

**Novell® GroupWise® 8 Quick Reference Card**

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**Novell® GroupWise® 8 Quick Reference Card**

**GroupWise Main Window**

The main window provides easy access to your messaging and collaboration activities and consists of: **Main Menu Bar** - Nav bar - Toolbar - Folder and Item List Header - Favorites - Folder List - Panels - QuickViewer

**Main Menu Bar:** Provides access to different actions and options in the GroupWise client.

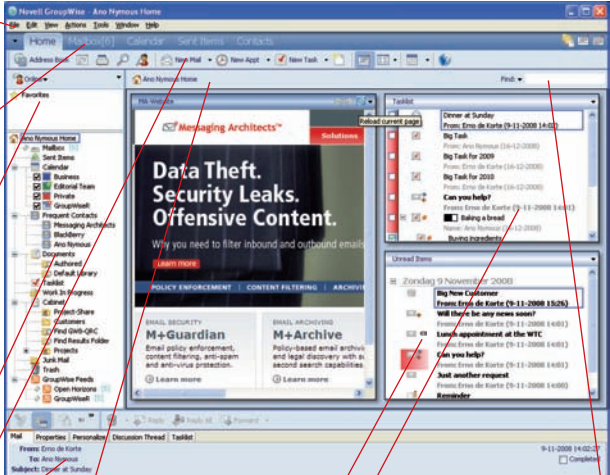
**Nav Bar (customizable):** Provides quick access to frequently used folders.

**Favorites (customizable):** You can add any folder type to your Favorites for quick access to one of your calendars, contact folders or any other folder.

**Folder List:** Lets you organize all of your items in your GroupWise mailbox in different folders, including mail items, appointments, tasks, contacts and much more.

**Toolbar (customizable and adaptive):** Quick access to common tools and actions. Buttons will be added automatically depending on the items you work on.

**QuickViewer:** If enabled, displays the contents of the selected item.



**Folder and Item List Header:** Offers several options, such as access modes (Online, Caching and Remote) as well as access to your Archive and Proxy into other accounts.

**Stub:** Displays a message that is stored in the central archive. An archived message can be recognized by the icon in front of the message.

**Panels:** The Panel view allows you access to content from many different sources in one view. For example, combine a webpage with your Tasklist and your Unread Items. Can be modified to display your most important activities.

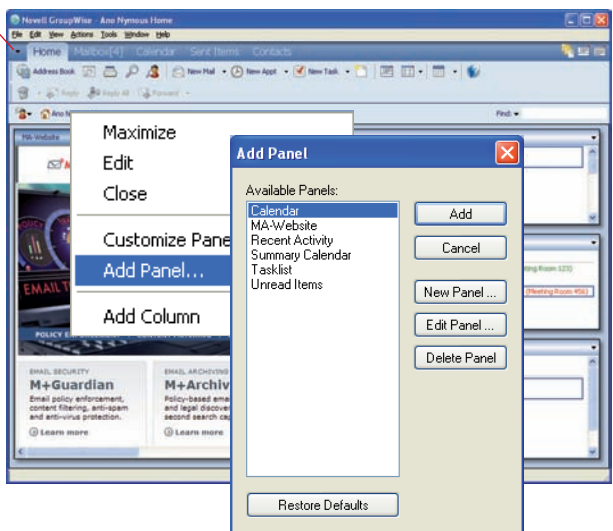
The **Find:** option provides Quickfiltering as well as more advanced search options.

**Home View**

The Home View is organized using panels, which are customized views of information from almost any source. The default panels are **Calendar**, **Tasklist** and **Unread Items**, but you can also create and add your own custom panels.

**Adding a Panel**

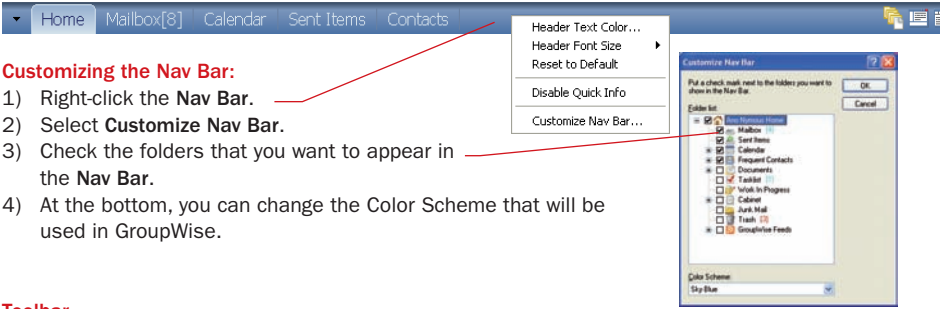
- 1) On the toolbar, click on the arrow to display the menu options.
- 2) Select **Add Panel**.
- 3) Choose one of the pre-defined panels from the list and click **Add** or Click **New Panel** to add a custom panel to this list



# Navigation, Tools and Folder List

## Nav Bar

You can customize the Nav bar by adding or removing options that you want to be displayed. You can also easily change the color scheme of GroupWise.



### Customizing the Nav Bar:

- 1) Right-click the **Nav Bar**.
- 2) Select **Customize Nav Bar**.
- 3) Check the folders that you want to appear in the **Nav Bar**.
- 4) At the bottom, you can change the Color Scheme that will be used in GroupWise.

