

# Novell GroupWise®

7

August 15, 2005

GROUPWISE CLIENT  
FREQUENTLY ASKED QUESTIONS (FAQ)

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Novell, Inc.  
404 Wyman Street, Suite 500  
Waltham, MA 02451  
U.S.A.

[www.novell.com](http://www.novell.com)

GroupWise 7 Client Frequently Asked Questions (FAQ)

[August 15, 2005](#)

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# About This Guide

This Novell® *GroupWise*® 7 Client *Frequently Asked Questions (FAQ)* is intended to help GroupWise client users who have not found the information they need in the GroupWise client online help or User Guides:

- ♦ “How Do I Find What I Need in the GroupWise Client Documentation?” on page 9
- ♦ “GroupWise Windows Client FAQ” on page 11
- ♦ “GroupWise Cross-Platform Client FAQ” on page 15
- ♦ “GroupWise WebAccess Client FAQ” on page 17
- ♦ “Non-GroupWise Clients FAQ” on page 19
- ♦ “GroupWise Client Comparison” on page 21
- ♦ “Where Do I Go for More Help?” on page 29

## Additional Documentation

For additional GroupWise documentation, see the following guides at the [Novell GroupWise 7 Documentation Web site \(http://www.novell.com/documentation/gw7\)](http://www.novell.com/documentation/gw7):

- ♦ *GroupWise Windows Client User Guide*
- ♦ *GroupWise Cross-Platform Client User Guide*
- ♦ *GroupWise WebAccess Client User Guide*
- ♦ *GroupWise Connector for Microsoft Exchange Quick Start*
- ♦ *GroupWise PDA Connect Readme*

## Documentation Updates

For the most recent version of the *GroupWise 7 Client Frequently Asked Questions (FAQ)*, visit the [Novell GroupWise 7 Documentation Web site \(http://www.novell.com/documentation/gw7\)](http://www.novell.com/documentation/gw7).

## Documentation Conventions

In Novell documentation, a greater-than symbol (>) is used to separate actions within a step and items in a cross-reference path.

A trademark symbol (®, ™, etc.) denotes a Novell trademark. An asterisk (\*) denotes a third-party trademark.

When a single pathname can be written with a backslash for some platforms or a forward slash for other platforms, the pathname is presented with a backslash. Users of platforms that require a forward slash, such as Linux\*, should use forward slashes as required by your software.

When a startup switch can be written with a forward slash for some platforms or a double hyphen for other platforms, the startup switch is presented with a forward slash. Users of platforms that require a double hyphen, such as Linux, should use double hyphens as required by your software.

### **User Comments**

We want to hear your comments and suggestions about this manual and the other documentation included with this product. Please use the User Comment feature at the bottom of each page of the online documentation, or go to [www.novell.com/documentation/feedback.html](http://www.novell.com/documentation/feedback.html) and enter your comments there.



# 1

## How Do I Find What I Need in the GroupWise Client Documentation?

- ❑ **Step 1: Online Help in the GroupWise Client**
- ❑ **Step 2: User Guides on the GroupWise Documentation Web Site**
- ❑ **Step 3: User Comments Link in the User Guides**
- ❑ **Step 4: GroupWise Support Forum**

### Step 1: Online Help in the GroupWise Client

All three GroupWise clients offer online help.

- ◆ **Windows Client:** Click Help > Help Topics.
- ◆ **Cross-Platform Client:** Click Help > Help Topics.
- ◆ **WebAccess Client:** Click Help.

The online help in all three clients offers three ways to access the information provided in the help:

- ◆ **Contents:** Provides task oriented (“How Do I”) access to the help information. This is a great place for beginners to get started.
- ◆ **Index:** Provides alphabetical access to common tasks and features. This is a great help when you know what you want to do but you can’t figure out how to do it.
- ◆ **Search:** Provides a full text search of the help information based on keywords. If the index doesn’t have it, the full text search should.

If the online help doesn’t help you, proceed to **Step 2: User Guides on the GroupWise Documentation Web Site**.

