

# Introduction to GroupWise 5 E-Mail for Macintosh Part 2



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## I. How to Archive and Un-archive your E-mail:

(**Reminder:** Any e-mail stored in GroupWise folders will be deleted by the system within 45 days, so Archiving is a good idea if you need to permanently store e-mail.)

1. From a folder (i.e. Mailbox or Sent Items) highlight the message(s) that you want to archive. **Note:** *The Apple key in conjunction with the click highlight non-consecutive items, whereas the Shift key in conjunction with the click highlight a consecutive list of items.*
2. Now click on **Actions** from the menu bar, then **Archive**. The item(s) will disappear from your folder as they have been moved to the Archive folder (which is actually a folder).
3. To un-archive your mail, you must first open your Archive Mailbox (see instructions for **Viewing Archived Items** below), and select the message(s) that you want to un-archive.
4. Click **Actions** and then click on Unarchive. Your message will now be sent back to your Mailbox.

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## II. Viewing Archived Items:

1. From the Main Window, click on **File** then click **Open Archive**. The messages stored in the Archive Mailbox are listed. Note that the word “Archive” appears next to your name on the left side of the main window, the folder list, to indicate that you are looking at archived messages.
2. Double-click on the message that you want to read.
3. To display your archived Sent Items, From the main GroupWise Archive screen, click the icon to toggle the display of sent items on or off

4. To close your Archive folder, click on your Mailbox once again, and then click on **File**. Next, Click on Close Archive. You should now be back in your Mailbox.

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**III. To Specify/Change the Folder to which your Archived Items are saved:**

1. From the Main Window, click on **Edit**, then click **Preferences...**
2. Click the **Environment** icon. Next, click on the popup next to “General”, then select “**File Location.**”
3. In the **Archive directory** field, enter a directory path, or click on the **Find** button to browse for a folder on your hard drive.
4. Click **OK**, then click on **Done** to close the Preferences window.

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**IV. PROXY FEATURE:** As mentioned earlier GroupWise also allows you to proxy (switch) into someone else's mailbox where he or she has given you certain access rights. For example, your supervisor has gone on vacation and she wants you to have the right to read her e-mail <READ rights>, but not the right to send e-mail from her mailbox <WRITE rights>; however, she may want you to have the right to READ and WRITE to her calendar, so you can enter her appointments. All these options are available through the Proxy feature.

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**V. How to Set up Access Rights in Your GroupWise Account:**

1. Open GroupWise.
2. Click on **Edit**, then **Preferences...**
3. Click on the **Security icon**.
4. From the Security Preferences screen, click on the up and down arrow button, next to Password, and select **Proxy Access**.

5. Click in the **Name:** field and type in the user id of the person who you want to give access to. (You may also use the **Address Book** button to do this.)
6. Click **Add User**.
7. The person will now show up in your **Access list**.
8. Now, before granting rights, make sure you click on the person you just added to select. Now click on next to all the **rights** this user will have in your account. **Note:** Marking the Appointment rights allow the new user (or proxy) to read and write to your calendar.
9. When you are done assigning rights, click on the **OK** button to close the Access List window.
10. Then click on **Done** to close the Preferences window.

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## **VI. How to Proxy (switch) into Someone's GroupWise Account:**

1. Open GroupWise.
2. Click on **File**, then **Proxy...** or click on the “little person” icon in the lower left corner of the window.
3. Type in the **user's I.D.** that you are switching into, or highlight it from the given list. (You may use the Addressbook to get the names too.) Then click on **OK button**.
4. You should now be in that person's GroupWise Account.
5. To **Exit** out of that person's Account, you need to click on **File**, then **Proxy**, and type in **your I.D.** to get back into your own account.

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## **VII. How to Remove a Proxy:**

1. Open GroupWise.

2. Click on **Edit**, then **Preferences...**
3. Click on the **Security icon**.
4. From the Security Preferences screen, click on the up and down arrow button, next to Password, and select **Proxy Access**.
5. Click on the name/userid of the person that you want to remove from your proxy list.
6. Click the **Remove User** button.
7. The person will now disappear from your **Access list**. Click **OK** to exit the Access List window, then click on Done to close the Preferences window.

**NOTE:** You must exit GroupWise and restart the program for the persons rights to be completely removed.

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#### **VIII. Setting up Send Options:**

NOTE: This section will show you how to get a 'return receipt' for Mail, Tasks, Appointments, etc.

1. Click **Edit**.
2. Click **Preferences...**
3. Click the **Send** icon.
4. From the Send Preferences screen, select the appropriate option from the pull down list, next Mail/Phone (i.e. Mail/Phone, Appointment, Task, Note), and select appropriate settings in the **Return notification** area.
5. When you are finished making selections, click **OK**, and then click **Done** to close the Preferences windows.

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#### **IX. To View your Calendar and Set a Personal Appointment:**

1. Click the down-arrow next to the **Create a new appointment icon** on the Toolbar.
2. Click **Personal Appointment**.
3. Enter the subject, place, date, time, and type any message you may need pertaining to the appointment.
4. Click the **OK** button.
5. Click **View from the menu bar**, then select as **Calendar**.
6. Click **View from the menu bar**, then select **Details** to go back to regular view.

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**X. Using Busy Search to schedule meetings or appointments:**

1. We need to first create a new appointment, so click on the **Create a new appointment icon**.
2. Use the **Address book** to select the group of users you want to schedule the appointment/meeting with. Click on **OK** when you are done with the Address book.
3. Type the information about the place in the **Place** field.
4. **Type the tentative date and time** for the appointment in the **Start Date and Time field**. . You may increase or decrease the date and time by clicking on the date (month, day, or year) or time (hours, minutes, or AM, PM) and then using the **up/down arrow** button to the right of the Start Date: field.
5. Indicate how long the appointment/meeting will last by clicking in the **Duration** field (e.g., 1 hour, 30 minutes, etc.). You may increase or decrease duration by clicking on the **up/down arrow** button to the right of the duration field.
6. Type the information about the appointment in the **Subject** field.

7. Type any messages that pertain to the appointment/meeting in the **Message** field.
8. Now you are back in the New Meeting e-mail, click on the **Busy?** icon. GW immediately begins searching the schedules of the prospective attendees. Be aware that not all users will be using their computer calendar as routinely as others, and also be aware that this search may take a few moments as GroupWise must look at each individual's calendar.
9. When the Busy Search results come back, you will have an opportunity to determine the best possible time in which to schedule the appt/meeting. Once an appropriate start and stop time is chosen, click on OK.
10. You are now ready to **Send** your New Appointment e-mail. Click the **Send** button.

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**XI. To Schedule a Recurring Event:** (using Auto Date)

1. Let's create a recurring personal task. Click the **Create New Task** icon.
2. Use the **Address book** to select the group of users you want to schedule the appointment/meeting with. Click on **OK** when you are done with the Addressbook.
3. Fill in the **Due in:**, **Subject:**, and **Message:** fields. Also, you may prioritize the Task, 0 to 99, with 99 being the highest (**optional**).
4. Click the **A**ctions on the menu bar, then click **A**uto-Date.
5. In the Autodate dialog box, select the Creation Method by clicking on the up/down arrow and choosing, By Dates, and click all of the dates when the task should appear.
6. Click **OK**, then **Send** to send the message.