administrative
- Drafts
- Journal
- Notes
- Calendar

Click **Add Action**

Select **Move to Folder**

Check the box beside the correct folder

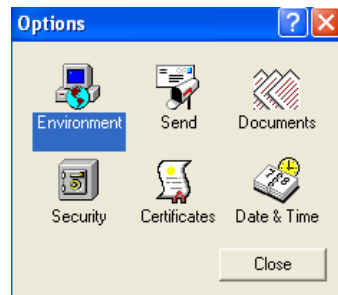
Click **Move**

Click **Save**

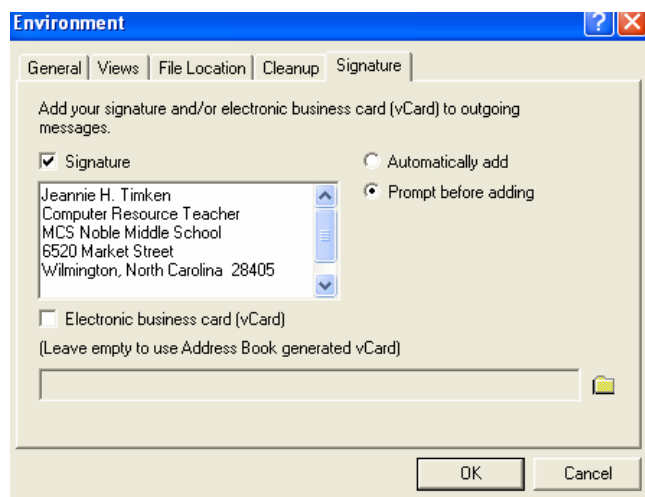
All mail received that meet this rule will be moved automatically to a specially created folder.

Adding a signature

Click on **Tools**
 Click on **Options**
 Select **Environment**



Select the **Signature** tab

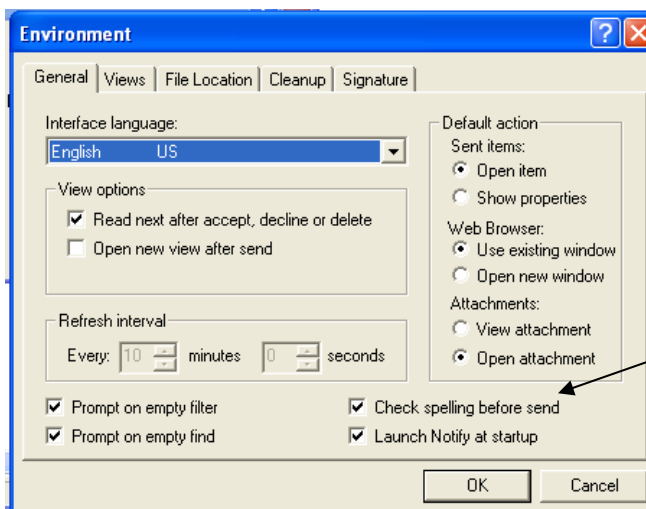


Check the box beside signature

Click in the circle in front of **Prompt before adding**

Click **OK**

Click on the **General** tab



Make sure **check spelling before send** is checked

The next time you send mail, after spell checking, it will ask if you'd like to add the signature - you decide.

GroupWise basics

To read an email

The **unopened envelope** means you have unread mail.

Double click on the message you wish to read.

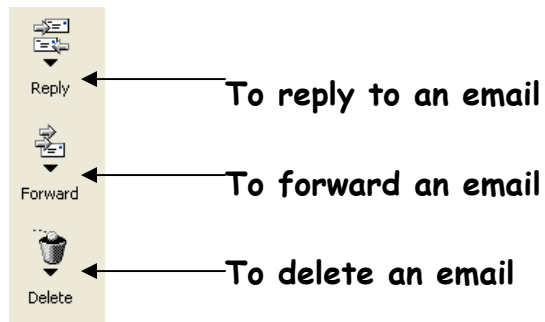
The **paper clip** indicates the email contains an attachment

Open an attachment by double clicking on it

If you wish to **save the attachment**

- open it by double clicking on it.
- Go to file and save as.
- Choose where you would like to save it
- give it a name
- click **save**.

reply, forward, delete



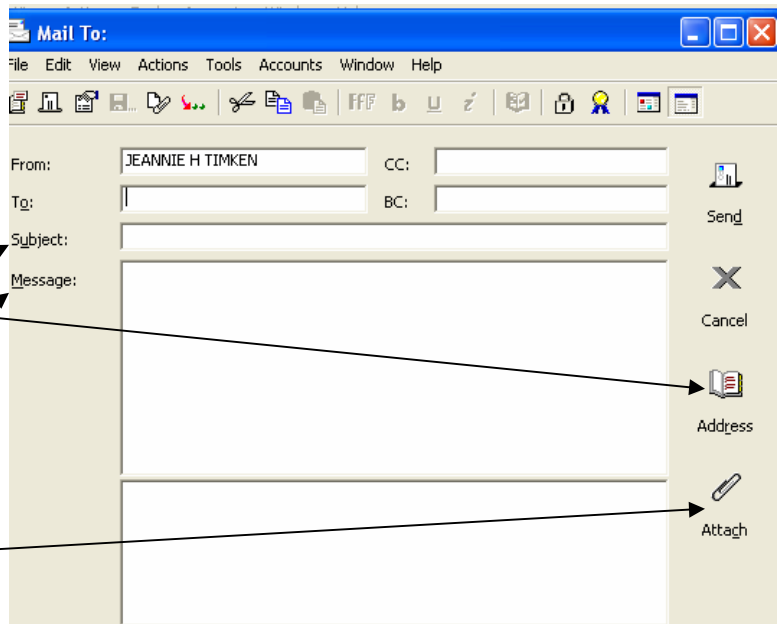
Compose and Send an email

Enter the recipient. You can **start typing** the last name or use the **address book** by clicking on the address book.

Type in the **subject**

Type in the **message**

Attach a file to an email



Click send when ready. If you have set up a signature and enabled the auto spell check, you will be prompted accordingly.

Changing your password

Click on **Tools**

Select **Options**

Click on the **Security** icon (a safe)

- Select the **Password** tab and type your old password
- Type your new password (you'll type it again to confirm)
- Click **OK**



To check GroupWise from home:

Type this URL in the address box - **mail.nhcs.k12.nc.us**

Click **GO**

Type in your account information

Log In

Checking on sent mail

Click on sent items folder

You will see all the mail you have sent. The icons to the left indicate the status



indicates that you sent it to a group of people and not all have opened it.



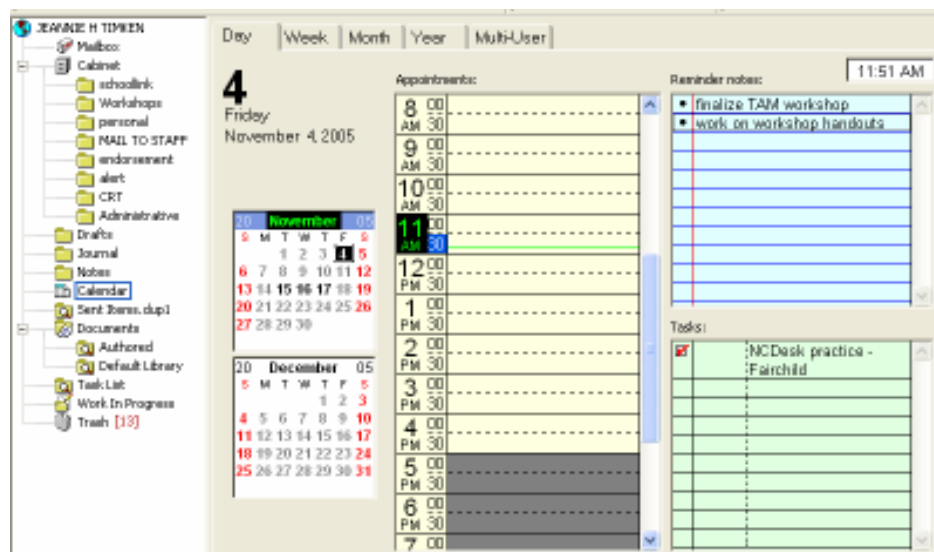
indicates that it has been opened



indicates the recipient has not read the mail

Calendar

In the **Day** view



You can type **reminder notes**

You can enter **tasks** AND **check** them off when completed.