## Toolbar

Click on any of the buttons of the toolbar to execute the associated action in GroupWise.

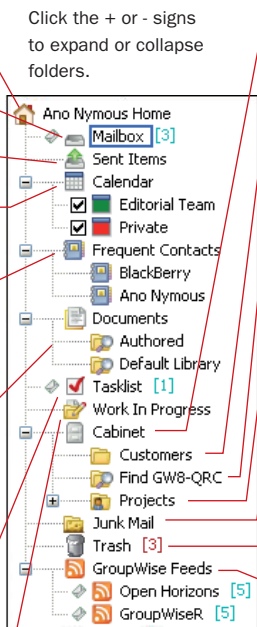


- A - Open the **Address Book**
- B - Display the **Properties** of the selected Item or Folder
- C - Print your GroupWise **Calendar**
- D - **Find** items anywhere in your mailbox (Ctrl + F)
- E - Find a **Contact** in your Address book and Contact folders
- F - Create a **New Mail** (Ctrl + M), use the arrow to select **Mail (simple)** or **Posted Message \***
- G - Create a **New Appointment** (Ctrl + Shift + A), use the arrow to select between **Meeting** (group appointment) and **Posted Appointment** (personal) \*
- H - Create a **New Task** (Ctrl + Shift + T), use the arrow to select between **Task** (group task) and **Posted Task** (personal)
- I - Create a **New Document** (Ctrl + D)
- J - Enable or disable the **QuickViewer**
- K - Use this button to select if you want to **View by - Details, Discussion Threads, Panels, as Calendar, as Tasklist or Address Cards**
- L - Use this button to open a separate window to show **your calendar** in several ways, use the arrow to select **Day, Week, Month, Year** or many other views.
- M - Click on this button to get access to online **Training and Tutorials**

\* - You can change the default for these buttons between **Group and Posted** via **Tools -> Options -> Environment -> Views**

## Folder List

- **Home** - Displays the user's name, click to go to the **Home View**
- **Mailbox** - All incoming items are received in your GroupWise mailbox
- **Sent Items** - Folder containing an overview of all sent items.
- **Calendar** - Contains all your appointments, tasks and notes. Can be divided in sub-calendars.
- **Frequent Contacts** - Contains all contacts to whom you have sent messages. The sub-folder with your name and other subfolders can be used to organize all of your contacts,
- **Documents** - Contains personal and shared documents stored in GroupWise Document Management. This option might be disabled by your IT department.
- **Tasklist** - Any item can be changed into a task item. This folder presents an overview of all task items in your mailbox.
- **Work In Progress** - Location for unfinished items that are saved manually or automatically.
- **Cabinet** - Default location to create personal and shared folders, to organize and share your items.
- **Personal Folder** - Use personal folders to organize all of your items, content is only accessible for yourself and your proxies.
- **Find Results Folder** - Displays the results of pre-defined or user-defined search queries.
- **Shared Folder** - Place items which you want to share with co-workers in a shared folder, so they can easily access them from their own mailbox.
- **Junk Mail** - Received items which are identified as junk mail by GroupWise will be placed automatically in this folder.
- **Trash** - Stores deleted items for 7 days (default setting, can be changed by your IT department or by you).
- **GroupWise Feeds** - Many websites offer a subscription option called RSS. Your GroupWise client can accept these subscriptions and will then automatically collect all new items from such a website in a RSS folder.



# Creating and Sending New Items

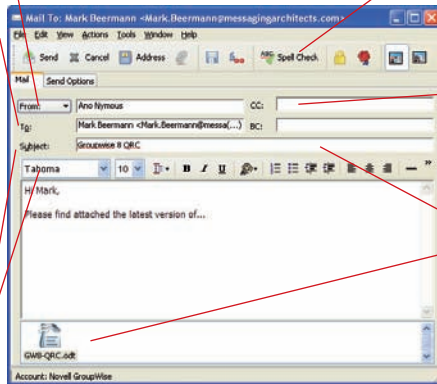
You can create new items like e-mail, calendar appointments and tasks in many ways. We will use the creation of a new e-mail as an example of some basic features.

## 1) Sending e-mail

There are 3 ways to create a new e-mail:

- From the **Menu bar** -> **File** -> **New** -> **Mail**
- From the **Nav Bar**: click the icon
- Using the keyboard **Ctrl + M**

- **From**: Send the message from your own or another user's account to which you have **Proxy access**.
- **To**: Type the first letters of the recipient's name. This way the auto-complete feature can find the correct name (more in the **Address Book** section). You can also click on the **Address Selector** icon in the toolbar.
- **Subject**: Enter the e-mail subject.
- **Message Text Toolbar**: Use the options from this toolbar to format your text or to add (background) images.



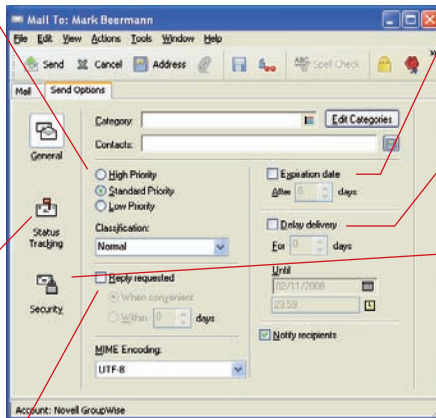
- **Spell Check**: Launches the GroupWise spell check manually. Normally GroupWise will automatically show spelling mistakes as you type.
- **CC**: and **BC**: Send a carbon copy and/or a blind copy of this item to other users. Other recipients can not see the BC recipients.
- **Message Field**: Type the content of your item here.
- **Attach Files**: Click the attachment icon, browse and select the file and click OK. You can also drag and drop files from your file system folders.

**Please Note**: You can also use Microsoft Word or Open Office Writer as the editor to create new items. You can specify this using **Tools** -> **Options** -> **Environment - Editor/Viewers**. This way you can use the spell checker from these editors as well as the advanced layout options.

## 2) Send Options

The **Send Options** tab gives you additional flexibility and lets you categorize, prioritize, classify, track, encrypt and schedule when an item is sent. These options are available for e-mail messages, calendar appointments and tasks.

- **Priority Status**: Messages flagged as High Priority will appear as high priority in the recipients mailbox. If that is a GroupWise mailbox the item will be shown in Red, standard priority will appear in Black and low priority will appear as Grey.
- **Status Tracking**: Advanced options which allow you to track items. Especially useful for items like appointments when these are deleted or declined, so that you will be notified.
- **Reply requested**: Notifies the recipients that a reply to this item is expected within a specified time frame.



- **Expiration Date**: If enabled, the item will be removed from the recipient's mailbox after the specified date and time if they have not opened it.
- **Delay Delivery**: If enabled, the item will be sent to the recipients on the specified date and time.
- **Security**: Allows you to conceal the subject and to encrypt and digitally sign the item, if you have access to your own and the recipient's certificates. When you use message routing, you can enforce the use of the mailbox password to mark an item complete and move it on to the next recipient.

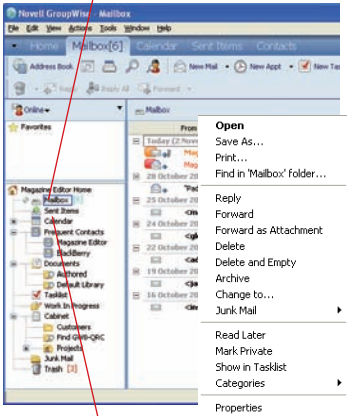
## 3) Click Send

When you have finished composing your item and click on **Send**, the item will be sent to the recipients and the item will be added to your **Sent Items** folder.

# Reading and Managing Items

GroupWise 8 offers a number of new features to improve message management. You can organize your items with color-coded categories, personalize the subject of an item, add notes and save the items in specific Cabinet folders.

**Mailbox:** Stores received items.



**Sent Items:** Stores all sent items.

Right click on an item to display the action menu.

- **Open:** Displays the item content and/or properties of a sent item.
- **Save As:** Saves the item and/or attachments.
- **Print:** Prints the message and/or attachments.
- **Find in 'Mailbox' folder:** Find similar items in the current folder. This option will adjust to the field on which you right-click, for example filtering on the 'From' field or the 'Subject' field.
- **Resend:** Allows you to make changes to an existing item and resend it, giving you an option to retract the original message from the recipients mailbox.
- **Delete:** Moves the item to the 'Trash' folder, allowing you to recover the item later.
- **Delete and Empty:** Completely remove the item from your mailbox.
- **Archive:** Moves the item from the mailbox to the GroupWise Archive.
- **Change to:** Allows you to change the item to another type, for example an incoming e-mail into an appointment or a task.
- **Junk Mail:** Mark the item as 'Junk' (will move it to the 'Junk Mail' folder) or 'Blocked' (will delete the item). All other future items from the same sender can be 'Junked' or 'Blocked' as well.
- **Read Later:** Mark an already opened item as 'Unread', **Mark Read** marks an item as 'Read'.
- **Mark Private:** Marks the item as 'Private', this way co-workers using 'Proxy' can't access the content of the item.
- **Show in Tasklist:** The item will be added to your 'Tasklist'.

## Received Items

In your mailbox, you can recognize the type of item by the icons at the beginning of each line:

- Unopened mail message
- Calendar item
- Task item
- Note
- Phone message

The blue arrow to the right of the icon indicates that you have forwarded the item to someone else, the orange arrow that you have replied to the item. Compared to previous versions, GroupWise 8 offers some new options:

Click on the area in front of the icon to quickly assign a category. This makes it easier to identify the item in a longer list of items.



Click on the arrows behind the icon to open the discussion thread view. This displays all forwards and replies on this item.

## Reading and Managing Received Items

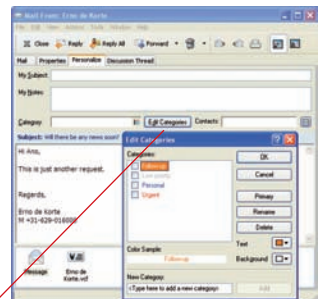
You can open a received item by double-clicking or using the menu option **File -> Open**. Once the item is open, you will find several options in the item-menu as well as in the item-toolbar:

- Close:** Close the item and return to your mailbox.
- Reply:** Lets you reply to the sender of the item.
- Reply All:** Reply to the sender and all other people that have received the item.
- Forward:** Lets you forward the item to other people.
- Delete:** Lets you delete the item.
- Allows you to go to the next or the previous item in the item list.
- Print:** Lets you print the message.
- Allows you to toggle between 'Plain Text' and 'HTML view' of the item.

