GroupWise 8

What's New

4/20/10
Archdiocese of Chicago
Mike Riley

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GROUPWISE 8: WHAT'S NEW

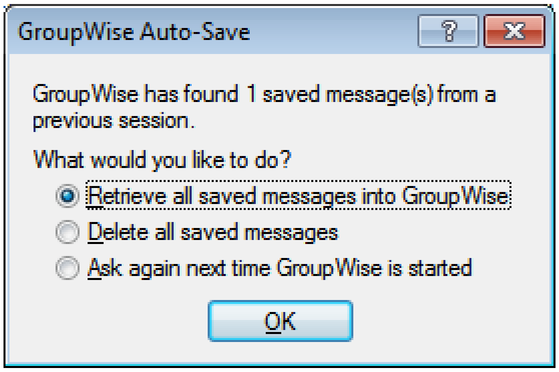
OVERVIEW

GroupWise 8 is the latest version of GroupWise by Novell. The changes in this version of GroupWise are NOT extensive, but, depending on how you use GroupWise, you may be able to benefit from some new features.

E-MAIL

AUTOSAVE

While you are typing a message, GroupWise will autosave the message every 30 seconds. If GroupWise crashes on you, you will be prompted to recover (delete, or skip) the autosaved items.



GroupWise has found 1 saved message(s) from a previous session.

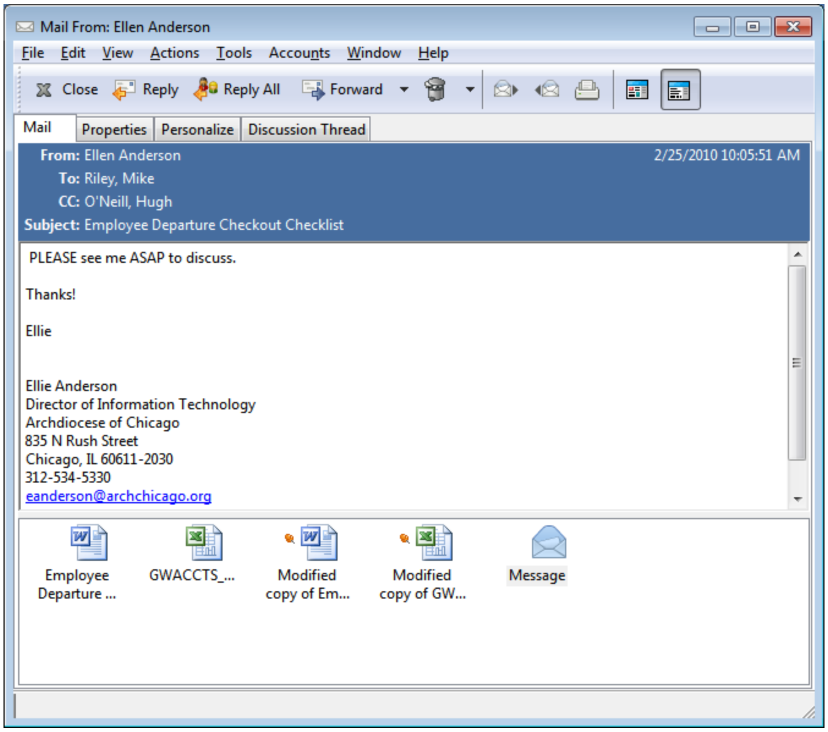
What would you like to do?

● Retrieve all saved messages into GroupWise
○ Delete all saved messages
○ Ask again next time GroupWise is started

EDITING RECEIVED ATTACHMENTS

When you receive an attachment (that can be saved) and open it within GroupWise, you are opening the attachment in a temporary folder. In previous versions of GroupWise, unless you specified a *permanent* folder to save the attachment in, you would lose all of your changes.

In GroupWise 8, when you open an attachment contained in a message and Save your changes using the Save command (not Save As), GroupWise will add a copy of the attached file to the original message as "Modified Copy of."


