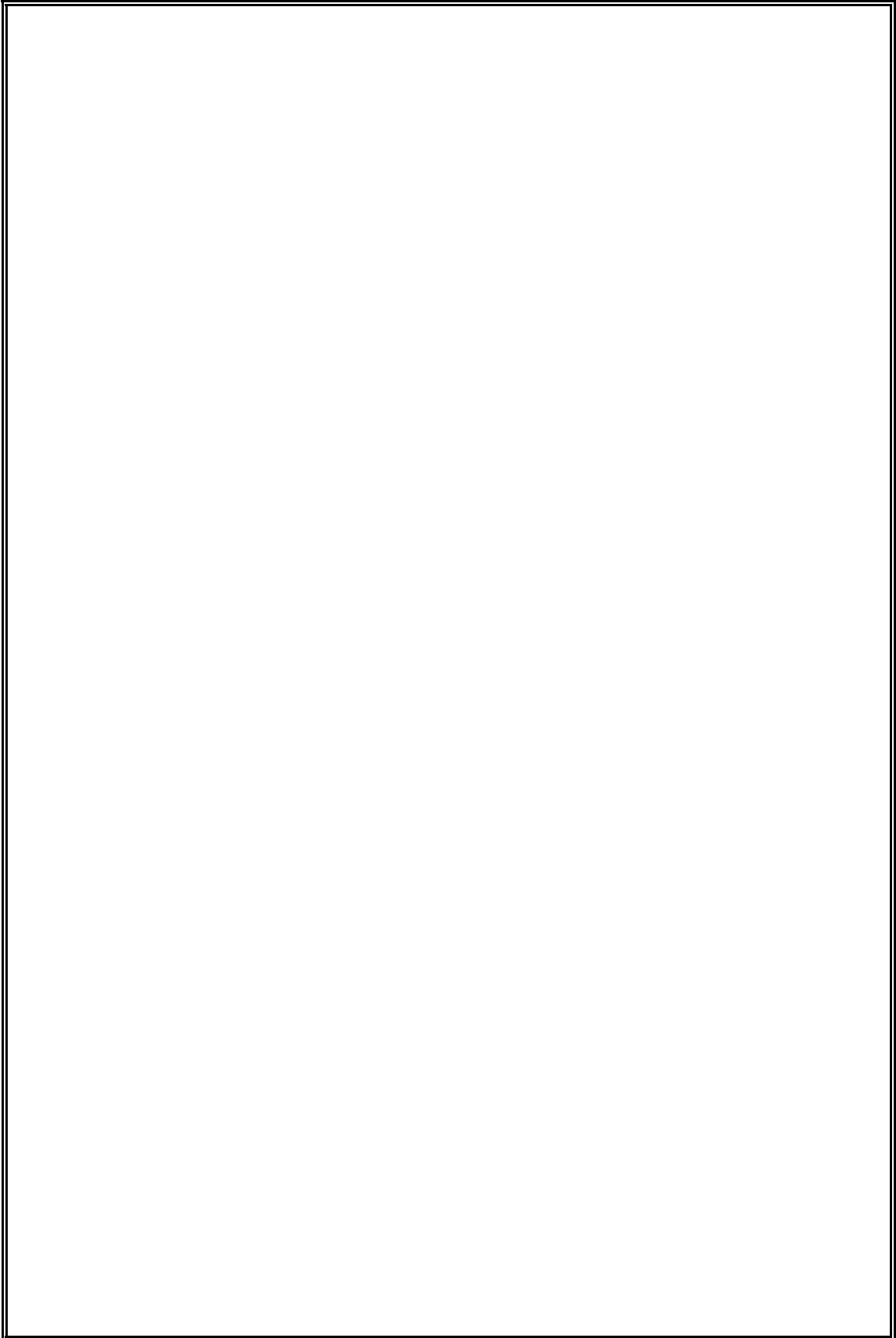


What's New In GroupWise 7

Chapter 1

In This Chapter ***What's New In GroupWise 7***

Introduction.....	3
GroupWise 7 Gets a Shiny New Look.....	3
Customizing the Home View.....	5
About Panels.....	6
Adding An Available Panel.....	6
Adding, Editing and Deleting Panels.....	9
Adding A New Panel.....	10
Editing A Panel.....	12
Deleting A Panel.....	12
Panel Tips:	13
Select Schemes.....	14
New Features and Components in GroupWise 7.....	16
NAV (Navigation) Bar.....	16
Quick Spell Checker.....	17
HTML Signatures.....	19
GroupWise Messenger Presence.....	22
About GroupWise Messenger.....	23
Unicode Support.....	23
Inline Quotations.....	24
Changing Your Text Reply Format.....	24
Changing Your HTML Reply Format.....	25
Image Security.....	26
Search Attachments.....	28
Calendar Enhancements.....	29
Creating multiple Calendars.....	29
Sharing a Calendar.....	31
Viewing Calendars.....	35
Creating All Day Events.....	36
Changing Background for Different Calendar Parts.....	37
Group Labels.....	38
Changing Default Fonts.....	40



.Introduction

How different can one version of GroupWise be to the next? What's the big deal? GroupWise is GroupWise, right?

In some respects the statement above is true. You will find a lot of similarities between older versions of the GroupWise client and the new GroupWise 7 client. You will however, notice a major difference as soon as you open the new client. GroupWise has got a brand new shiny look! A new look that you can even customize to your own preferences.

Don't let the new appearance fool you. GroupWise 7's face lift is not the only difference between the older versions of GroupWise and this one. In this chapter we are going to have a look at the features that are either new or enhanced in the GroupWise 7 desktop client.

.GroupWise 7 Gets a Shiny New Look

The screenshot shows the Novell GroupWise 7 desktop client window titled "Novell GroupWise - Jared Wolf Home". The interface includes a menu bar (File, Edit, View, Actions, Tools, Accounts, Window, Help), a ribbon-style navigation bar (Home, Mailbox, Calendar, Sent Items, Contacts), and a toolbar with icons for Address Book, New Mail, New Appt, and New Task. A left-hand navigation pane lists folders like Mailbox, Sent Items, Calendar, Contacts, Documents, Checklist, Work In Progress, Cabinet, Junk Mail, and Trash. The main content area displays a "Welcome to the GroupWise Home Folder" message with instructions on customizing the home folder. Numbered callouts (1-8) point to various UI elements: 1 points to the menu bar, 2 to the navigation bar, 3 to the toolbar, 4 to the left navigation pane, 5 to the main content area, 6 to a "View an online tutorial now" link, 7 and 8 to "GroupWise Home folder" and "Customizing Your Home Folder" links, and a question mark icon is also present near the tutorial links.

