

Lesson 5

Objectives:

Upon completion of this lesson you will be able to:

- Create and Use Folders to Organize Your Mailbox
- Edit Folders
- Rename and Delete Folders

Folders

After you have been using GroupWise for a while you will notice that your In-Box and your Out-Box have become somewhat cluttered and full, just like the ones on your desk.

GroupWise provides an organizational tool, *folder*, for storing like items and keeping your boxes clear for incoming and outgoing items only.

Every user will have his/her own root folder. You may create subfolders off of the root folder for your personal use. For example, you may want a folder to store all of your leave requests or mail pertaining to a specific project or from a specific person. Subfolders can even contain other subfolders.

There is only one set of folders for a user. So, if you create folders from your In-Box, the same folders are accessible from the Out-Box.

When creating folders you might consider patterning the structure after your paper one. Folders may be nested to any number of levels, but too many levels will be cumbersome.

Creating a Folder

To create a folder:

Select either the In-Box or Out-Box window view by double-clicking on the appropriate icon in the Main GroupWise window.

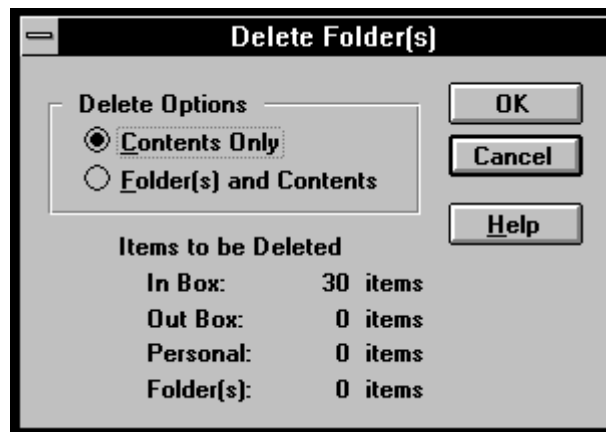


Double click on the Folders icon on the Button Bar or select Folders from the **File** menu.

Highlight the folder that you wish to make the parent folder.

Click on Create... and enter a descriptive name for the new folder.

⇒ Note: There are options to Delete and Rename folders, as well. If you ever choose to delete a folder, you will be prompted to either delete just the contents of the folder or both the contents and the folder itself.



Choose **OK** to exit the dialog box.

Your new folder will appear on the left side of the window.

Editing Folders

What happens if you create a folder and it is under the wrong parent? From the In-Box or Out-Box folders may be moved by clicking and dragging the folder to a new location. Simply click and drag the folder to be moved on top of the new parent folder. Folders that have subfolders may have a plus sign icon next to them indicating that there are additional folders contained within that folder. If you click on the plus sign icon it will expand the folder list so that you can view all of the folders for a particular parent.

To rename a folder, access the Folders dialog box from any In-Box or Out-Box view, highlight the folder, and click on **Rename...** . Enter the new name of the folder.

To delete a highlighted folder, choose **Delete** from the Folders dialog box, then select whether to delete just the folder contents or the folder and its contents.

Moving Items to Folders

Once you have established a folder structure you will want to begin moving incoming items into the folders. To move an item into a folder highlight the item and click and drag the letter icon on top of the desired folder. If you want to select and move multiple items, either click on the first item and **CTRL**-Click on subsequent non-adjacent items or to select adjacent items click on the first item and **SHIFT**-Click on the last item in the list. These mouse-key combinations are consistent with Windows item selection.

⇒ Note: You may place opened or unopened items into folders. A letter icon will appear to stick out of a folder containing an unopened item.

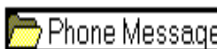
Linking Items to Multiple Folders

Suppose you receive a memo from the head of your department regarding a specific project. You have created folders to hold all pertinent information for the project and a folder to hold all correspondence from the department head. Therefore, the item really belongs in both folders.

To place an item in more than one folder, move the item into one of the folders and then open that folder containing the item by clicking on it. To make a copy of the item, hold down your **CTRL** key while clicking and dragging the item to another folder. This will make a copy of the item in another folder.

Viewing the Contents of a Folder

Folder icons have different meanings:



A folder with a “file-drawer” icon is a parent folder that contains other folders. If the file drawer has a plus sign, the parent folder is collapsed and its subfolders are not visible. If it has a minus sign, it is expanded and you will see the subfolders. Expanding and collapsing folders can be accomplished by clicking on the file drawer icon.

A closed folder is not selected. The selected folder will always appear open and its contents will be displayed on the right side of the screen

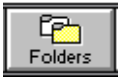


Remember a folder with an unopened item will have an envelope sticking out of it.

Exercises

Creating a Folder

Create a folder that will hold all of your incoming mail items referencing a project named “Project X”. Since there are multiple phases to the project you will need to create subfolders “Phase1”, “Phase2” and “Phase3” under the parent folder.



Select the Folder button from an In-Box or Out-Box view.

Since you will want the “Project X” folder to be a subfolder of the root folder, select the root folder and then click on **Create...**

Enter “Project X” as the name of the folder and then click **OK** to exit the Folder Name dialog box.

Repeat the necessary steps to create “Phase1-3” folders.

Moving an Item Into a Folder

1. Choose a couple of items to simultaneously move into the “Phase1” folder by clicking and dragging.
 2. Display the contents of the folder by clicking on it.
- ⇒ Tip: To select multiple items click on the first item and **CTRL**-click on subsequent items. If they are adjacent items click on the first one in the list and **SHIFT**-click on the last item.

Linking Items to Multiple Folders

1. Copy the same two items into the “Phase2” folder
 2. Display the contents of the folder.
- ⇒ Tip: To copy items hold down your **CTRL** key while clicking and dragging.

Deleting a Folder

We have decided that we know longer need a “Phase3” folder and need to delete it.

1. Choose the Folders button from the Button Bar
2. Select the folder from the Folders dialog box and choose **Delete**.
3. Select delete both the folder and any items that might be in the folder.

Notes:

