

# *Lesson 1*

Objectives:

Upon completion of this lesson you will be able to:

- Start Novell GroupWise
- Identify components of the Main GroupWise window
- Activate Notify
- Access GroupWise On-line Help
- Display Button Bar on Main GroupWise window

## Introduction to GroupWise

Novell GroupWise for Windows is a comprehensive electronic mail and scheduling software application. It includes options that enable you to send items such as mail messages with attached files, appointments, tasks, phone messages and notes. You can schedule yourself, other people, and resources for events. Advanced scheduling techniques allow you to perform a *Busy Search* to determine when multiple resources are available for a meeting and *Auto-Date* schedules recurring events. Frequently occurring activities may be automated with *Rules*. Other tools enable you to organize your incoming and outgoing mail and print your calendar. *Routing Slips* enable a user to send a mail message to a group of users in a predetermined sequence. You may even choose to track the status on an item that you have sent out so you know when it has been opened and deleted, accepted or completed.

Every user has their own *mailbox*. Several mailboxes make up a *post-office*. A *domain* consists of several post offices. A centrally located *message server* may consist of several domains.



Novell  
GroupWise

## Accessing GroupWise

GroupWise provides a Graphical User Interface(GUI) that can be started by double-clicking on the GroupWise icon in the GroupWise group window in the Program Manager.

You may note there are three icons in the group:



GroupWise



Notify

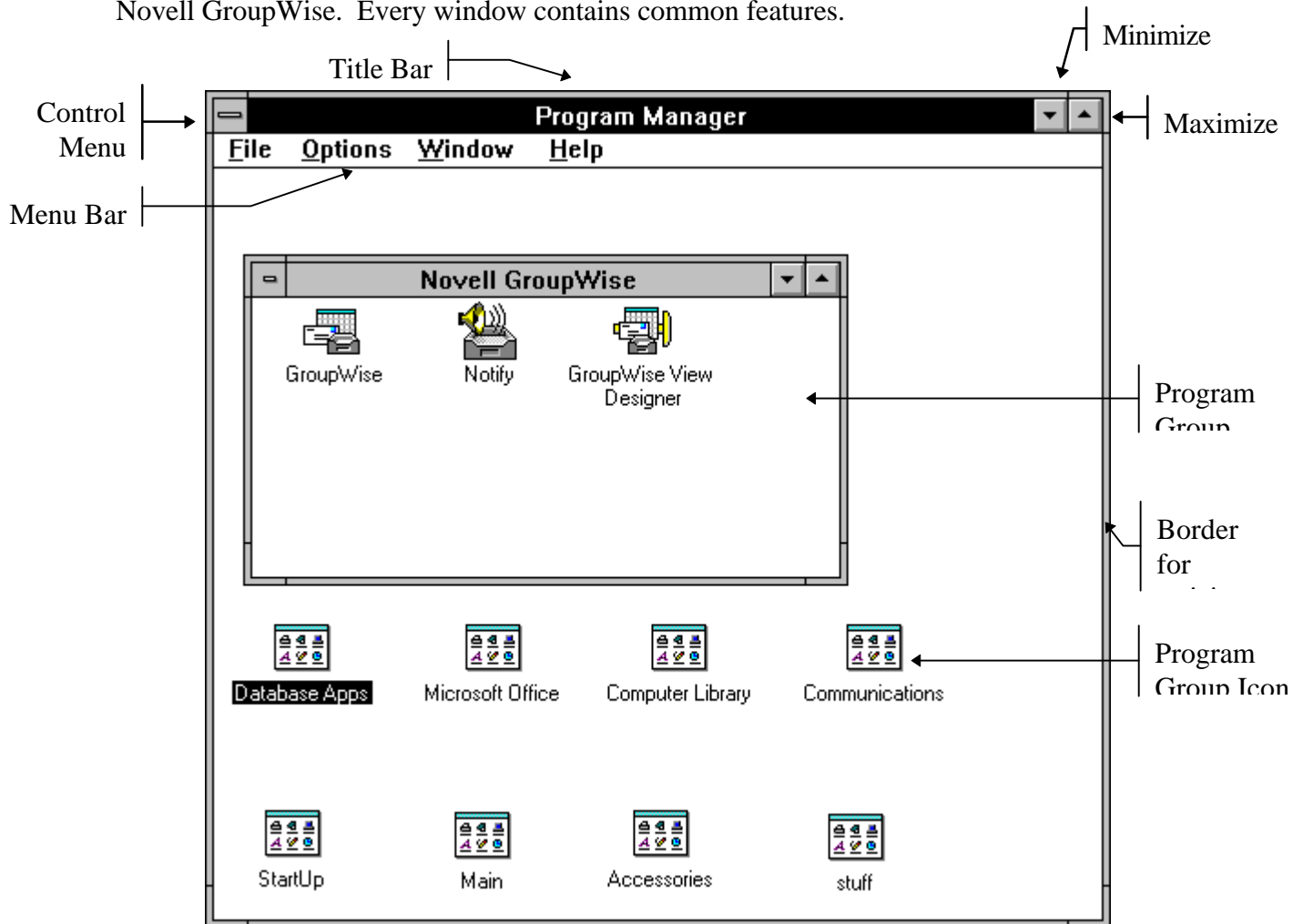


GroupWise View  
Designer

The Notify icon will start the Notify program to alert you of an incoming message. GroupWise View Designer can be used to design your own views for activities such as sending messages and displaying your calendar.

## Review of Windows

Windows provides a Graphical User Interface(GUI) for access to the windows client of Novell GroupWise. Every window contains common features.



Most of the time you will probably want to keep the GroupWise program loaded so it will be easily accessible. There are several methods for multitasking in Windows. These are summarized below:

<u>Keystroke</u>	<u>Results</u>
<b>CTRL-ESC</b>	Displays a task list
<b>Double-click on desktop</b>	Displays a task list
<b>ALT-ESC</b>	Cycles through active windows
<b>ALT-TAB</b>	Cycles through active window title bars

Windows provides not only a multitasking environment, but allows the transfer and sharing of information from one user to the next, assuming they are in a networked environment. A user can also transfer and share data between programs. One method of sharing data

between programs is the Windows Clipboard. The clipboard is always accessible from any window application, including GroupWise. Because of the consistency among menus in window applications, the Clipboard options can always be found under the **Edit** menu. Items may be copied or cut onto the Clipboard and then pasted into a new location. The Clipboard is nothing more than a temporary storage location. Only one item can be on the Clipboard at any given time and a preexisting item is always replaced with a new item after a Copy or Cut. Although Windows supports a mouse, keystrokes will work as well. For example, to access any menu in Windows hold down the **ALT** key and press the underlined character on the menu. Occasionally a Copy, Cut, or Paste may be accomplished even though there is not a visible **Edit** menu. The keystrokes are as follows:

Copy- **CTRL-C**

Cut- **CTRL-X**

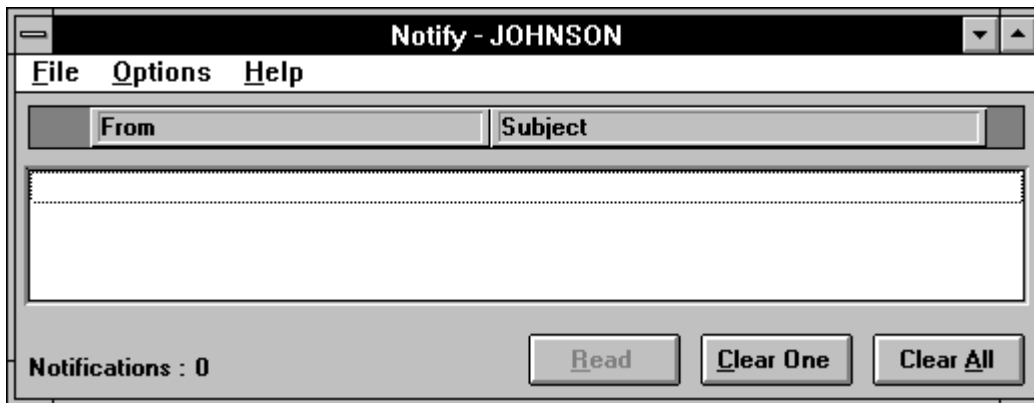
Paste- **CTRL-V**



## Activating Notify

Notify is the GroupWise program that will alert you when you have an incoming message. To load the program double click on the Notify icon.

The following dialog box will appear:



To avoid having to start Notify each time you load Windows, place the Notify icon in the Start-Up group. To accomplish this, open program group windows for both GroupWise and the Start-Up. To make a copy, hold down your **CTRL** key while clicking and dragging the Notify icon from the GroupWise program group to the Start-Up program group. Now each time you begin Windows, the Notify icon will appear on the Windows desktop.