GroupWise 7's New Look

The first time you log in to the GroupWise 7 client you are in for a very pleasant surprise. You can't help but notice the fancy new face lift GroupWise has received. Don't let the new look deceive you, though. GroupWise is still as powerful as ever, and has had enhancements made to it that go beyond mere looks.

Before we get into how you can customize the appearance of your new GroupWise client, let's take a look at the components you see and what they are.

1. **Menu Bar:** This should look familiar to you, since it hasn't changed. The menus available are almost identical to what they were in the older GroupWise clients. Please note that you may not see exactly the same menus in your client as you see here. Some menus are only available if your GroupWise Administrator has enabled them. For example, the Account menu is only used in certain organizations, and sometimes only for management.
2. **The Nav Bar:** The navigation bar is new. The default view shows Home, Mailbox, Calendar, Sent Items and Contacts tabs, but you can customize the Nav Bar to allow quick, easy access to the folders you use the most.
3. **Tool Bar:** The Tool Bar, like the menu bar, has not really changed.
4. **Folder List:** The Folder List provides you with an area to organize and store your items. While some of the icons may have changed slightly, this should still look familiar to you.
5. **Home View:** Panels are something new to GroupWise 7. When your new client is first opened, the Home View displays information about your home folder. Later you can customize your home folder to show panels with items that will enhance your productivity. We will discuss panels a little later in this chapter. I'm fairly certain that once you get used to panels you will wonder what you ever did without them!
6. **View Online Tutorial Now:** Clicking on this link will take you to an online tutorial. There are three selections available to choose from: How to use this CBT; GroupWise for Beginners and New GroupWise 7 features. If you select New GroupWise 7 features from the drop down menu, you are presented with video clips that show the Home View, how to use the Navigation Bar, Customizing Panels, Arranging Panels, Showing/Hiding the Main Menu, Showing/Hiding the Folder List and Posting All-Day Events. You can also access this tutorial by clicking on Help on the Menu Bar and selecting Interactive Tutorial. Very handy if you want to see some of these new features in action.
7. **GroupWise Home Folder:** Clicking on this button will take you directly to your home view where you can customize your panels to your own preferences.
8. **Customizing Your Home Folder:** Clicking on the question mark button will take you into the Help Menu.

