

Introduction to GroupWise 5 E-Mail for Macintosh Part 1



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I. GroupWise 5

GroupWise 5 is a fully integrated E-mail and Scheduling program. You can send and receive mail, phone messages, appointments, tasks, discussions and notes as well as schedule your appointments, notes and tasks on your own calendar. In addition to these features, GroupWise also allows you to proxy (switch) into someone else's mailbox where he or she has given you certain access rights. We will cover the "Proxy" feature in this class, but first let's start with some basics.

II. Sending E-mail and Attaching a File to an E-mail:

1. Open GroupWise.
2. On the menu bar click **F**ile, then **N**ew, then **M**ail *or* click the **Create New Mail** icon on the Toolbar.
3. Fill in information:

To: Use **Address Book icon** to select a name. You can begin by typing the user's First Name and Last name or by using the scroll bar on the right hand side of user list.

You may also choose to e-mail a **Personal group** you have created yourself. Once you have clicked on the person or group you want to send a message to, click on the **TO:** box, and then click **OK** at the bottom of the window.

CC: Carbon Copy - Use Address book--see above.

BC: Blind Copy - Use Address book--see above.

Subject: Type in Subject line (optional).

Message: Type in message details. If you plan to attach a File, be sure and indicate what format the File is in (i.e. MS Word 98).

Attach: To Attach a File, click the **Attach icon** now. Next, select the file that you want to attach. Click Add. The file you just added will appear under “Items to Attach:” If you wish to add another file, simply select and add. When you have finished, Click on Done. An icon for the attached file(s) will appear in the bottom area of the message window. Mail dialog box. You may also drag the desired file icon from the Finder to the message’s attachments window.

4. To send the E-mail, click the **Send** icon.

III. To Send an Internet email

1. In the **To:** field, type in the internet address of the person that you are sending an email to in the following format:

gwia:”user@somedomain.com”

NOTE: The colon & quotes are required!

2. NOTE: Your internet email address is:

- Userid@mail.tamucc.edu, **OR**
- FirstName.LastName@mail.tamucc.edu

When using the first name/last name option, your name has to be typed exactly as it appears in the GroupWise System Address Book.

IV. To Open an E-mail and Reply or Forward:

1. Open GroupWise.
2. Click your **Mailbox icon** to view a list of the messages in your Mailbox.
3. Double-click on the message you want to open.

NOTE: Once a message is open, you have several options:

4. If you want to delete the E-mail at this point, click on the **Delete icon** at the bottom right of the window.
5. If you want to save the E-mail in your Mailbox, click on the **Close icon**.
6. If you want to **Reply** to the E-mail, click the **Reply icon**. Determine if you want to Reply to **1.) Sender 2.) All** (Sender and recipients). Also decide if you want to include the original e-mail in your reply by marking the box labeled “Include Message Text”. You will then be given an e-mail window in which to type your message.
7. Click the **Send icon** when you are done. You will now be taken back to the original E-mail. You may **Close or Delete** at this point and you will be taken back to your Mailbox or the next E-mail in your Mailbox.
8. If you want to **Forward** the E-mail to someone else, click the **Forward icon**. You will then be given a new **Mail** window to specify who you want to forward this message to (use Address book). You also have option to type your own message related to the forwarded E-mail. The E-mail that is being forwarded is now displayed as an icon in the Attachment area. Click on **Send** when you are done. You will be taken back to the original E-mail. You may **Close or Delete** at this point, and then you will be taken back to your Mailbox or the next E-mail in your Mailbox.

V. How to Print an E-mail

1. Go to your **Mailbox** and click on the message you want to print.
2. Click on **F**ile, then on **P**rint...
3. First, choose “Message” from the popup menu. Next, determine whether you want to print the e-mail with or without its attachment (if one) by marking box at the bottom of window. Then click the **Print icon**. Now the printer’s dialog comes up.

Choose number of copies, etc. that you want printed, and click “Print.”