Mail From: Ellen Anderson
File Edit View Actions Tools Accounts Window Help
Close Reply Reply All Forward
Mail Properties Personalize Discussion Thread
Employee Departure ...
GWACCTS_...
Modified copy of Em...
Modified copy of GW...
Message

From: Ellen Anderson 2/25/2010 10:05:51 AM
To: Riley, Mike
CC: O'Neill, Hugh
Subject: Employee Departure Checkout Checklist

PLEASE see me ASAP to discuss.

Thanks!

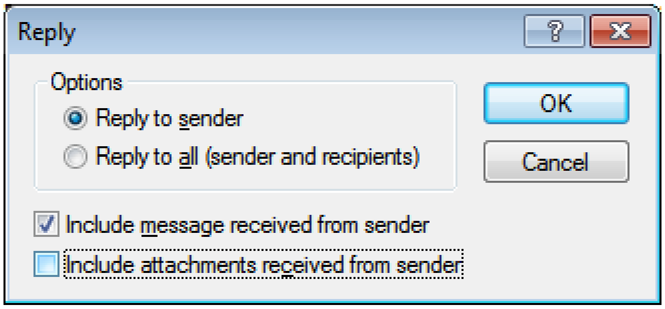
Ellie

Ellie Anderson
Director of Information Technology
Archdiocese of Chicago
835 N Rush Street
Chicago, IL 60611-2030
312-534-5330
eanderson@archchicago.org

REPLY WITH ATTACHMENTS

Normally, when you Reply to a message, attachments are NOT included (since it's assumed the sender of the message has those files). With the ability to Edit attachments from received messages, it may be necessary to include the attachments.

With previous versions of GroupWise, the workaround was to Forward the message.


Reply
OK
Cancel

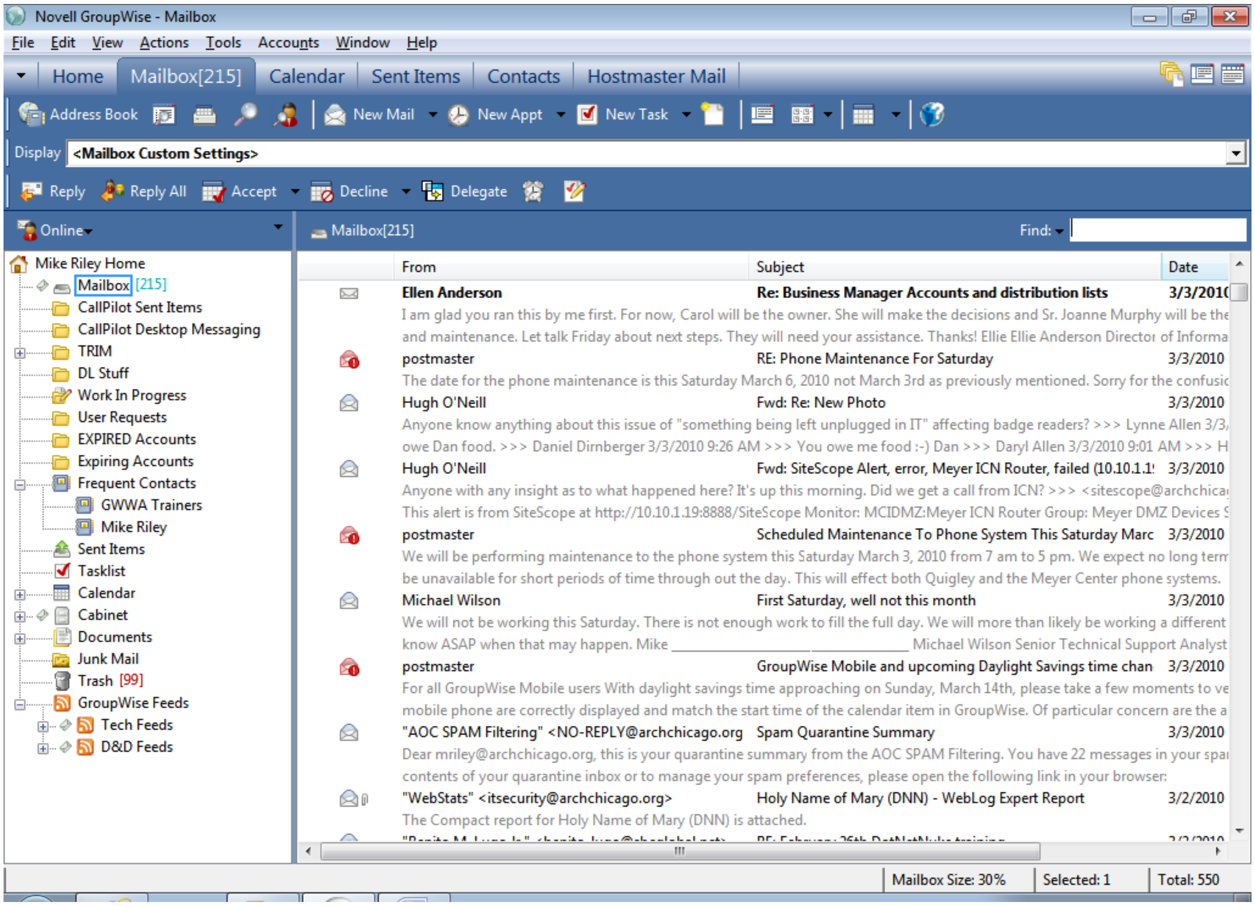
Options
● Reply to sender
○ Reply to all (sender and recipients)
☑ Include message received from sender
☐ Include attachments received from sender