Now that you've seen the default view, let's take a look at how you can customize your settings and make GroupWise look and behave the way you want it to.

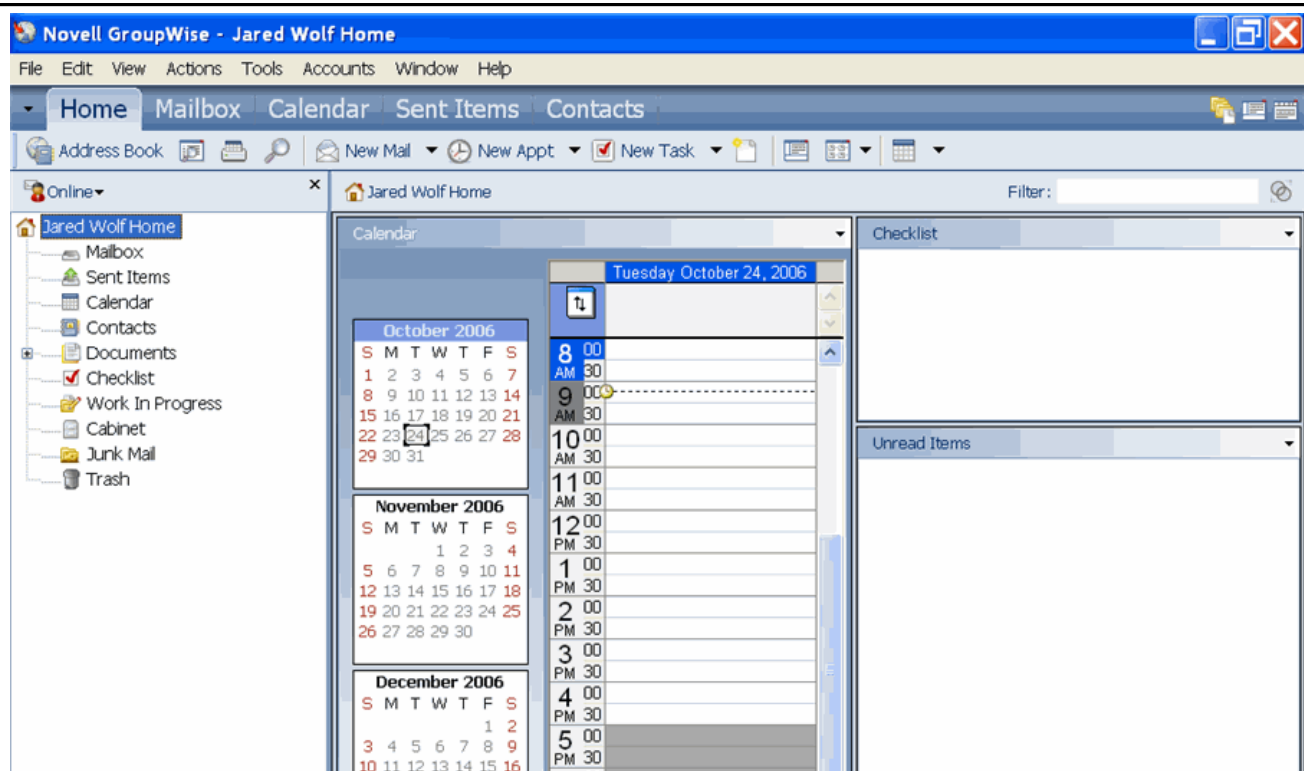
Tip: If you scroll down to the bottom of your screen you will see two check boxes:

- ◆ Don't show this again
- ◆ When GroupWise starts go directly to my home folder

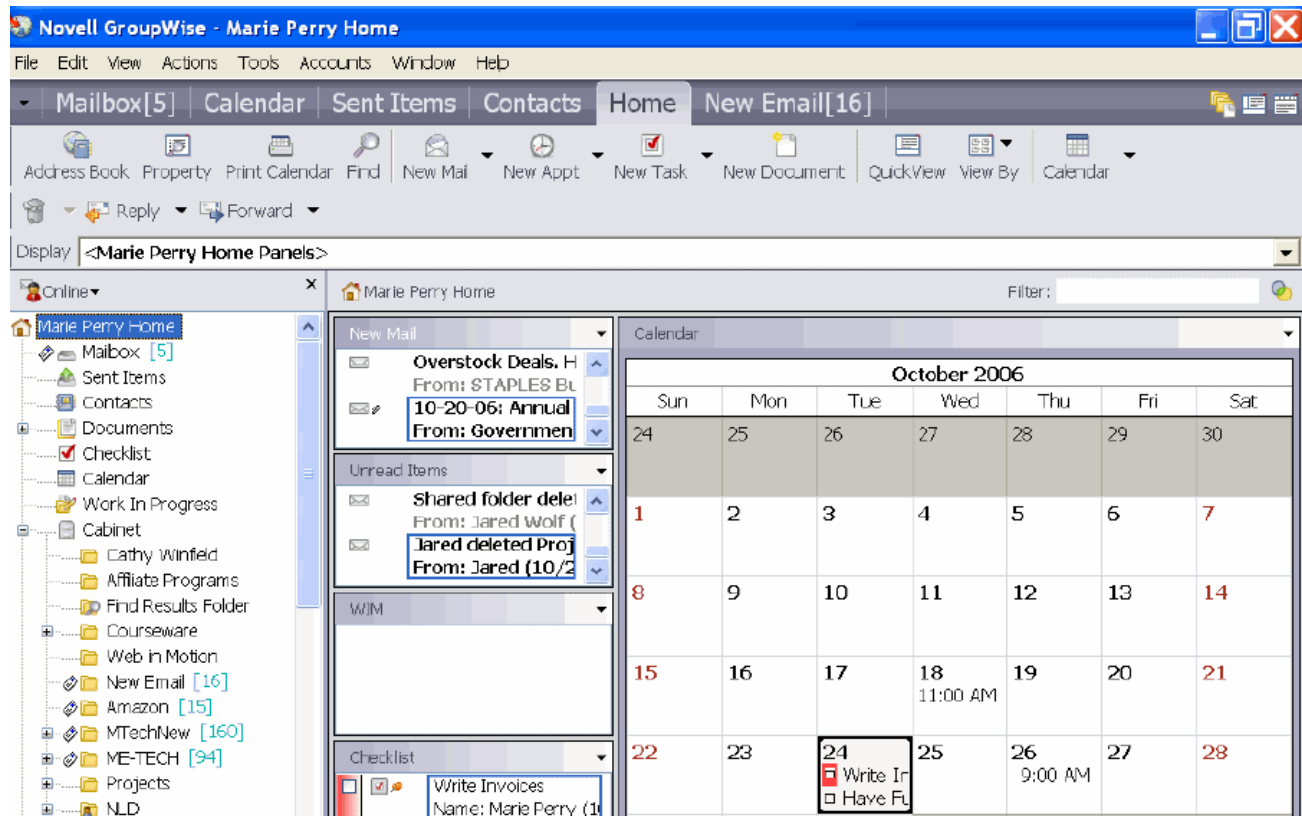
Selecting both of these will tell GroupWise to go directly to your home folder without showing you the default page again.