## Personalizing Items

GroupWise 8 lets you change or add information to several parts of a received item:

- Open an item and click on the tab **'Personalize'**.
- You can override the subject of the received item with something more meaningful for you using the option **'My Subject'**.
- You can add your own personal notes to an item, for example that you have called the person sending the item, using the **'My Notes'** option.
- You can add a **'Category'** by clicking on the category icon. You can also add or change categories using the **'Edit Categories'** option.
- You can add 'Contacts' to an item, thereby connecting the item to other contacts than just the sender. For example, the item might be a proposal which is sent to one recipient, by connecting other contacts, the item will be included in the search results for those contacts as well.
- **Edit Categories:** Lets you create your own categories with custom fonts as well as background colors. Type a new category in the **'New Category'** field and click **'Add'** to include the new category in the list. Click on the **'Text'** and **'Background'** to change the colors.
- **Viewing the Discussion Thread:** GroupWise 8 allows you to quickly view all the items which are connected to an item once you have replied or forwarded the item. Open an item and click on the tab **'Discussion Thread'** to view a list of all these connected items.



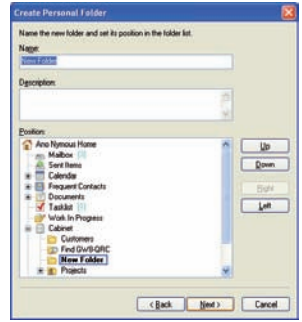
## Filing Items in Personal Folders

You can organize items in the **Cabinet** and in sub-folders of your Cabinet. To create a personal folder:

- Right-click the **Cabinet** folder and select 'New Folder'
- Type a name for the new folder.

In previous versions of GroupWise, creating a new folder took several steps, to accommodate the creation of several folder types. This wizard is still available as a menu item under **File -> New -> Folder**. On the right one of the screens of this wizard is shown.

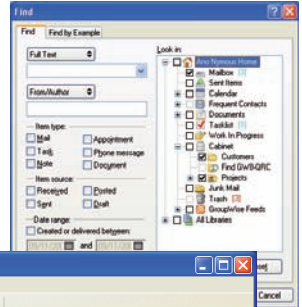
Once a new folder is created, you can simply drag and drop items from your **Mailbox** folder to the newly created folder.



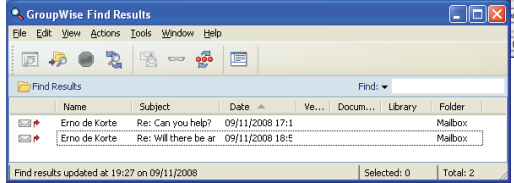
## Finding Items in GroupWise

As items can be stored in different folders in your GroupWise mailbox, the **Find** feature can be very useful.

- Click on the **Find** icon on the main **Tool Bar**.
- Specify the search criteria.
- Select **Full Text** to search in the body, as well as the attachments, for the keyword. You can also select **Subject** to limit the search to the subject of the items.
- Select **From** or **To** field to search items sent or received from specific people.
- Select the **Item Type** you want to conduct the search on.
- Optionally, specify a **Date Range** of the search.
- In the **Look in** list, expand and select folders to limit the search.
- Click OK to start the search.



The results will be displayed in the **Find Results** window.



## Saving Search Queries and Results as Find Results Folder

If over time you often have to repeat a certain search, for example for a specific project, you might want to save the search as a **Find Results Folder**, so you can start the search by just opening the folder

- From the **Tool Bar** on the **Find Results** folder, click on the **Save as Folder** icon.
- Specify a descriptive **Name** for the new folder, like 'Search for ProjectXXX'.
- Use the **Up** and **Down** buttons to place the folder in the correct position between your other folders.
- Make sure the checkbox 'Find new matching items each time the folder is opened' is selected to ensure that the find will be refreshed each time you open the new folder.

In your cabinet, the new folder will be represented by a special **Find Results** folder icon. Just click on the folder to open it, and the content will be refreshed automatically.



## Managing Contacts

The Contact folder in the main GroupWise client can contain as many sub-folders for contacts as needed, this is very useful way to manage your personal and business contacts.

**New Contact:** Lets you add a new contact


**New Resource:** Lets you add a new resource

**New Organization:** Lets you add a new organization

**New Group:** Lets you add a new group

**Find:** Lets you filter on the content of the contact folder

**123 a b...:** Click on any of these buttons to quickly move to the first contact beginning with this character.

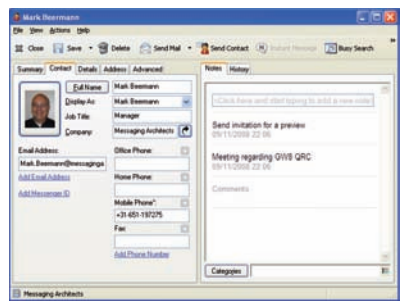
 Lets you add additional buttons for Arabic, Cyrillic and Hebrew characters.



### Adding and Editing the Contact Details


When adding or editing a contact, the first tab 'Contact' will contain details like the Name, the Job Title, Company, Email Address and several phone number fields. You can add as many e-mail addresses as you want with the 'Add Email Address' option. You can also add additional phone numbers using the 'Add Phone Number' option.

- Picture:** By clicking on the (empty) picture field you can add a picture of the contact.
- Notes:** On right half of this screen you can add Notes, for example about meetings and phone calls with this contact.
- History:** The History page displays all items that you have sent or received from this contact.
- The Toolbar contains buttons to **Close**, **Save**, **Delete** and **Send Mail**. Use the down arrow to **Send Appointment**, **Send Task** and **Send Phone Message**. Use the **Send Contact** button to send the contact details to someone else in an e-mail, with an electronic business card (VCF) as an attachment.
- Busy Search** allows you to busy search people outside your organization as well as within, at least if these external users have sent you their Busy search information.



### Adding and Editing Office and Personal Details

On the **Details** page, you can specify **Office** details like **Profession**, **Department**, **Location**, **Manager** and **Assistant** of your contact.




In the **Personal** section, you can specify their birthday and anniversary. The dates specified here will also show as item in your calendar on those dates. This entry can be previewed and edited using the  button.

The **Internet Addresses** section can contain their **Office** and **Personal** websites. If your contacts have sent you their **Free/Busy** URL you can specify them here as well. This allows you to perform **Free/Busy** searches across the Internet to people outside your organization.



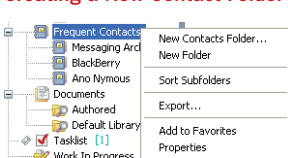
### Adding and Editing Address Details

On the **Address** page you can specify the details for their **Office Address**, **Home Address** and **Other Address**. You can set one of them as the **Mailing Address**.

- Update address from company information:** If you have connected this person to an Organization object which contains the company address, you can use the  button to copy the address from the Organization object to the address fields of this contact.
- Copy this address to the clipboard:** Use the  button to copy the address details to the clipboard, so you can use this information in other applications.
- View a map of this address:** Use the  button to view a map in Google maps.




### Creating a New Contact Folder

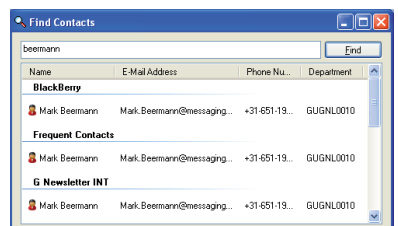


Organizing your contacts in contact folders can be very useful to separate, for example personal and business contacts or customers and suppliers. It's also useful to create a separate contact folder which will be synchronized with your Blackberry or other mobile device. Create a new Contact Folder by right-clicking on the Frequent Contacts folder and then specifying a name for the new folder.

### Finding Contacts in Your Contact Folders

You can use the  Find Contacts feature to search for contacts in any of your contact folders.

- Click on Find Contacts in the Main Toolbar.
- Enter (part of) the name of the person you are looking for and click on Find.



## Using the Address Book Application

Several contact management features can be found in the separate **Address Book** application, which can be launched with the  button on the **Main Toolbar**:

- **Sharing a Contact Folder:** In the Address Book application, right-click on any **Contact Folder** to access the **Sharing** option. Select **'Shared with'** and select the people with whom you want to share this contact folder. Click **'Add User'** to add the selected users and change the **'Access'** options if needed from **'Read only'** to **'All (read, add, edit, delete)'**. Click **OK** to send the invitation to access the shared folder to the selected users.
- **Name Completion Search Order:** When creating a new item, GroupWise will automatically select a contact by comparing the letters that you have typed with contacts from one or more **Contact Folders** that you have specified. By default, only the **'Frequent Contacts'** folder will be searched. You can change this by selecting **File -> 'Name completion Search Order'**. In this screen, move the contact folders that you want to be searched from left to right and click **OK**.

## Importing and Exporting Contacts

There are several options to import and export contact data.






- **Export:** You can export contacts in the Novell Address Book (**NAB**) format, in Electronic Business Card (**VCF**) format and in Comma Separated File (**CSV**) format, with UTF-8 support if needed for extended characters.
- **Import:** You can import files in the same formats as mentioned above. The **Import Wizard** will match as many field names as possible from the import file and will ask you to connect all other fields, if needed.

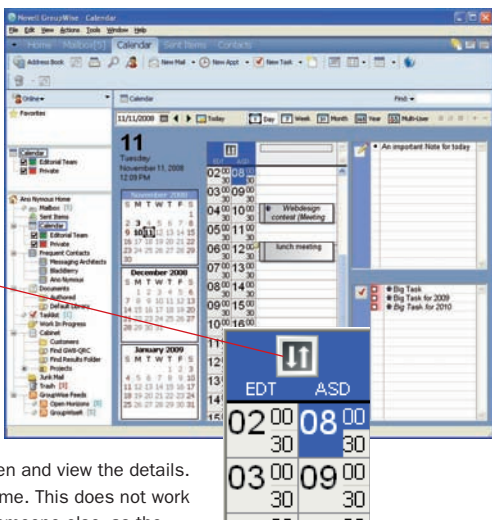


## Calendar and Appointments


The GroupWise **Calendar** lets you manage **Appointments, Tasks and Notes**. You can create multiple sub-calendars and share calendars with other users. A new feature in GroupWise 8 is that you can also **Subscribe** to external calendars and **Publish** your sub calendars on the Internet.

To access your **Calendar**, click **Calendar** in the **Nav Bar** or the **Calendar** folder in the **Folder list**.