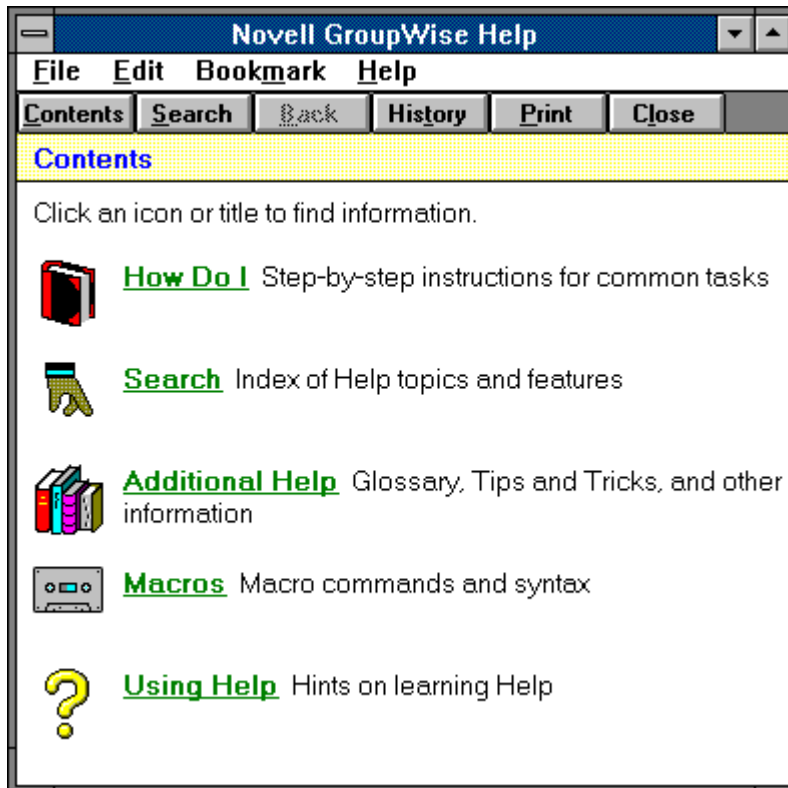
- ⇒ Hint: Always minimize the Notify window to hide it. If you close the window you will terminate the program and will no longer receive notification of incoming messages.
- ⇒ Tip: You may change the notify alarm by choosing Notify Preferences from the **Options** menu.

## Starting the GroupWise Program

Double-click on the GroupWise icon in the Novell GroupWise program group window. The GroupWise desktop will appear:



## Help



As with any Windows application, on-line help is always available from the rightmost menu option. GroupWise help consists of a table of contents, a search option for specific topics, answers to commonly asked questions, and an on-line “Coach” (an interactive tutorial designed to show you mouse actions for commonly performed tasks). How often would you have liked to get Help on a particular topic, but did not know what topic to search for? “What Is?” allows a user to choose any menu option or button and receive a brief explanation of its functions. This is one of the

most useful tools in Help. Either select “What Is?” from the **Help** menu or press **Shift-F1**. Your mouse will have a question mark attached to the pointer. Now choose any menu option and a context sensitive Help screen will appear.

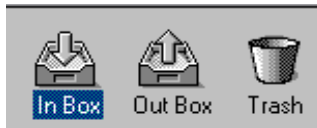
## The Main GroupWise Window Button Bar



In addition to an extensive Help section, the GroupWise window contains a Button Bar. If the Button Bar is not visible, select Button Bar from the **View** menu. These buttons automate common tasks. The Button Bar is available in most of the GroupWise windows with the features available changing depending on the window.

### Additional Options

Below the Button Bar of the main GroupWise window there are three buttons:



One will access the *In-Box* which holds incoming mail, another, the *Out-Box*, contains messages you send, and finally, the *Trash* contains deleted messages. The bottom of the main window displays buttons for viewing the calendar, sending mail, scheduling appointments, assigning tasks, writing notes, and relaying phone messages. The white area to the right of the Trash icon is referred to as the *Shelf*. The Shelf displays user defined icons for easy access to views and applications.

## Exercises

### Displaying and hiding the Button Bar

1. Select the **View** menu. There should be a ✓ next to Button Bar.
2. Choose Button Bar to hide it.
3. Now choose Button Bar from **View** again to display the Button Bar.

### Using Help

1. Use the **Help** menu to display help on user preferences.  
⇒ Hint: Search for “Preferences”.

### Displaying In-Box, Out-Box and Trash windows

Practice double-clicking on the 3 icons to the left of the shelf. These windows can be resized and moved. See if you can display and hide the Button Bar for each.

**Notes:**