.Customizing the Home View

The Home View is one of the new “kewl” tools provided in the GroupWise 7 desktop client. By default the Home View displays your folder list, calendar, checklist items, and unread items, but you can fully customize both the appearance and what is available for you to see at a quick glance. I have mine configured with filters to give me a quick view of what makes the most sense for the way that I work. How you customize your home view is entirely up to you.



Default View



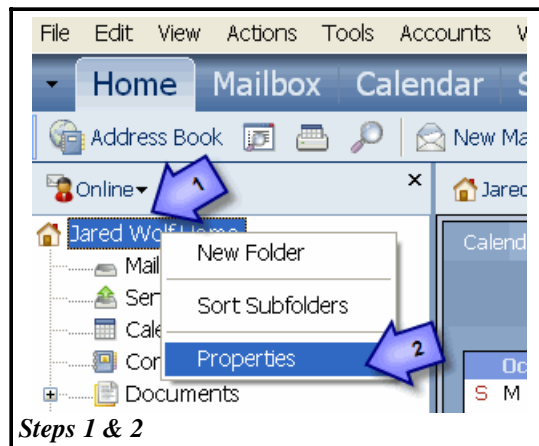
My Home View

..About Panels

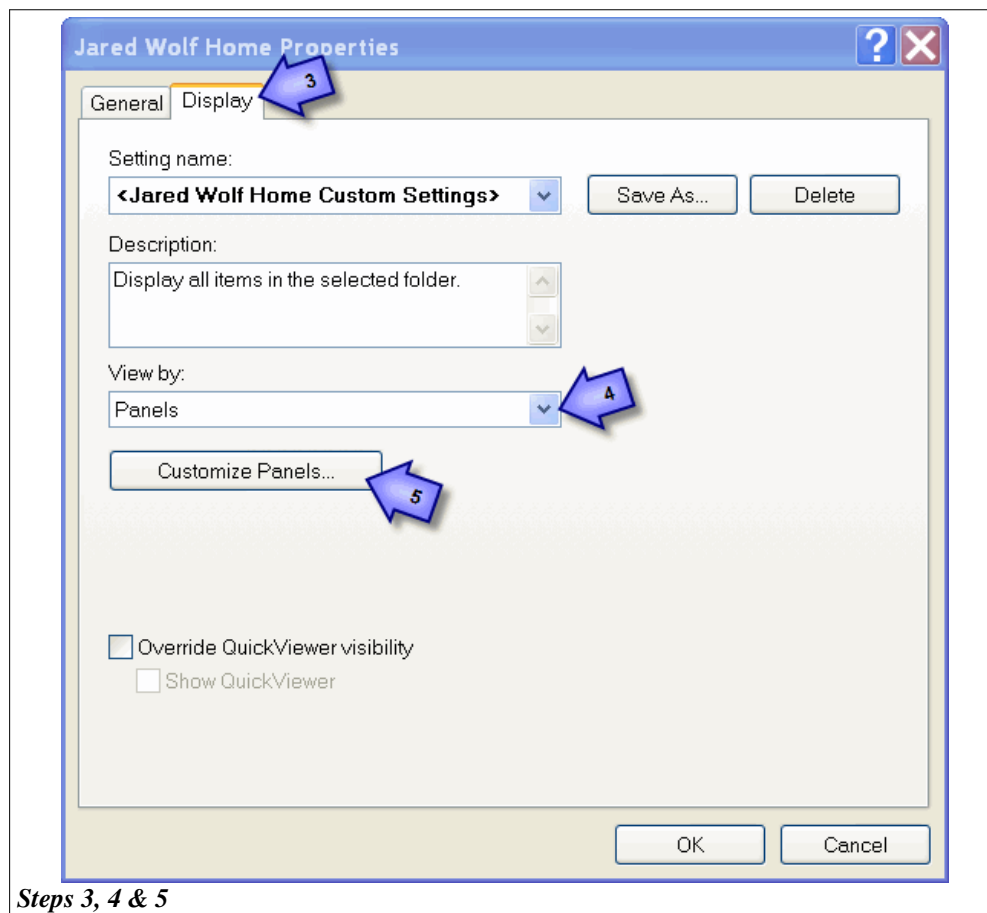
The next few pages cover how to configure panels in your home view. It is interesting to note that panels can actually be added to any folder, and not just the Home View, by using the exact same process. The only difference is what you highlight when you start step one in the instructions listed below.

