

# *Lesson 3*

Objectives:

Upon completion of this lesson you will be able to:

- Customize GroupWise Preferences

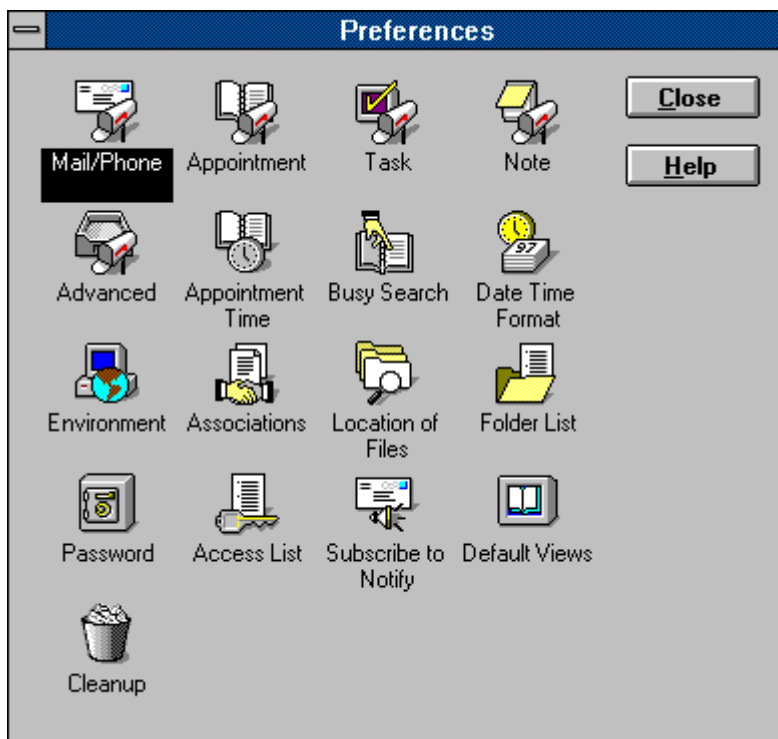


## Preferences

In the previous lesson you learned how to change Send Options for an individual message. What if you wanted all of your subjects concealed, or all of your items to be marked High Priority? GroupWise preferences can be altered to change the way GroupWise is set up. This is your way of changing the GroupWise default settings. You can access Preferences from the main GroupWise window **File** menu or any In-Box, Out-Box, Trash, or Calendar view.

From the main GroupWise window click on the Prefs option on the Button Bar or choose Preferences... from the **File** menu.

The following dialog box will appear on your screen:



**Mail and Phone Send Options** are the same as discussed in the previous lesson.

## Appointment Send Options

Remember, status information will allow you to track outgoing mail messages within your domain. This information includes when the recipient opened, deleted, declined or accepted your message.

Depending on the importance of the

appointment it may be useful to have return notification in the form of notify and a mail message when someone declines or accepts a scheduled appointment.

The screenshot shows the "Appointment Send Options" dialog box. It has a blue title bar and a grey background. The "Status Information" section has radio buttons for "None", "Delivered", "Delivered and Opened", and "All Information" (which is selected). The "Priority" section has radio buttons for "High", "Normal" (selected), and "Low". There are three buttons on the right: "OK", "Cancel", and "Help". The "Return Notification" section has three rows of dropdown menus: "None" for "When Opened", "Notify and Mail" for "When Declined", and "Notify and Mail" for "When Accepted". A checkbox labeled "Notify Recipients" is checked at the bottom right.

## Task Send Options

Task send options are similar to appointment send options. They do however permit a due date to be placed on them. The options are to have the task due on a particular date, or to request that it be completed within a specific number of days. As with appointments, you may wish to be notified when a task has been declined, accepted, and even completed.