### Step 2: User Guides on the GroupWise Documentation Web Site

All three GroupWise clients have a User Guide posted on the [GroupWise 7 Documentation Web site \(http://www.novell.com/documentation/gw7\)](http://www.novell.com/documentation/gw7) that is easy to access:

- ◆ **Windows Client:** Click Help > User Guide.
- ◆ **Cross-Platform Client:** Click Help > User Guide.
- ◆ **WebAccess Client:** Click **GroupWise 7 WebAccess Client User Guide**, then bookmark that page for future reference.

The User Guides are provided in both HTML and PDF format. Both formats are searchable and yield different kinds of search results.

- ♦ **HTML Search:** To search the HTML version of a User Guide, click the main link to the guide on the [GroupWise 7 Documentation Web site \(http://www.novell.com/documentation/gw7\)](http://www.novell.com/documentation/gw7), then select the sections of the guide that you want to search in the left pane. All sections of the guide are selected by default. Type the word or phrase to search for, then click Search Checked Items For. Web search technology is used to return pages where the word or phrase is found in the User Guide, ranked according to the likelihood that the page is what you're looking for.
- ♦ **PDF Search:** To search the PDF version of a User Guide, click the PFD link to the guide on the [GroupWise 7 Documentation Web site \(http://www.novell.com/documentation/gw7\)](http://www.novell.com/documentation/gw7). Click Find (the binoculars icon), type the word or phrase to search for, then click Find to find the first instance. Click Find Again to continue searching through the document for instances of the word or phrase. This full text search procedure is more thorough than the Web search approach.

**TIP:** When you are in the HTML version of a User Guide, you can click View PDF at the top of any page to immediately open the PDF version of the User Guide.

If the User Guide doesn't help you, proceed to [Step 3: User Comments Link in the User Guides](#).

## Step 3: User Comments Link in the User Guides

If you have searched the online help and the User Guide for the GroupWise client you are using and you still cannot find the information you need, you can submit a user comment about the documentation. Just click Add Comment at the bottom of any page of the HTML version of the documentation.

**IMPORTANT:** For best results, submit your comment on the page of the User Guide where you tried to find the information.

When you submit a user comment, one of the following things happens:

- ♦ We know where the answer to your question is in the current documentation. We send a response to you to help you find the information you need.
- ♦ We know the answer to your question and we discovered that it is not in the current documentation. We send a response to you and post the information on the page where you made your comment. The information will be added to the next version of the GroupWise documentation.
- ♦ We don't know the answer to your question. We find the answer to your question, then proceed as described above.
- ♦ We technical writers can't help you resolve problems with the GroupWise software. When GroupWise doesn't work for you the way it's supposed to, we refer you to [Step 4: GroupWise Support Forum](#).

**NOTE:** Response times vary.

## Step 4: GroupWise Support Forum

The [GroupWise Support Forum \(http://support.novell.com/forums/2gw.html\)](http://support.novell.com/forums/2gw.html) provides assistance from over 30 volunteer SysOps from around the world, not to mention helpful GroupWise users from around the world as well. If the GroupWise client isn't working for you as documented, post your problem on the GroupWise Support Forum for free assistance.

# 2

## GroupWise Windows Client FAQ

- ♦ How do I customize the Home View?
- ♦ Help! I've had fun playing with my Home View. Now how do I put it back?
- ♦ How do I get rid of the little monthly calendars that weren't there in my GroupWise 6.5 Calendar Week view?
- ♦ How do I set up an automated response to let people know that I'm on vacation or out of the office?
- ♦ How do I add text, such as contact information, to the bottom of every message I send?
- ♦ How do I get notified of incoming messages?
- ♦ Can I set an alarm on a task?
- ♦ How do I schedule an annual event, like a birthday or anniversary?
- ♦ How do I change my default font for composing and viewing messages?
- ♦ What do all the little symbols next to my messages mean?
- ♦ Someone gave me proxy access to a mailbox. How do I access it?
- ♦ Help! My folder list has disappeared. How do I get it back?
- ♦ How do I turn on sound or change the sound of my appointment notifications?
- ♦ Can I delete attachments from a received message?
- ♦ In the Attach File dialog box, how do I set the default file listing to Details (to include file size, type, and date) instead of List (which just lists the filenames)?
- ♦ How do I forward all my mail from my GroupWise account to a personal e-mail account?

**NOTE:** External cross-references in the section are found in the *GroupWise 7 Windows Client User Guide*.

### How do I customize the Home View?

See “Understanding the Home View” and “Using Panels”.

### Help! I've had fun playing with my Home View. Now how do I put it back?

Right-click the Home icon, then click Properties > Display > Customize Panels > Restore Defaults.

## How do I get rid of the little monthly calendars that weren't there in my GroupWise 6.5 Calendar Week view?

Right-click the Week button on the Calendar View bar, then click Properties. Select Week, then click Edit. Select Week instead of Week (Default), then click OK.

## How do I set up an automated response to let people know that I'm on vacation or out of the office?

See [“Creating a Vacation Rule”](#).

## How do I add text, such as contact information, to the bottom of every message I send?

See [“Adding a Signature or vCard to Items You Send”](#).

## How do I get notified of incoming messages?

See [“Running Notify”](#).

## Can I set an alarm on a task?

At present, you can't set alarms on tasks. Alarms can only be set on items that appear in your Calendar.

## How do I schedule an annual event, like a birthday or anniversary?

See [“Scheduling Auto-Dates by Formula”](#).

## How do I change my default font for composing and viewing messages?

See [“Changing the Font of Items You Send”](#).

## What do all the little symbols next to my messages mean?

See [“Icons Appearing Next to Items in Your Mailbox, Sent Items Folder, and the Calendar”](#).

## Someone gave me proxy access to a mailbox. How do I access it?

See [“Managing Someone Else's Mailbox or Calendar”](#).

## **Help! My folder list has disappeared. How do I get it back?**

Click View > Folder List. If you're in a context where that doesn't work, click Tools > Options > Environment > Appearance > Display Folder List.

## **How do I turn on sound or change the sound of my appointment notifications?**

When Notify is running, you have a Notify icon (a small globe with a letter) in your Windows system tray. Right-click the Notify icon, then click Options > Alarms. Select Play Sound, then select the sound file you want to play.

## **Can I delete attachments from a received message?**

No. Not at the present time.

## **In the Attach File dialog box, how do I set the default file listing to Details (to include file size, type, and date) instead of List (which just lists the filenames)?**

Unfortunately, you cannot change the default list presentation in GroupWise or in the Windows\* operating system environment.

## **How do I forward all my mail from my GroupWise account to a personal e-mail account?**

See [“Creating a Rule to Forward All Mail to a Private Mail Account”](#).



# 3

## GroupWise Cross-Platform Client FAQ

- ♦ I'm used to the GroupWise Windows client. What differences am I going to see when I use the Cross-Platform client?
- ♦ Where's the Home View?
- ♦ How do I set up an automated response to let people know that I'm on vacation or out of the office?
- ♦ How do I add text, such as contact information, to the bottom of every message I send?
- ♦ How do I schedule an annual event, like a birthday or anniversary?
- ♦ How do I change my default font for composing and viewing messages?
- ♦ What do all the little symbols next to my messages mean?
- ♦ Can I delete attachments from a received message?
- ♦ Someone gave me proxy access to a mailbox. How do I access it?
- ♦ How do I forward all my mail from my GroupWise account to a personal e-mail account?

**NOTE:** External cross-references in the section are found in the *GroupWise 7 Cross-Platform Client User Guide*.

### I'm used to the GroupWise Windows client. What differences am I going to see when I use the Cross-Platform client?

See [Chapter 6, "GroupWise Client Comparison,"](#) on page 21.

### Where's the Home View?

The Home View is a new feature in the GroupWise 7 Windows client. It is not yet available in the Cross-Platform client.

### How do I set up an automated response to let people know that I'm on vacation or out of the office?

See ["Creating a Vacation Rule"](#).

### How do I add text, such as contact information, to the bottom of every message I send?

See ["Adding a Signature or vCard to Items You Send"](#).

## **How do I schedule an annual event, like a birthday or anniversary?**

At present, you can't schedule annual events in a single action. You must use the AutoDate feature. On the Dates tab, select the date, move to the next year, select the date again, and so forth, for as many years as desired.

## **How do I change my default font for composing and viewing messages?**

See [“Changing the Font of Items You Send”](#).