...Adding An Available Panel

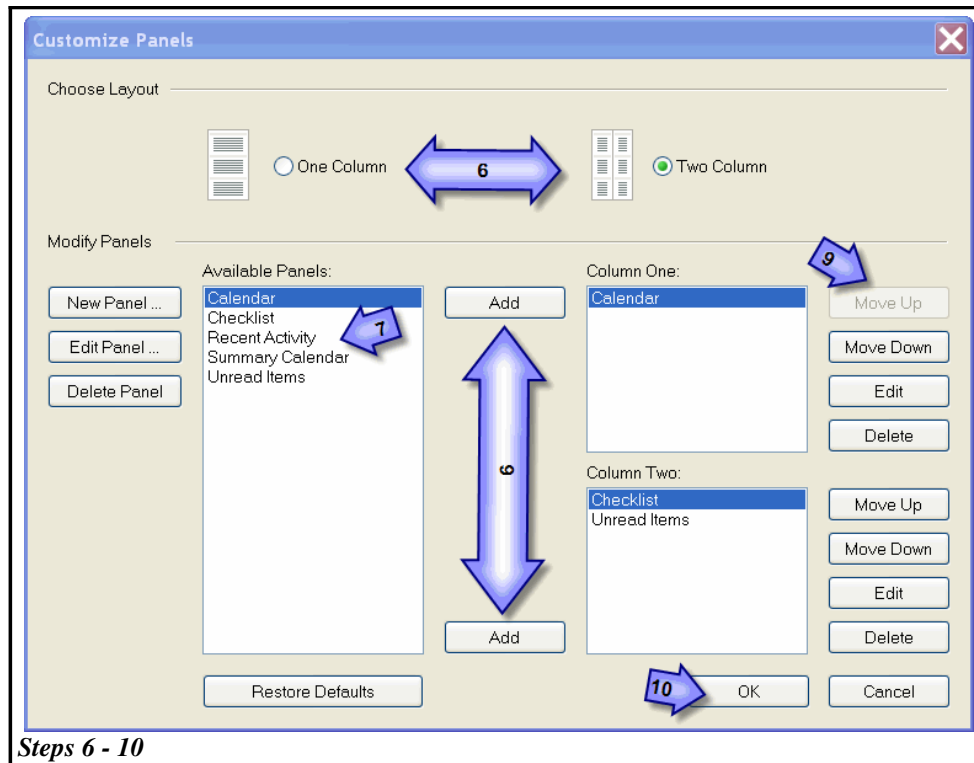
1. Right click a folder in the folder list. This example uses the Home View folder.
2. Select **Properties** from the drop down menu.



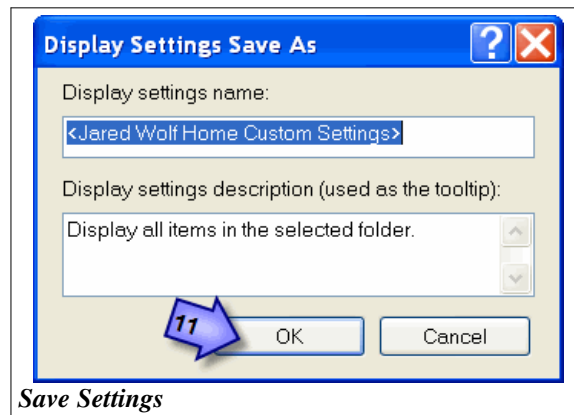
3. Click on the **Display** Tab.
4. Ensure that the View by: field shows **Panels** (Choices are Calendar, Checklist, Details, Discussion Thread and Panels, with Panels as the default.)
5. Click on **Customize Panels**.