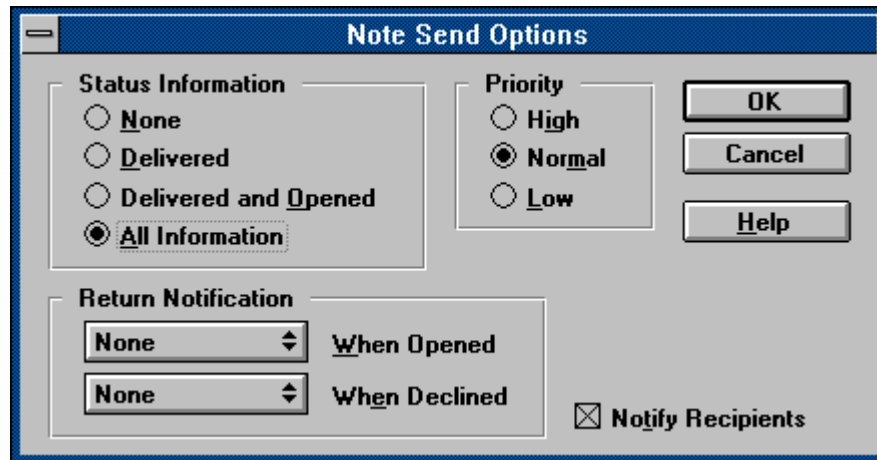
The screenshot shows the "Task Send Options" dialog box. It has a blue title bar and a grey background. The "Status Information" section has radio buttons for "None", "Delivered", "Delivered and Opened", and "All Information" (which is selected). The "Priority" section has radio buttons for "High", "Normal" (selected), and "Low". There are three buttons on the right: "OK", "Cancel", and "Help". The "Display Due Date Length" section has radio buttons for "Duration (Due In)" and "End Date (Due On)" (which is selected). The "Return Notification" section has four rows of dropdown menus: "None" for "When Opened", "Notify and Mail" for "When Declined", "Notify and Mail" for "When Accepted", and "None" for "When Completed". A checkbox labeled "Notify Recipients" is checked at the bottom right.

## Note Send Options

Notes are simply reminders that may be delivered on a specific date. The send options are displayed in the attached figure.

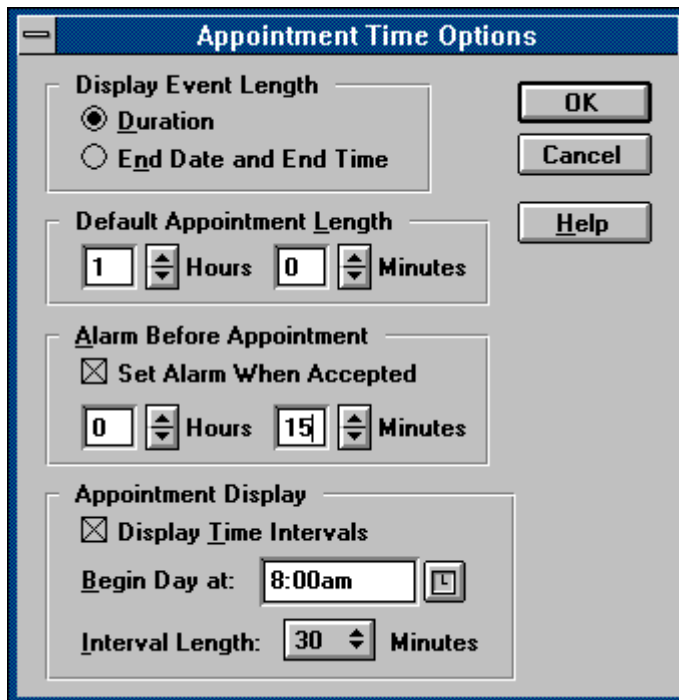
## Advanced Send Options

Advanced send options are the same as discussed in the previous lesson



## Appointment Time Options

Appointment time options include the following:



Display Event Length may be for duration or displayed as end date and end time.

The default appointment length is 1 hour.