In GroupWise 8, if you choose Actions, Reply, you can include any attachments from the original message.

MESSAGE PREVIEW

There is a new View option available for details view, the Message Preview. Message Preview displays the first few lines of text in the message.

You can activate this option by choosing View, Display Settings, Message Preview.


Novell GroupWise - Mailbox
File
Edit
View
Actions
Tools
Accounts
Window
Help
Home
Mailbox[215]
Calendar
Sent Items
Contacts
Hostmaster Mail
Address Book
New Mail
New Appt
New Task
Reply
Reply All
Accept
Decline
Delegate
Online
Mike Riley Home
Mailbox [215]
CallPilot Sent Items
CallPilot Desktop Messaging
TRIM
DL Stuff
Work In Progress
User Requests
EXPIRED Accounts
Expiring Accounts
Frequent Contacts
GWWA Trainers
Mike Riley
Sent Items
Tasklist
Calendar
Cabinet
Documents
Junk Mail
Trash [99]
GroupWise Feeds
Tech Feeds
D&D Feeds
Mailbox[215]
Find:

Display <Mailbox Custom Settings>

From	Subject	Date
Ellen Anderson	**Re: Business Manager Accounts and distribution lists**	**3/3/201(**
I am glad you ran this by me first. For now, Carol will be the owner. She will make the decisions and Sr. Joanne Murphy will be the and maintenance. Let talk Friday about next steps. They will need your assistance. Thanks! Ellie Ellie Anderson Director of Informa		
postmaster	RE: Phone Maintenance For Saturday	3/3/2010
The date for the phone maintenance is this Saturday March 6, 2010 not March 3rd as previously mentioned. Sorry for the confusic		
Hugh O'Neill	Fwd: Re: New Photo	3/3/2010
Anyone know anything about this issue of "something being left unplugged in IT" affecting badge readers? >>> Lynne Allen 3/3, owe Dan food. >>> Daniel Dirnberger 3/3/2010 9:26 AM >>> You owe me food :-) Dan >>> Daryl Allen 3/3/2010 9:01 AM >>> H		
Hugh O'Neill	Fwd: SiteScope Alert, error, Meyer ICN Router, failed (10.10.1.1!	3/3/2010
Anyone with any insight as to what happened here? It's up this morning. Did we get a call from ICN? >>> <sitescope@archchica This alert is from SiteScope at http://10.10.1.19:8888/SiteScope Monitor: MCIDMZ:Meyer ICN Router Group: Meyer DMZ Devices S		
postmaster	Scheduled Maintenance To Phone System This Saturday Marc	3/3/2010
We will be performing maintenance to the phone system this Saturday March 3, 2010 from 7 am to 5 pm. We expect no long term be unavailable for short periods of time through out the day. This will effect both Quigley and the Meyer Center phone systems.		
Michael Wilson	First Saturday, well not this month	3/3/2010
We will not be working this Saturday. There is not enough work to fill the full day. We will more than likely be working a different know ASAP when that may happen. Mike ______________________________ Michael Wilson Senior Technical Support Analyst		
postmaster	GroupWise Mobile and upcoming Daylight Savings time chan	3/3/2010
For all GroupWise Mobile users With daylight savings time approaching on Sunday, March 14th, please take a few moments to ve mobile phone are correctly displayed and match the start time of the calendar item in GroupWise. Of particular concern are the a		
"AOC SPAM Filtering" <NO-REPLY@archchicago.org	Spam Quarantine Summary	3/3/2010
Dear mriley@archchicago.org, this is your quarantine summary from the AOC SPAM Filtering. You have 22 messages in your spai contents of your quarantine inbox or to manage your spam preferences, please open the following link in your browser:		
"WebStats" <itsecurity@archchicago.org>	Holy Name of Mary (DNN) - WebLog Expert Report	3/2/2010
The Compact report for Holy Name of Mary (DNN) is attached.		

Mailbox Size: 30% | Selected: 1 | Total: 550

REPLY TO SENT ITEM

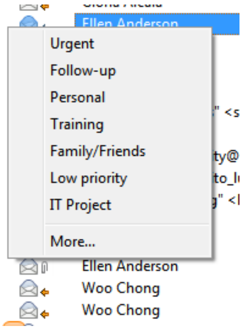
In previous versions of GroupWise, the Reply option was NOT available for Sent Items. (Technically, a reply to a sent item would be delivered to YOU.)

You can now use Actions, Reply to send a reply from a Sent Item. This will create a reply to the original recipient (and not you). This is simply an alternative to Forwarding or Resending a Sent Item.

CATEGORIES

Several versions of GroupWise have allowed you to categorize items. GroupWise 8 makes it easier to assign categories to items in a details view.

Hovering to the left of the item type indicator will display a category selector (a transparent bubble). Click on the bubble to assign a category to that item.

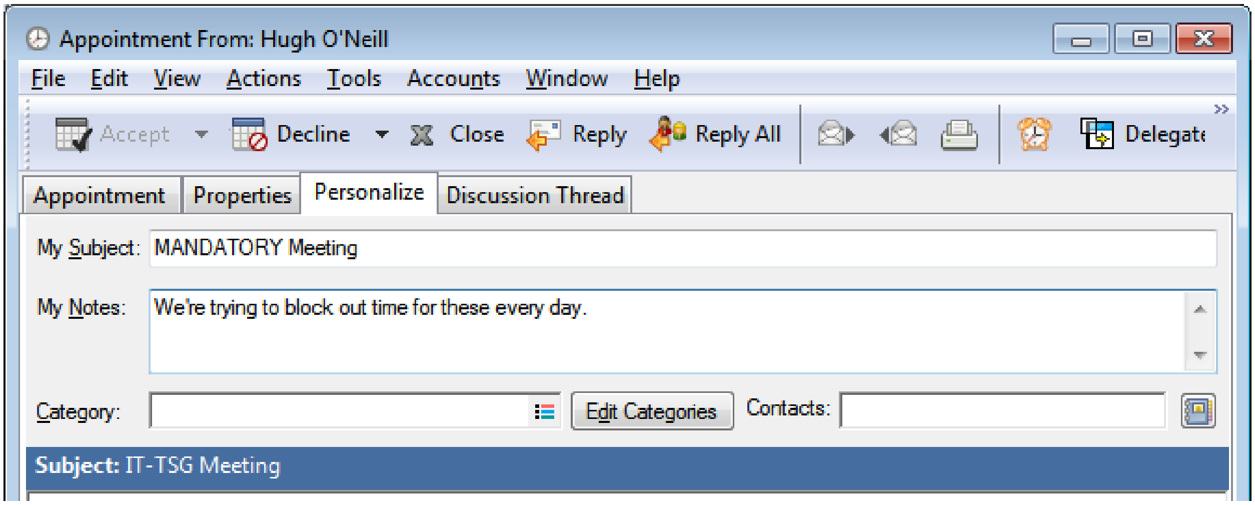

Ellen Anderson
Urgent
Follow-up
Personal
Training
Family/Friends
Low priority
IT Project
More...
Ellen Anderson
Woo Chong
Woo Chong

PERSONALIZING RECEIVED ITEMS

When you receive an item, you can modify the subject of the item, add notes, and add personal attachments to the item.