6. Choose your Layout. **One Column** or **Two Column**.
7. Select one of the items under **Available Panels**. You can continue to add available panels until you have all the ones that you want.
8. Click on the **Add** button beside Column 1 or Column 2.
9. Use the Up or Down buttons to place the panels in the order you want them for each column.
10. Click **OK** twice.

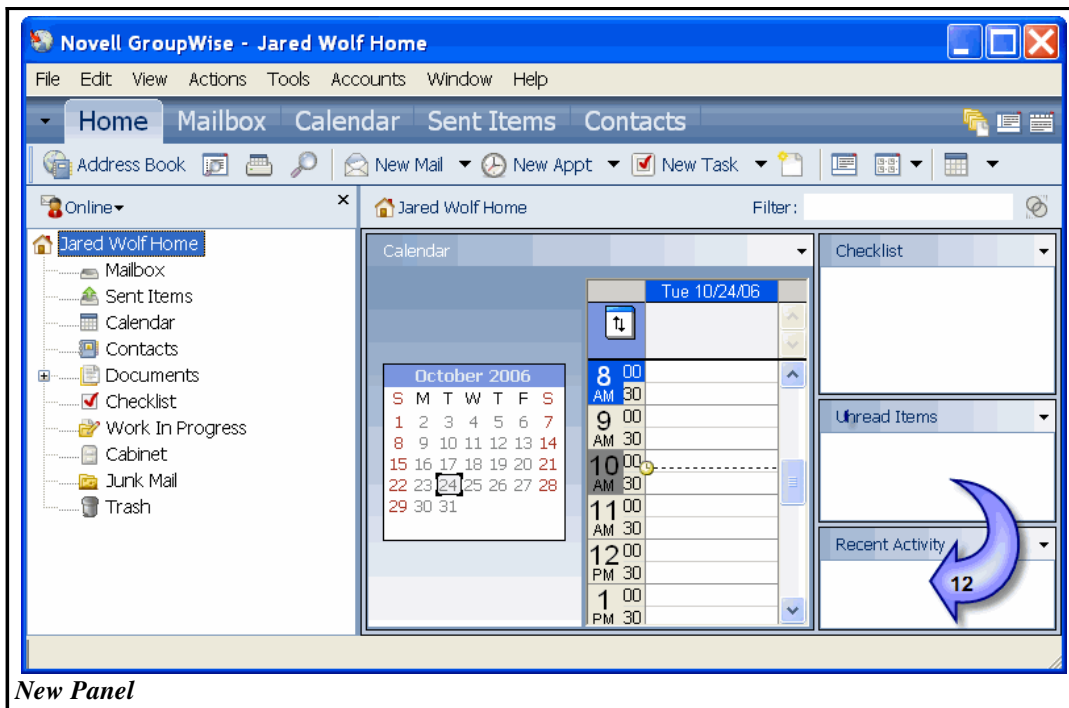


11. Accept the default options (or make changes if you wish) in the **Display Settings Save As** box and click **OK** again.



Save Settings

12. Your new panel is now displayed along with the original panels.



New Panel

...Adding, Editing and Deleting Panels

To add a new panel to your Home View or another folder, repeat steps 1 through 6 outlined under **Adding An Available Panel**.

1. Right click a folder in the folder list.

2. Select Properties from the drop down menu.
3. Click on the **Display** Tab.
4. Ensure that the View by: field shows **Panels**.
5. Click on **Customize Panels**.
6. Choose your Layout-- **One Column** or **Two Columns**.
7. Click on one of the buttons under **Modify Panels**. You can choose from: **New Panel**, **Edit Panel** and **Delete Panel**.

....Adding A New Panel

If you click on the **New Panel** button in step 7 above you will also need to complete the following steps:

1. Enter a name for your new panel.
2. Click on the **Change Folder** button (Optional) to change the folder or to create a new one.
3. Click on the **Selected Address Book** button (Optional).
4. Change the display settings to the one in the drop down menu. Choices are: **Calendar**, **Details**, **Check List** and **Discussion Thread** (Default is Details).