-  Use these buttons to display the next or previous dates, the step size will vary depending on the view - one day in the **Day** view, one week in the **Week** view and so on.
-  Click here to go to any other date quickly.
-  **Today:** Click here to go back to **Today** quickly.
-  Click on any of these buttons to go to the **Day, Week, Month** or **Year** view.
-  The **Multi User** view displays calendars of other users' calendars to which you have **Proxy** access.
- **Additional Time Zones:** simply click on the **Up/Down** button above the time scale to add an additional time zone.
- To create a new **Appointment, Task** or **Note**, just click and type in any of the respective areas, or double-click in item area to open a new item window, or use the buttons in the **Toolbar**.
- To view an existing item, double-click the item to open and view the details.
- To reschedule an item, drag it to the new date and time. This does not work for group appointments that have been created by someone else, as the sender, as the owner, needs to make those changes to keep control of the appointment.




## Posted and Group Appointments

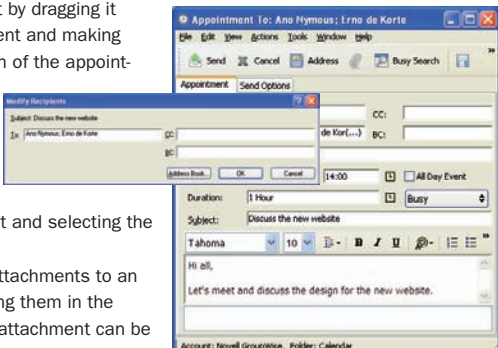
A **Posted Appointment** is an appointment which will only show in your own calendar and can be easily changed, as it does not impact other people calendars. A  **Group Appointment** will be shown in the calendars of the invited people as well as in their mailbox, where they can decide to **Accept** or **Decline** it. To maintain control of such a **Group Appointment**, only the owner can make changes. The recipients can change the subject with the **My Subject** feature and can add personal categories, notes and other contacts to an appointment.

## Scheduling a Group Appointment

- Click the  icon on the **Toolbar**.
- Enter the recipients to the **To** field.
- Enter the meeting location in the **Place** field.
- Enter the **Start Date** and the **Duration**.
- Type the **Subject** and an optional message.
- Click **Send**.

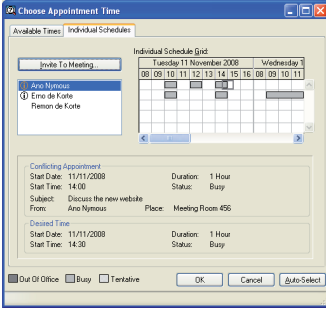
## Changing a Group Appointment



- As a sender/owner, you can change an appointment by dragging it to a new date and time or by opening the appointment and making changes. This will result in a **Resend**, the old version of the appointment will be retracted automatically.
- As a sender/owner, you can add other people to an existing appointment by right-clicking on the appointment and selecting **'Modify Recipients'**.
- As sender or recipient, you can add information to an existing appointment by opening the appointment and selecting the **'Personalize'** tab, as discussed earlier.
- As sender or recipient, you can also add personal attachments to an existing appointment by simply dragging and dropping them in the attachment zone of the appointment. The personal attachment can be recognized by the  icon in the attachment window.




## Using Busy Search

When creating a **Group Appointment**, you can search other people's calendars to find time blocks that are suitable for all attendees. This works by default for people in your own organization using GroupWise and will also work for those external users that have sent you a link to use for a Busy search (see also **Managing Contacts**). To perform a **Busy Search**:




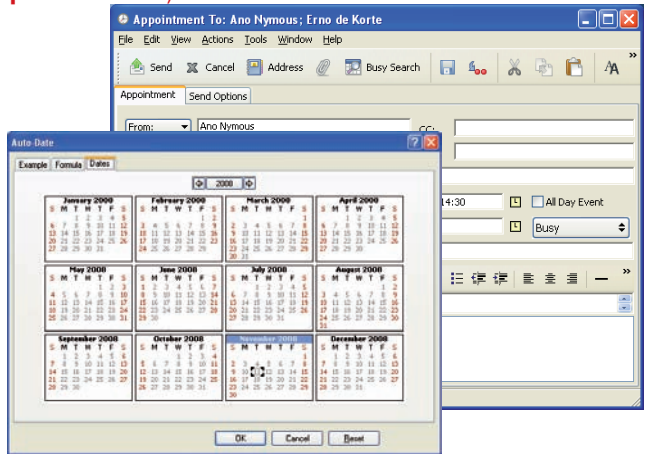
- Click the  icon on the **Toolbar**.
- Click the  icon on the **Appointment Toolbar**.
- Click **Invite to Meeting**.
- Select the attendees on which to perform the busy search.
- Use **Auto Select** to identify the earliest time slot when all attendees will be available or locate a time manually.
- Click **OK**.
- Complete the appointment as described above.
- Click **Send**.

The  in front of certain attendees indicates that you have **Proxy** access to their calendar. This allows you to view more appointment information, such as subject, when clicking on one of their appointments in the right half of the dialog screen.

## Creating Recurring Appointments, Tasks and Notes

GroupWise can schedule recurring appointments, tasks and notes. Use this feature to schedule recurring and periodic events.