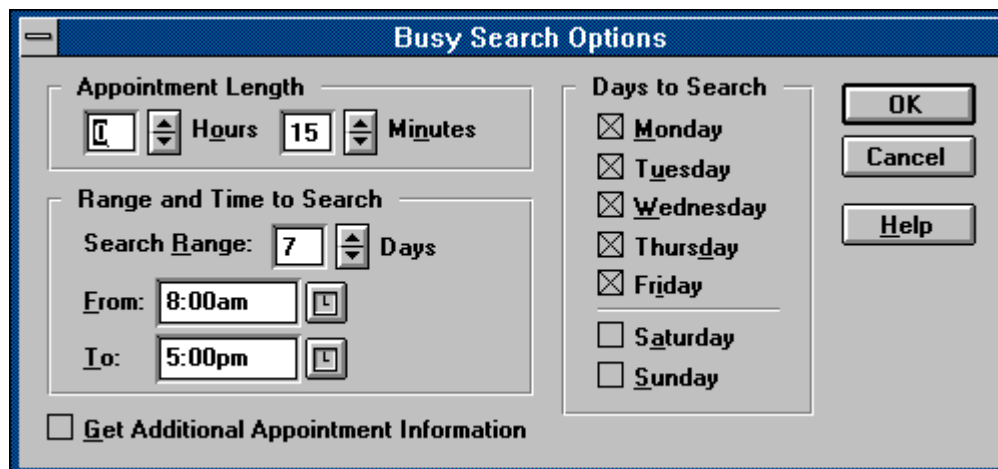
If you wish to set an alarm to alert you of an upcoming meeting make sure the Set Alarm Before Appointment option is enabled and then specify the number of hours or minutes you wish as a warning.

Appointment Display options allow you to customize the interval length of the majority of appointments you are scheduling and at what time of day you wish the calendar to begin.

## Busy Search Options

GroupWise includes a feature that enables someone to conduct a *Busy Search* on multiple calendars when attempting to schedule a meeting with multiple persons and/or resources. GroupWise will search the indicated calendars and will show you a combined schedule of busy times and available times for the resources you are attempting to schedule. You do not have to have access rights for someone else's calendar to conduct a *Busy Search* on their

calendar. **Busy Search Options** allow you to set the criteria for that search, for example, what appointment time length are you requesting, what times of the day are you looking for, what days and how many days. If you have access rights to the calendars you are conducting the search for, enabling **Get Additional Appointment Information** will show you not only that a person is busy, but will give you details as to what they are scheduled for at that specific time

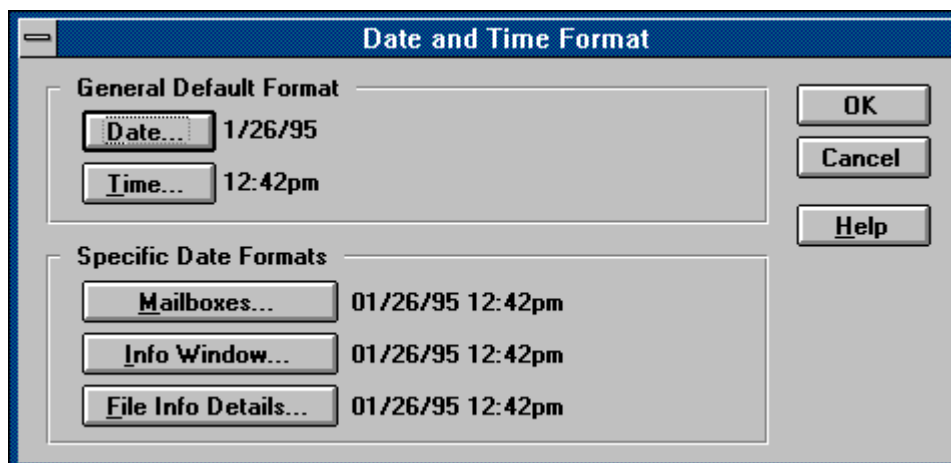


The screenshot shows the "Busy Search Options" dialog box. It has a title bar with a minus sign and the text "Busy Search Options". The dialog is divided into several sections:

- Appointment Length:** A section with a "Clear" button, a "Hours" spinner set to 15, and a "Minutes" spinner.
- Range and Time to Search:** A section with a "Search Range" spinner set to 7 Days, a "From:" time field set to 8:00am, and an "To:" time field set to 5:00pm.
- Days to Search:** A list of days with checkboxes: Monday, Tuesday, Wednesday, Thursday, Friday (all checked), Saturday, and Sunday (unchecked).
- Get Additional Appointment Information:** A checkbox that is currently unchecked.
- Buttons:** "OK", "Cancel", and "Help" buttons are located on the right side of the dialog.

## Date and Time Format

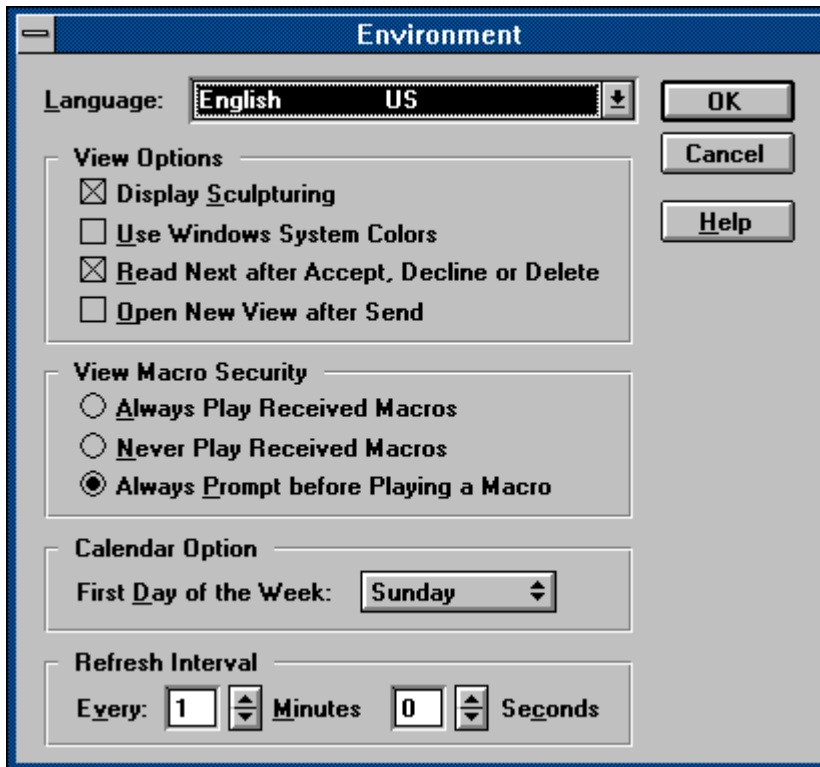
Use the **Date and Time Format** options to specify how you want the dates and times to appear in GroupWise.



The screenshot shows the "Date and Time Format" dialog box. It has a title bar with a minus sign and the text "Date and Time Format". The dialog is divided into two main sections:

- General Default Format:** A section with a "Date..." field showing "1/26/95" and a "Time..." field showing "12:42pm".
- Specific Date Formats:** A section with three rows, each with a button and a text field:
  - "Mailboxes..." button followed by "01/26/95 12:42pm"
  - "Info Window..." button followed by "01/26/95 12:42pm"
  - "File Info Details..." button followed by "01/26/95 12:42pm"
- Buttons:** "OK", "Cancel", and "Help" buttons are located on the right side of the dialog.

