

How To:

GroupWise Web Access Client User Guide

Step 1

Type in the following universal resource locator (url) into your web browser
ocmail.hartnell.cc.ca.us or ocmail.hartnell.edu

Step 2:

Enter your user name and password, in the following screen.

Novell® GroupWise® WebAccess

N

Login

Username:
jdonegan

Password:
••••••

Login Help

[Language Setting Information](#)

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Version 6.5

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.

Toolbar

Novell® GroupWise® WebAccess Aug 11, 2006 (Friday)
Pacific Daylight Time

Mailbox

Add Folder
Delete Folder

Jennifer Donegan
Mailbox
Unopened Items
Sent Items
Calendar
Checklist
Cabinet
Trash

Mailbox - 20 messages displayed
Update Select All - Clear All

	Subject	Date	From
<input type="checkbox"/>	Ewd: FW: Reminder - @ONE seminar Introduction to Flash: Part 2 - Graphics, Animation, Sound and Interactivity coming this week	8/7/06 9:06 AM	Sabrina Lawrence
<input type="checkbox"/>	[SCUP] SEN Nonmember Edition (8/7-11/2006_all) (24557)	8/7/06 6:06 AM	SCUP Communications <comm
<input type="checkbox"/>	jenny Your New Flash Tutorial Is Available- Continuous Animation	8/7/06 6:05 AM	"Craig at LearnFlash.com"
<input type="checkbox"/>	jenny Last Call	8/7/06 6:03 AM	"Craig at LearnFlash.com"
<input type="checkbox"/>	Photoshop, Windows, Office	8/5/06 1:05 PM	"Chase Thompson" <famille
<input type="checkbox"/>	Photoshop Focus	8/5/06 12:13 PM	"info from" <ybizmydqif@
<input type="checkbox"/>	2006 Warped Tour photos, Rob Dickinson & Five For Fighting live + more!	8/4/06 9:11 AM	RollingStone_weekly@mail.
<input type="checkbox"/>	jenny Your New Flash Tutorial Is Available- Transparent Movie Clip Buttons	8/4/06 6:11 AM	"Craig at LearnFlash.com"
<input type="checkbox"/>	Dr. Valeau's Statement	8/3/06 4:12 PM	"Information Systems" <jl
<input type="checkbox"/>	[SCUP] SEN Nonmember Edition (7/31-8/4/2006_all) (24557)	8/3/06 6:10 AM	SCUP Communications <comm
<input type="checkbox"/>	jenny Don't Forget...	8/3/06 6:03 AM	"Craig at LearnFlash.com"
<input type="checkbox"/>	Re: CSEA Remaining Chapter Meetings for 2006	8/2/06 10:56 AM	"Bruce (AIS)" <Bbrandt@na

Folder List

Item List

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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.

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" on page 46 .
 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.

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

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WebAccess lets you view any Find Results folders you've created in another version of GroupWise.

Message Type, Status, and Priority

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)

Message Type, Status, and Priority

Icon	Message Type, Status, and Priority
	Unopened document reference
	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)

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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.

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.

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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.

NOTE:

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.

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

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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 GroupWise WebAccess Basics 19 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.

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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).

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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,

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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.

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Managing Items You Receive

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.

If you select Document, Find will search your Mailbox for document references. If you want to search GroupWise libraries for documents.

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.

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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 Items you receive and place them 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 items in the Item List.

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

Or Click the item to open it, then click Delete.

The items are removed from your Mailbox or Calendar. The status of the items are 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

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You can undelete items you deleted (unless you have emptied the Trash). Items emptied from the Trash cannot be undeleted.

1 Click the Trash icon in the Folder List.

2 Select the items, 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 Message

1. Click the Mailbox in the Folder List.

2. Click the mail 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

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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.

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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

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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

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 your GroupWise Mailbox organized.

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.

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You can also move items to the Checklist folder to create a checklist. For more information, see

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 can find GroupWise documentation, including GroupWise WebAccess documentation, at the [GroupWise documentation Web site \(http://www.novell.com/documentation\)](http://www.novell.com/documentation).

In addition, you can find additional information and answers to your questions at the [GroupWise Cool Solutions Web site \(http://www.novell.com/cool solutions/gwmag/index.html\)](http://www.novell.com/cool solutions/gwmag/index.html).

Note: this dialog will come up to allow you to share files.

