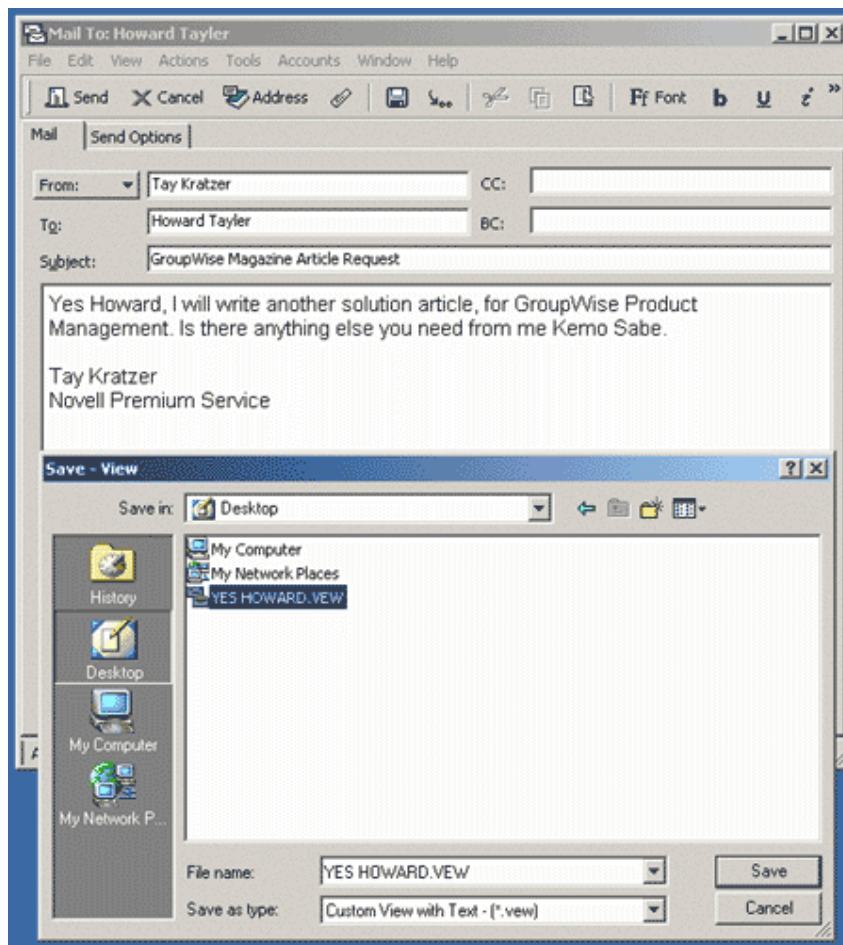


How to Setup A Template Email

In the GroupWise Windows client do the following:

1. Compose a new message
2. Fill in the subject of the message (you can also fill in the TO, CC and BC lines if needed.)
3. Fill in the message body
4. From the view that you are composing the message in, select **File|Save View**
5. Make sure to save the *.VEW file as a "**Custom View with Text**". You can save the *.VEW file wherever you would like, the Windows desktop works just fine as shown in Figure 1.



How to Setup A Template Email

6. When prompted for a view name, you may keep the default of "Mail" or you can choose a new name for the view.

To use the *.VEW template file you can do one of two things:

A. Click on the *.VEW file, it will pop up into a GroupWise compose view with your template text. Make sure GroupWise is running when you do this. It works better this way.

B. In the GroupWise Windows client, from the Main Window select **File|Open View**. Browse and select the *.VEW template file.