## **What do all the little symbols next to my messages mean?**

See [“Icons Appearing Next to Items in Your Mailbox and Calendar”](#).

## **Can I delete attachments from a received message?**

No. Not at the present time.

## **Someone gave me proxy access to a mailbox. How do I access it?**

See [“Managing Someone Else's Mailbox or Calendar”](#).

## **How do I forward all my mail from my GroupWise account to a personal e-mail account?**

See [“Creating a Rule to Forward All Mail to a Private Mail Account”](#)



# 4

## GroupWise WebAccess Client FAQ

- ♦ I'm used to the GroupWise Windows client. What differences am I going to see when I use the WebAccess client?
- ♦ Where's the Home View?
- ♦ How do I stop my password from being automatically provided on the WebAccess login page?
- ♦ How do I set up an automated response to let people know that I'm on vacation or out of the office?
- ♦ How do I add text, such as contact information, to the bottom of every message I send?
- ♦ What do all the little symbols next to my messages mean?
- ♦ Can I delete attachments from a received message?
- ♦ Someone gave me proxy access to a mailbox. How do I access it?

**NOTE:** External cross-references in the section are found in the *GroupWise 7 WebAccess Client User Guide*.

### **I'm used to the GroupWise Windows client. What differences am I going to see when I use the WebAccess client?**

See [Chapter 6, "GroupWise Client Comparison,"](#) on page 21.

### **Where's the Home tab?**

The Home view is a new feature in the GroupWise 7 Windows client. It is not yet available in the WebAccess client.

### **How do I stop my password from being automatically provided on the WebAccess login page?**

This functionality is being provided by your Web browser, not by the WebAccess client. Consult your Web browser documentation for instructions on disabling this feature.

### **How do I set up an automated response to let people know that I'm on vacation or out of the office?**

See ["Using Rules"](#).

**How do I add text like contact information to the bottom of every message I send?**

See [“Automatically Adding A Signature to Items You Send”](#).

**What do all the little symbols next to my messages mean?**

See [“Understanding the Item List”](#).

**Can I delete attachments from a received message?**

No. Not at the present time.

**Someone gave me proxy access to a mailbox. How do I access it?**

See [“Proxying Another User's Mailbox”](#).

# 5

## Non-GroupWise Clients FAQ

- ♦ How do I access my GroupWise mailbox from a handheld device?
- ♦ How do I access my GroupWise mailbox from Microsoft Outlook?
- ♦ How do I access my GroupWise mailbox from Evolution?

### How do I access my GroupWise mailbox from a handheld device?

See “Mobile Devices” in “Non-GroupWise Clients” in the *GroupWise 7 Interoperability Guide*.

### How do I access my GroupWise mailbox from Microsoft Outlook?

See “Outlook Express” and “Microsoft Outlook” in “Non-GroupWise Clients” in the *GroupWise 7 Interoperability Guide*.

### How do I access my GroupWise mailbox from Evolution?

See “Evolution” in “Non-GroupWise Clients” in *GroupWise 7 Interoperability Guide*.



# 6

## GroupWise Client Comparison

The following tables compare the tasks that can be performed in the GroupWise Windows, Cross-platform, and WebAccess clients:

- ♦ “Message Tasks” on page 21
- ♦ “Calendar Tasks” on page 24
- ♦ “Address Book Tasks” on page 25
- ♦ “Folder Management Tasks” on page 26
- ♦ “Proxy Tasks” on page 26
- ♦ “Document Management Tasks” on page 26

### Message Tasks

- ♦ Mailbox Types
- ♦ Message Handling
- ♦ Message Composition
- ♦ Tools
- ♦ Send Options