## Environment



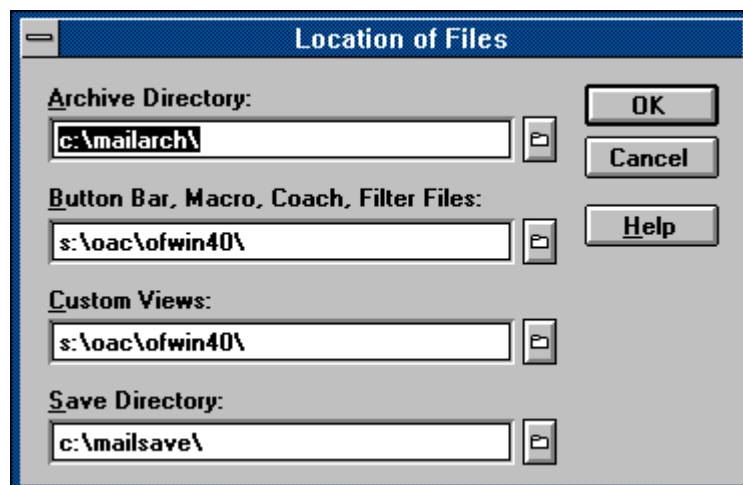
Use the **Environment** option dialog box to specify how you want your views to appear and certain macro options. If you would like your calendar to start on Monday instead of Sunday this may be changed. The **Refresh Interval** dictates how often GroupWise will poll your mailbox for incoming mail messages.

## Associations

If you are attaching files to your messages, the **Associations** dialog box enables you to specify what application should be launched with the attachment.

## Location of Files

You will want to create an **Archive** and **Save Directory** for your mail messages on your local hard drive if possible. *Archiving* mail removes your mail from the network and stores it, preferably on your local hard drive. This saves space on the network server and protects your mail from being inadvertently deleted by a network administrator. The mail will be saved in a GroupWise format. *Saving* your mail allows



you to save it in a different format and make edits to it in a software package other than the one it was originally created in. Archiving and Saving Mail will be covered later.

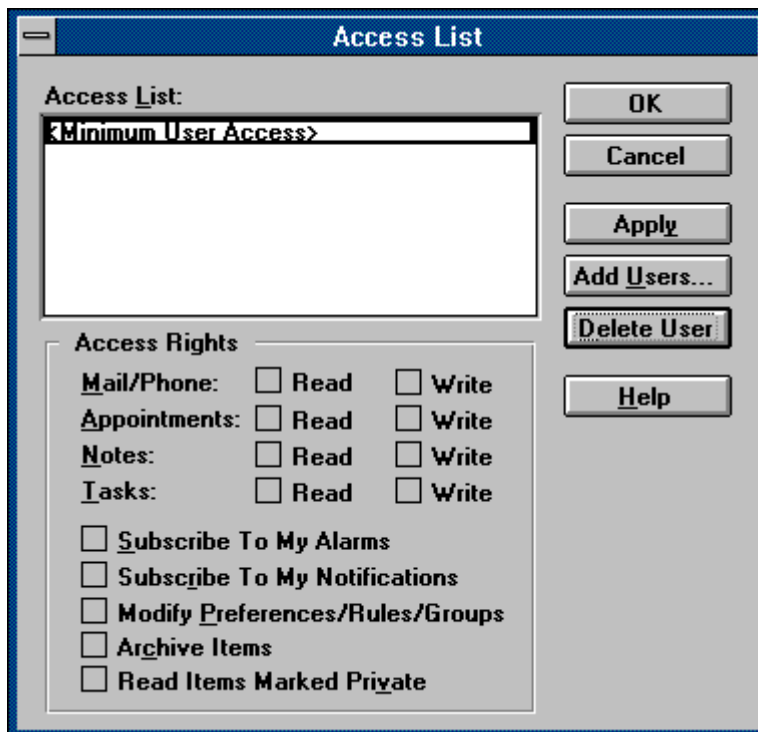
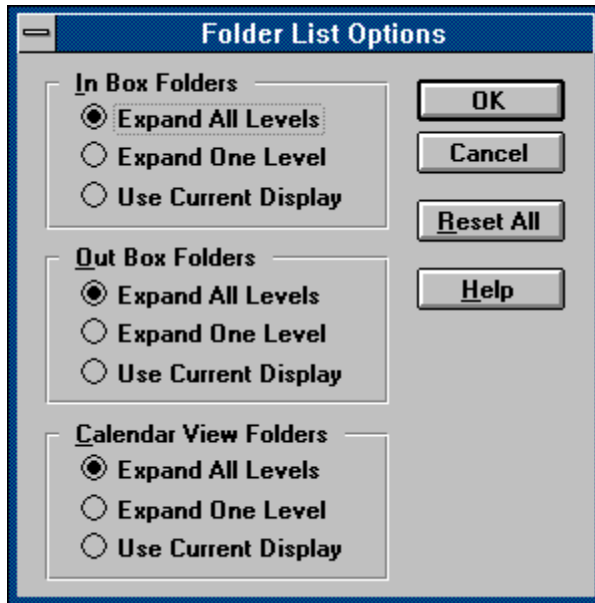
## Folder List Options