4. Once the message has printed, you will be taken back to your Mailbox.

VI. How to save E-mail: (archiving, which is similar, will be addressed in GW-Part 2)

1. Go to your **Mailbox** and click on the message you want to save.
2. Click on **F**ile, then **S**ave As...
3. At the “Save Message As:” prompt, give the E-mail an appropriate name. You are also allowed to change the Folder the E-mail will be saved to by using the popup menu at the top of the dialog to navigate to other areas on your computer.
3. Click the **Save button** to save E-mail, and then click the **Close icon** to close the Save dialog box. You will be returned to your Mailbox.

NOTE: If your message has an attachment, you will have to save your attachments separately. This can be done by dragging the attachment’s icon from the window to your desktop.

VII. How to Open Saved Mail

1. Open Word and choose “Open” from the “File” menu. Find the file that you want to open and double-click the filename.

VIII. Looking at your Sent Items: (a copy of any e-mail you send out is placed here)

1. Open GroupWise.
2. From the “View” menu (while looking at your mail), choose “Sent Items.” Your sent mail will appear in the list with your incoming mail. If this is too cluttered for you, you may go back

4. Type new password in the **New password:** field.
5. Then retype new password for verification in the **Confirm new password:** field.
6. Click on **OK**.
7. Click **Done** on the **Preferences** dialog box.

XI. Creating Personal Groups for your Addressbook

1. From the GroupWise main window click on **Tools**, then click on **Address Book** to open the system Addressbook, or click on the **Address Book** icon.
2. Add users to the To:, CC:, and BC: fields the same way that you would when sending a message.
3. When you are done selecting, click on the **Save Group...** button at the top of the Address Book window.
4. From the “**Save Group To Address Book**” window, choose from the available Address books, the address book that you would like this group to be stored. You do this clicking the address book name, then clicking Save. **NOTE:** By default you have 2 addressbooks. They are the Frequent Contacts Addressbook and one with your name on it.
5. In the “Name the group:” field, type in a name for the group you have just created and click OK
6. When finished, Click the square box on the top left of the box to close the Address book.

XII. How to Edit a Group:

1. Open the system Address Book and click on the pull down list for “List:”. Select the Address book that contains the group that you want to edit.

2. Click on the group that you want to edit.
3. Click **Retrieve/ Edit Group** button.
4. Now you can add and remove names by clicking on names and using the **Add** and **Remove** buttons.
5. When finished, click the **Save Group** button.
6. From the “**Save Group To Address Book**” window, choose from the available Address books, the address book that you would like this group to be stored. You do this clicking the address book name, then clicking Save.
7. Now name your group (you may keep the same name) and click **Save**.
8. You may now click the square button on top left of the window to close the Addressbook.

XIII. How to Delete a Group:

1. Open the system Address book.
2. Select the addressbook the group resides in that you want to delete.
3. Select the group that you want to delete.
4. From the **Action menu**, select “**Delete.**”
5. A message will come up asking you if this is really what you want to do. Click **Y**es.

XIV. Sending an E-mail to a Personal Group:

1. Click on the **Address** icon from within a new message.

2. Click on the Address book that contains the group that you want to send a message to.
3. Click on the **group name** to which you want to send this e-mail, then click on the **TO:** button. If you want this group to be in the **CC:** or **BCC:** box, then click on the appropriate button.
4. When finished, click **OK**.
6. You should now be back in the new message window with your cursor blinking in the To: field. The name of your group should be in the **TO:** field (or in the **CC:** or **BCC:** field if these were selected).

XV. How to Create and Delete an Addressbook

1. Inside the system Address book, click **Tools** then click **Personal Address Book**, then click on **Add Book**.
 2. Type in the name of the new Address book and click **OK**. The Address book will appear in under “List”.
 3. To delete an Address book, go to **Tools**, then select **Personal Address Book**, then select **Delete Book**.
 4. Select the name of the book that you want to delete and click **Delete**.
 5. A message will pop up telling you that the book and information contained in the Addressbook will be deleted and ask you if you are sure you want to do this. Click the appropriate button.
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