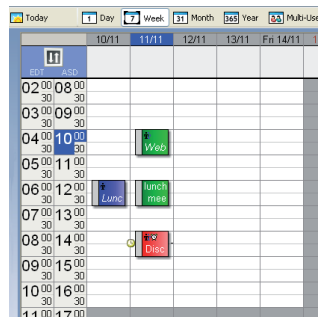
- Click **New Appointment**, **New Task** or **New Note** on the **Toolbar**.
- Select the  icon in the **Start Date** field.
- Click the **Select Recurring** link at the bottom of the dialog.
- Click the **Date** tab and choose the recurring dates on the **Calendar**. They are displayed in **bold**.



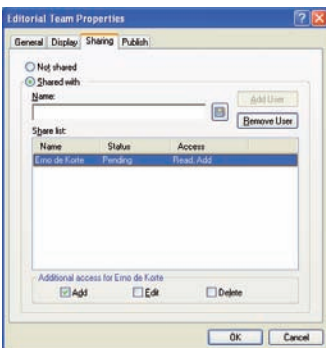
## Creating Multiple Calendar Folders

You can easily create several calendar folders to separate appointments. For example personal, business and project appointments. As each calendar folder can have its own color, appointments can be more easily recognized. Here's how you can create additional calendar folders:

- Right-click the **Calendar** folder.
- Select **New Calendar**.
- Type a name for the new calendar.
- New calendars will appear in the **Calendar** folder.



## Sharing a Calendar



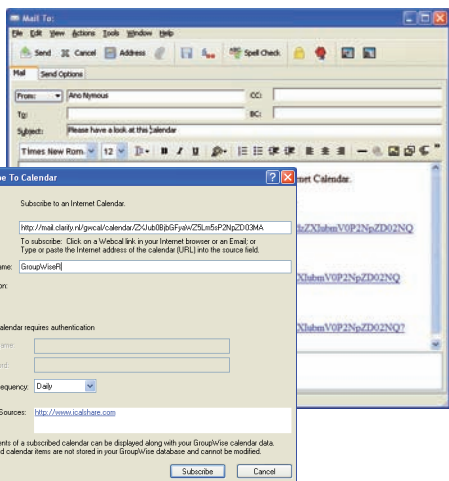
You can easily share a calendar folder with a co-worker in your own organization, so they can access your calendar from their own mailbox:

- In the **Calendar** folder, right-click the calendar you wish to share.
- Select **Sharing and Shared with**.
- Select the user(s) from the GroupWise Address Book.
- Click the **Select Address** button.
- Click **OK**.
- Highlight the user in the **Shared list**.
- Grant additional access rights to the user as you wish.
- Click **OK**.

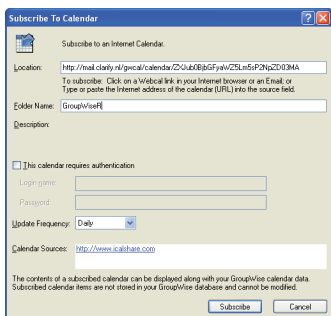
## Publishing a Calendar

While **Sharing a Calendar** works fine with co-workers in your own organization, there might also be a need for people outside your organization to access, for example, calendar data for a project. You can use the new **Publish** feature for this, provided that your IT department has set it up. You can then send these people an e-mail with a URL to this data.

- In the **Calendar** folder, right-click the calendar you wish to publish.
- Select **Publish**.
- Check the box in front of **Publish this calendar** and review the other options.
- Click on **Send Publish Location** to generate an e-mail which contains the details of published calendar. Fill in the necessary details and click on **Send**.
- Click **OK**.



## Subscribe to a Calendar



As more and more systems use the standards for calendar publishing, you can now subscribe to more and more calendars on the Internet, e.g. the calendar of your favorite football team. Examples of such calendars can be found at [www.icalshare.com](http://www.icalshare.com) or people can send you the URL to their published calendar.

- When receiving such an e-mail or when finding a published calendar on the Internet, simply click on the URL.
- The **Subscribe to Calendar** dialog will be presented. Change details like the **Folder Name** if needed.
- Click **OK**, the subscribed calendar will be shown in your **Calendar** folder.

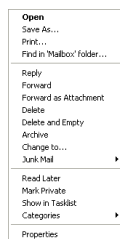
## Task Management

Any new item can be added to the Tasklist, without having to change the the item into a task.

- In any **Folder**, right-click on an item and select **Show in Tasklist**.
- Go to the separate **Tasklist** folder, where you will find your new **Task** item.

The item will not yet be shown in your Calendar Day view, as the item does not have a **Due Date** yet.

- Open the item and go to the **Tasklist** tab.
- Check the box after **Due on** and adjust the date if needed.
- Click **Close** to save the changes.



## Creating new Tasks and Sub-tasks



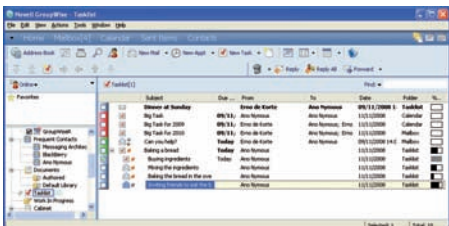
You can easily create new tasks and arrange them in a Task tree like this:

- In the **Tasklist** folder or anywhere else, click on **New Task** button in the **Toolbar**. Use the Down arrow next to this button to create a **Posted** task if needed.
  - Specify a **Subject** and complete the other fields as needed, click **Post** or **Send**.
  - Create a second and third **Task** in the same way.
  - Click on the second or third **Task** and place it under the first **Task**, make sure to look at the arrow to see it is correctly positioned.
- You can also right-click on the first task and use the **New Subitem** option.