### Mailbox Types

| Task          | GroupWise Windows Client | GroupWise Cross-Platform Client | GroupWise WebAccess |
|---------------|--------------------------|---------------------------------|---------------------|
| Tasks         | ☑                        | ☑                               | ☑                   |
| Notes         | ☑                        | ☑                               | ☑                   |
| Search        | ☑                        | ☑                               | ☑                   |
| Phone Message | ☑                        | ☑                               | ☑                   |
| Archive       | ☑                        | ☑                               |                     |
| Caching       | ☑                        | ☑                               |                     |
| POP/IMAP/NNTP | ☑                        |                                 |                     |
| Routing Slip  | ☑                        |                                 |                     |

| Task        | GroupWise<br>Windows Client         | GroupWise Cross-<br>Platform Client | GroupWise<br>WebAccess |
|-------------|-------------------------------------|-------------------------------------|------------------------|
| Remote      | <input checked="" type="checkbox"/> |                                     |                        |
| Home Folder | <input checked="" type="checkbox"/> |                                     |                        |

## Message Handling

| Task   | GroupWise<br>Windows Client         | GroupWise Cross-<br>Platform Client | GroupWise<br>WebAccess              |
|--|-------------------------------------|-------------------------------------|-------------------------------------|
| Send/Receive E-Mail                          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Move Messages                                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Retract Messages                             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Resend Messages                              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |
| Change Message To                            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |
| Sort Messages                                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |
| Change Default Font for Viewed Text Messages | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |
| Change Default Font for Viewed HTML Messages | <input checked="" type="checkbox"/> |                                     |                                     |
| Prevent HTML Message Images from Displaying  | <input checked="" type="checkbox"/> |                                     |                                     |
| Encrypt/Unencrypt Messages                   | <input checked="" type="checkbox"/> |                                     |                                     |
| Notify                                       | <input checked="" type="checkbox"/> |                                     |                                     |

## Message Composition

| Task   | GroupWise<br>Windows Client         | GroupWise Cross-<br>Platform Client | GroupWise<br>WebAccess              |
|--|-------------------------------------|-------------------------------------|-------------------------------------|
| Signature                                      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| HTML Composition                               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Change Font for HTML Composed Messages         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |
| Change Font for Text Composed Messages         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |
| Change Default Font for Text Composed Messages | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |

| Task   | GroupWise<br>Windows Client         | GroupWise Cross-<br>Platform Client | GroupWise<br>WebAccess |
|--|-------------------------------------|-------------------------------------|------------------------|
| Change Default Font for HTML Composed Messages | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                        |
| Inline Quotation Options                       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                        |
| Digitally Sign Messages                        | <input checked="" type="checkbox"/> |                                     |                        |
| Multiple Signatures                            | <input checked="" type="checkbox"/> |                                     |                        |
| Conceal Subject                                | <input checked="" type="checkbox"/> |                                     |                        |

## Tools

| Task                       | GroupWise<br>Windows Client         | GroupWise Cross-<br>Platform Client | GroupWise<br>WebAccess                     |
|----------------------------|-------------------------------------|-------------------------------------|--|
| Search                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>        |
| Checklist                  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>        |
| Spell Check                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>        |
| Change Password            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>        |
| Create/Modify/Delete Rules | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Can modify rules created only in WebAccess |
| Unicode* Support           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/>        |
| Set Time Zone              | <input checked="" type="checkbox"/> |                                     | <input checked="" type="checkbox"/>        |
| Filters                    | <input checked="" type="checkbox"/> | Limited                             |  |
| New Message Count          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| Mark Private               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| QuickViewer                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| Date/Time Options          | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| View Attachment Viewer     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| Back Up Mailbox            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| Junk Mail Handling         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| Cleanup Options            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| Quick Speller              | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |

| Task                   | GroupWise<br>Windows Client         | GroupWise Cross-<br>Platform Client | GroupWise<br>WebAccess |
|------------------------|-------------------------------------|-------------------------------------|------------------------|
| Nav Bar                | <input checked="" type="checkbox"/> |                                     |                        |
| Messenger Presence     | <input checked="" type="checkbox"/> |                                     |                        |
| Search Attachment Text | <input checked="" type="checkbox"/> |                                     |                        |

## Send Options

| Task                | GroupWise<br>Windows Client         | GroupWise Cross-<br>Platform Client | GroupWise<br>WebAccess              |
|---------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Classifications     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Reply Requested     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Return Notification | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Message Priority    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Status Tracking     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | E-mail<br>verification only         |
| Expiration Date     | <input checked="" type="checkbox"/> |                                     |                                     |
| Delay Delivery      | <input checked="" type="checkbox"/> |                                     |                                     |