Folders are a tools that enable the organization of incoming and outgoing mail items. The **Folder List Options** dialog box allows you to control the display of your folders in the In-Box, Out-Box, and Calendar view. Folders in GroupWise serve the same function as subdirectories in DOS.

## Password

Use Password to set a personal password that you are prompted to type when you enter GroupWise. You can also require other users who enter GroupWise using your user ID to type the password.

## Access List



You may wish to have other users *proxy* your mailbox and calendar for you. This is common in the event of an absence or if you have someone that is responsible for scheduling and keeping you advised of your appointments. Click the Add Users... button to designate the user(s) you wish to proxy for you and then set up their access rights.

## Subscribe to Notify

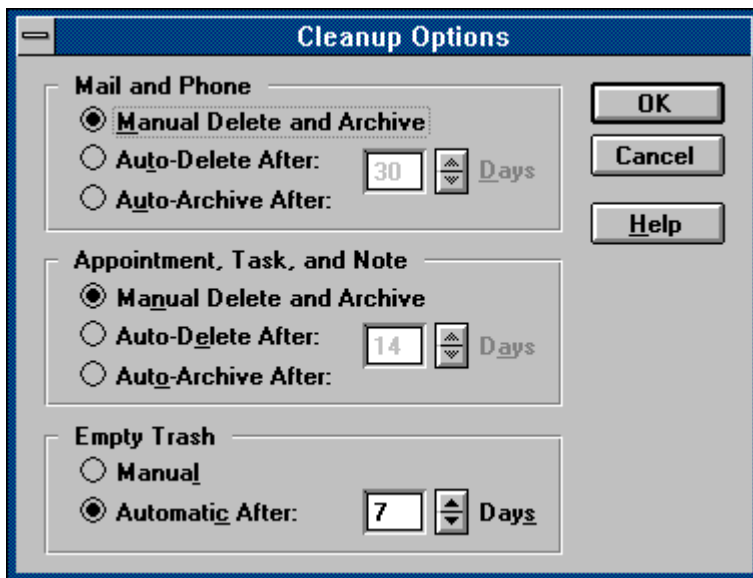
Use Subscribe to Notify to receive notification of new items and alarms. If a user first grants you the appropriate rights in Access List, you may subscribe to Notify and receive notification of another user's new items and alarms.

## Default Views

Use **Default Views** to specify views that appear in the following locations:

1. Personal View Within Calendar
2. Read Items
3. Send Menu
4. Calendar View From Window Menu

## Cleanup



Use **Cleanup Options** to set defaults that control how long items are kept in the In-Box, Out-Box, and Trash. By default, the trash will be emptied after 7 days. Trash that has been emptied cannot be recovered.

