

Lesson 6

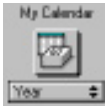
Objectives:

Upon completion of this lesson you will be:

- Familiar with some of the more advanced features of Novell GroupWise

Other Features

You now know the basics of sending and receiving GroupWise mail. In addition to mail, GroupWise allows you to schedule events, automate tasks with rules such as placing items with common traits automatically into folders, and to assign tasks to other people.



Calendars

GroupWise scheduling features help to eliminate miscommunication and make face to face meeting easier. To view your personal calendar choose any Calendar View. Double-click on the calendar icon to choose the current default view.

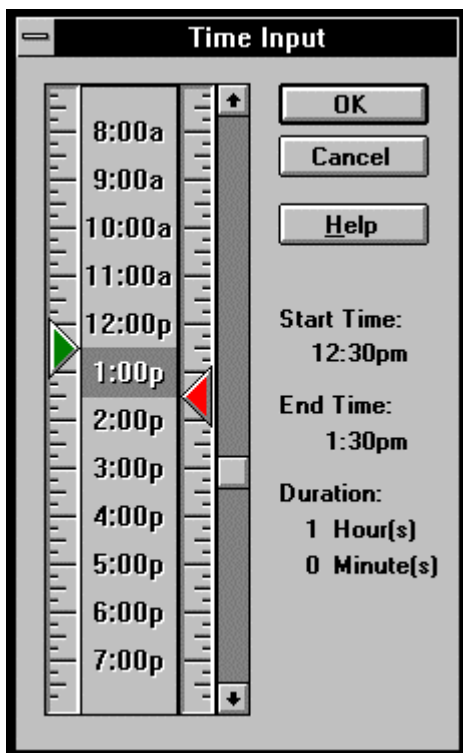
The following is a Day-Projects View:

The screenshot displays the 'Day-Projects View' in GroupWise. At the top, there are three monthly calendars for January, February, and March of 1995. The February calendar has the 6th highlighted. Below the calendars, the interface is split into two main sections: 'Scheduled Appointments' and 'Notes for the Day'. The 'Scheduled Appointments' section shows a vertical list of times from 12:00am to 8:00am in 30-minute increments. The 'Notes for the Day' section is a large yellow rectangular area. Below this, there is a 'Project Tasks' section, which is a green rectangular area. The bottom of the screenshot shows a 'Start Date' field set to 2/6/95, a calendar icon, and a time field set to 9:30am with a clock icon.

To create a personal appointment double-click on the start time of the appointment. Fill in the appropriate information for a message item. The Subject and Place will appear on the calendar. The default interval for the appointment is 1 hour. Remember, this default is set in Appointment Preferences.

If you need to change the start time, click on the clock icon to the right of time.





The Time Input dialog box will appear where you can click and drag to change the starting and ending times. When you have selected the correct times click on **OK**.

To complete the appointment click on the Send icon. You will notice an appointment has been scheduled on your calendar. You may do the same to schedule personal notes and tasks.

Rules

Rules may be used to automate tasks. For example, perhaps you automatically file all of your incoming phone messages in a Phone folder. To create a rule to do this:

Select Rules... from the **T**ool menu.

Click on Create... to create a new rule.

First, supply the Rule with a name. Type **Incoming Phone Messages** in the “Rule Name” field.

Since we want a rule for incoming new items, we will keep the default event as New Item-Incoming.

Our rule is for Phone messages so check the phone check box and deselect mail.

If you need to further define a message according to who it is From or the Subject, then fill in the appropriate information under “If Item Contents Are:”.

Finally, the last step is to specify the actions to be taken on the new incoming phone messages.

Click on the Add button and choose Move to Folder...

A Move Item to Folder Action dialog box will appear.

Click on the Phone folder and choose Move.

Click on Save to save the new rule

You should now see your new rule in the Rules dialog box with a red check mark beside it indicating that it is enabled.

Close the Rules dialog box.

Test the rule by sending yourself a phone message or having someone else send you an incoming phone message.

Rules are just one of many tools available to automate tasks.

In summary, you have discovered how e-mail can save you time and reduce paperwork in your working environment. Unlike untimely phone calls, sending e-mail means that a recipient can prioritize messages and return them when it is convenient and they feel they can devote full attention to the item. With today's flexible work schedules, e-mail allows users to communicate outside of a normal business day. GroupWise provides an integration of communication, assigning tasks and scheduling appointments. Routing means messages can be distributed in an ordered manner. Powerful message management allows the capability to store and search through messages that have been received, as well as sent. Items can be organized into folders to meet the users organizational requirements, unlike most desktop In and Out boxes. Advanced features and scheduling are covered in subsequent training sessions. Good luck.