Each item you receive includes a Personalize Tab. To change the subject or add notes, simply type the information in the provided field.

To attach a personal file, choose View, Attachment Window (if necessary). Right-click in the attachment area and choose Attach Personal File.


Appointment From: Hugh O'Neill
File
Edit
View
Actions
Tools
Accounts
Window
Help
Accept
Decline
Close
Reply
Reply All
Delegate
Appointment
Properties
Personalize
Discussion Thread
Edit Categories

My Subject: MANDATORY Meeting

My Notes: We're trying to block out time for these every day.

Category:

Contacts:

Subject: IT-TSG Meeting

SAVE AS MIME/OPEN MIME

Previous versions of GroupWise allowed you to save an e-mail as Internet Mail (MIME). These .EML files that were generated, however, could NOT be opened within GroupWise.

GroupWise 8 can now open .EML files natively. If you save a message as an EML file and double-click it, the message will open with GroupWise.

CALENDAR

AUTO-ACCEPT CALENDAR ITEMS

In previous versions of GroupWise, when you sent a Calendar item (Appointment, Task or Reminder Note) to yourself (rather than posting directly to your Calendar), you had to manually Accept that appointment.

GroupWise 8 auto-accepts calendar items you send to yourself so that they will only appear on your Calendar and not also in your Mailbox.

AGGREGATED SHARED CALENDARS

GroupWise 7 introduced Shared Calendars…calendars in another person's account that you could access from your folder list. In GroupWise 7, you could only view a shared calendar on its own (you couldn't combine that calendar with your personal calendar).

In GroupWise 8, you can *view* appointments from a shared calendar along with your personal calendar(s). Simply check or uncheck the calendar's box to combine the shared calendar's items with your main calendar.

> *When printing your calendar, you can NOT include the items from a shared calendar that is within someone else's account.*

DISPLAY ACCEPTED CALENDAR ITEMS IN MAILBOX

When you accept (or decline) a Calendar item, it is moved out of the Mailbox (either into the Calendar folder or Trash). You can configure your account to display accepted items in the Mailbox if you wish by changing your options.

- Choose Tools, Options.
- Double-click Calendar
- Check "On accept, continue to display the item in the Mailbox"
- Click OK
- Click Close

> *To keep a Calendar item but remove it from the Mailbox, simply drag it from the Mailbox folder into the Calendar folder.*

MODIFY RECIPIENTS

You can now add additional recipients to calendar items *without* resending the entire item (and giving the current invitees a chance to change their minds).

Right-click the item (normally an appointment) and choose Modify Recipients. This allows you to add additional recipients but will NOT resend it to people you already sent the invitation to.

RECURRING APPOINTMENT CONFLICTS

In previous versions of GroupWise, if you received invitations to recurring appointments, you would be prompted to Accept/Decline each instance that caused a schedule conflict. You can now apply those options to All Instances of that appointment.

TASKLIST

The TaskList folder replaces the Checklist folder. The Task List folder now shows Tasks *and* items marked as Checklist items. You can drag any item into the TaskList folder.

Items in the TaskList display that have Due Dates will also display as Tasks in the Calendar.

ADDRESS BOOK

ADDRESS CARD VIEW

Your Contacts folder now defaults to a new Address Card view. If you include a picture in a Contact entry, you'll also see the contact picture in this view.

CONTACTS FOLDER

In GroupWise 7, the Contacts folder only let you access a single personal address book. GroupWise 8 displays ALL of your personal address books from the Contacts folder.

You can right-click the Frequent Contacts item to create additional Personal Address Book s(contacts folder).

CONTACT BIRTHDAY/ANNIVERSARY

If you enter a birthday or anniversary for a contact, it will now display in your Calendar.

IMPORTING/EXPORTING

In older versions of GroupWise, you could only import/export address book entries by opening the Address Book in a separate window. You can now import/export directly from the Contacts folder.

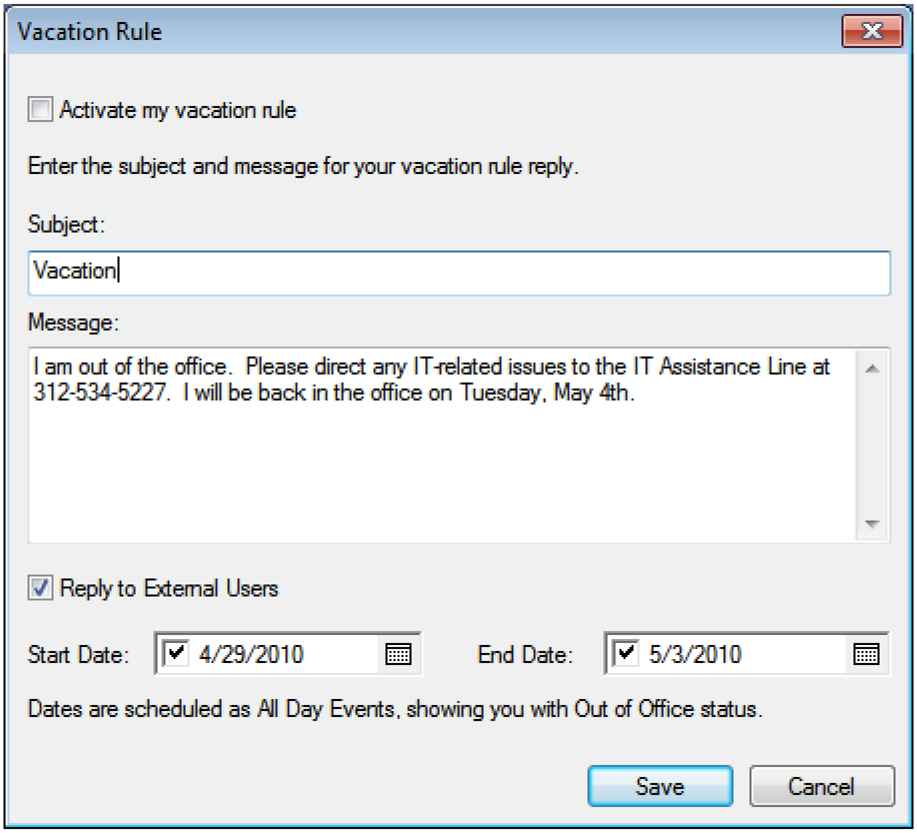
GroupWise 8 also lets you export your contacts as a CSV file (instead of just an NAB file). You can also Import contacts from a CSV file even if the column headings don't match the normal column headings for a Novell Address Book. When importing a CSV file, you will be able to map columns as needed.

> *You can create a CSV (Comma Separated Values) file by creating an Excel spreadsheet and using File, Save As. You can copy/paste information from another program (such as Word or Access) into Excel if needed.*

VACATION RULE

GroupWise 8 now makes it incredibly easy to create, activate and deactivate a vacation rule. When you create a vacation rule, you are configuring an autoreply AND blocking out your calendar for the days of your vacation.

- Click on Tools, Vacation Rule.
- Enter the options for your rule (the start date is the first day of your vacation while the end date is the *last* day of your vacation).
- Click Activate my vacation rule to turn on the rule



☐ Activate my vacation rule

Enter the subject and message for your vacation rule reply.

Subject:

Vacation

Message:

I am out of the office. Please direct any IT-related issues to the IT Assistance Line at 312-534-5227. I will be back in the office on Tuesday, May 4th.

☑ Reply to External Users

Start Date: ☑ 4/29/2010 End Date: ☑ 5/3/2010

Dates are scheduled as All Day Events, showing you with Out of Office status.

Because this rule includes a date range, you don't *need* to deactivate it when you return to the office.

QUICK FIND

The Filter within GroupWise 7 has been replaced with a quick Find.

Simply type a word or phrase to search for in the Find box. You can click on the word Find to apply additional options.

To clear a find, click the Venn diagram (the two overlapping circles) in the Find box.

SIMILAR CATEGORIES

If you use Categories to organize items in your account, you can click on the category indicator for an item and choose Find Similar to only display items that match any of the categories assigned to the selected item.

Direct any questions or comments to the IT Assistance Line at (312) 534-5227.