## Using Percentage Complete on Tasks

You can also use GroupWise to keep track off projects by using the **Percentage Complete** feature.

- Click on any **Task** or **Subtask** and go to the tab **Tasklist**.
- In the field **% Complete**, change the value. If you change this to 100%, the Task will be marked **Completed** automatically.
- Close the task with the **Post** or **Close** button.
- In the **Tasklist** folder, right-click on the folder header near **Subject** and select **More columns**.
- In the list of fields on the left, the **% Complete** should be the first item, click on **Add** and then on **OK**.




Your **Tasklist** folder should now show the **Percentage complete** for all tasks as well as an aggregated value for a task with subtasks, as shown in the image above.

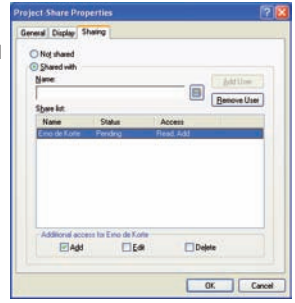
## Sharing Folders

GroupWise allows you to easily share folders containing all kinds of items as well as calendar and contact folders. Items placed in a **Shared Folder** are instantly available to everyone with access to that **Folder**.

- To create a new shared folder, in the Folder List, right-click the **Cabinet**.
- Select **New Folder** and specify a name for the new folder.

## Sharing an Existing Folder

- Right-click on any folder, either in **Cabinet**, **Calendar** or **Frequent Contacts** and select **Sharing**.
- Select **Shared with**.
- In the **Name** field, type the name of the person that should have access to this folder or use the  button to select users from the GroupWise **Address Book**.
- Click **Add User** and repeat until all users are added.
- By default, all users are granted **Read** and **Add** rights. To grant or take away rights for a particular user, highlight the user and select or deselect the specific right.
- **Add**: Allows the user to place new items into the **Shared Folder**.
- **Edit**: Allows the user to modify items in the **Shared Folder**.
- **Delete**: Allows the user to delete items in the **Shared Folder**.
- Click **OK**.
- In the **Shared Folder Notification**, add some explanatory text to the Message field, so that the recipients know why you want to share this folder with them.
- Click **OK** to send the **Shared Folder** invitation to the recipients.



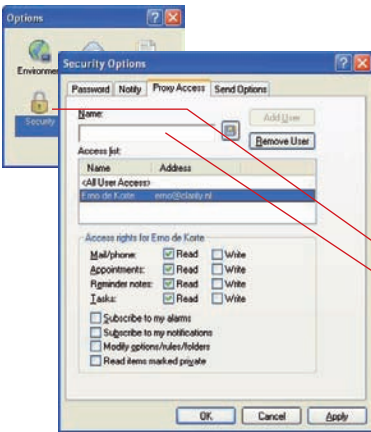
## Reviewing and Changing Shared Folder Rights

In some cases, you might want to review or change the settings of a Shared Folder.

- Right-click on a **Shared Folder** and select **Sharing**.
- On the **Sharing** tab, you will find the current settings for the people you shared the folder with. Click on any user in the list to review and change the access rights for the user or click **Remove User** to retract the access rights.
- The user will not be notified again if you change the access rights, however the user will receive a notification if you retract all access rights to a shared folder.


Please note, in some cases the recipient needs to restart the GroupWise client before being able to use the changed access rights.

## Proxy




The **Proxy** feature authorizes access to a user's mailbox. This is especially useful for example for managers and their assistants or for co-workers who need to access the mailbox of someone else during absence. Proxy access may be full or restricted to specific items in the Mailbox, for example **Mail**, **Appointments**, **Notes** or **Tasks**.

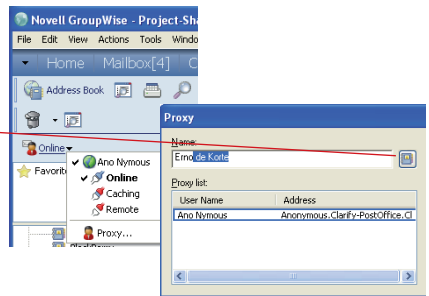
### To Grant Proxy Access

- From the **Menu bar**, select **Tools** -> **Options**.
- Double click the **Security** button and select the **Proxy Access** tab.
- Type the name of a user or use the  **Address Selector** to select users from the **GroupWise Address Book**.
- Click **Add User**.
- Highlight each user in the list and grant the respective access rights to your **Mail**, **Appointments**, **Notes** and **Tasks**.
- Click **OK** and **Close**.

### To Access another Mailbox using Proxy

- From the **Main Menu Bar**, select **File** -> **Proxy** or use the **Mode** selection dropdown which is located immediately above the folder list, on the left, and click on **Proxy**.
- Enter the name of the user or use the  **Address Selector** to select a user

Provided that you have granted **Access Rights**, you now have access to the mailbox of the user you just selected. You can recognize this by looking at the GroupWise window title bar. The name of the proxied user will be shown in it.



## Essential GroupWise® Productivity Tools