## Calendar Tasks

- ♦ [Scheduling](#)
- ♦ [Views](#)

## Scheduling

| Task                   | GroupWise<br>Windows Client         | GroupWise Cross-<br>Platform Client | GroupWise<br>WebAccess              |
|------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Personal Calendaring   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Appointment Scheduling | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Free/Busy Search       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Recurring Appointments | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |
| Retract Appointments   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |
| Resend Appointments    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |



| Task                 | GroupWise<br>Windows Client         | GroupWise Cross-<br>Platform Client | GroupWise<br>WebAccess |
|----------------------|-------------------------------------|-------------------------------------|------------------------|
| All Day Appointments | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                        |
| Set Work Schedule    | <input checked="" type="checkbox"/> |                                     |                        |
| Multiple Calendars   | <input checked="" type="checkbox"/> |                                     |                        |

## Views

| Task       | GroupWise<br>Windows Client         | GroupWise Cross-<br>Platform Client | GroupWise<br>WebAccess              |
|------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Day View   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Week View  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Month View | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Year View  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |

## Address Book Tasks

| Task                                   | GroupWise<br>Windows Client         | GroupWise Cross-<br>Platform Client | GroupWise<br>WebAccess              |
|--|-------------------------------------|-------------------------------------|-------------------------------------|
| Address Book                           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Groups                                 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Create New Address Book                | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Modify Address Book                    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Name Completion                        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Share Address Book                     | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |
| Add Contact from Message Address Field | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |
| Filters                                | <input checked="" type="checkbox"/> | Limited                             |                                     |
| LDAP Address Book Lookup               | <input checked="" type="checkbox"/> |                                     |                                     |
| Contact Management                     | <input checked="" type="checkbox"/> |                                     |                                     |
| Edit Corporate Distribution Lists      | <input checked="" type="checkbox"/> |                                     |                                     |

## Folder Management Tasks

| Task                     | GroupWise Windows Client            | GroupWise Cross-Platform Client     | GroupWise WebAccess                 |
|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Search                   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Add/Delete Folders       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Share Folders            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Move Folders             | <input checked="" type="checkbox"/> | Limited                             |                                     |
| Execute Search Folders   | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |
| Create Search Folders    | <input checked="" type="checkbox"/> |                                     |                                     |
| Link Messages to Folders | <input checked="" type="checkbox"/> |                                     |                                     |
| Group Labels             | <input checked="" type="checkbox"/> |                                     |                                     |

## Proxy Tasks

| Task                  | GroupWise Windows Client            | GroupWise Cross-Platform Client     | GroupWise WebAccess                 |
|-----------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| User Proxy            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Change Proxy Settings | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Multiuser View        | <input checked="" type="checkbox"/> |                                     |                                     |

## Document Management Tasks

| Task                              | GroupWise Windows Client            | GroupWise Cross-Platform Client     | GroupWise WebAccess                 |
|-----------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Search Document Management System | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Archiving                         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |
| Manage Documents Folder           | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |
| Modify Document Properties        | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                     |
| Check Out Documents               | <input checked="" type="checkbox"/> |                                     |                                     |
| Check In Documents                | <input checked="" type="checkbox"/> |                                     |                                     |

| Task           | GroupWise<br>Windows Client         | GroupWise Cross-<br>Platform Client | GroupWise<br>WebAccess |
|----------------|-------------------------------------|-------------------------------------|------------------------|
| Update Version | <input checked="" type="checkbox"/> |                                     |                        |



# 7

## Where Do I Go for More Help?

In addition to the GroupWise product documentation, the following resources provide additional information about GroupWise 7:

- ♦ Novell® Support Knowledgebase ([http://support.novell.com/search/kb\\_index.jsp](http://support.novell.com/search/kb_index.jsp))
- ♦ Novell GroupWise Support Forum (<http://support.novell.com/forums/2gw.html>)
- ♦ Novell GroupWise Support Community (<http://support.novell.com/products/groupwise/>)
- ♦ Novel GroupWise Cool Solutions (<http://www.novell.com/coolsolutions/gwmag>)
- ♦ Novell GroupWise product site (<http://www.novell.com/products/groupwise>)

