Introduction to GroupWise Email

GroupWise is an email and calendar service (much like Microsoft Outlook) for the Collin College faculty and staff. Below you can learn how to use some of GroupWise’s frequently used functions.

Login to GroupWise

1) Login to GroupWise from your desktop by entering your password and then selecting the OK button.

2) Login to GroupWise from the internet site https://webmail.collin.edu/ by selecting *English* and pressing OK. If you are NOT working on a laptop or computer, select *use basic interface* in order to be able to open email and use other GroupWise features.

3) Enter your username and password, then click the Login button.
Open Mail Message

1) Click message once and see quick view in lower pane or double click the message to open the message in a new window.
Reply or Forward Mail Message

1) After double clicking a message and opening, click the arrow next to the Reply icon and then click Reply or Reply All.

2) You can also forward by clicking the arrow next to the Forward icon and then click Forward or Forward as Attachment.
New Mail Message

1) On the main mail window, click on **New Mail**.

2) The following screen will open. Fill out the **To:**; **Subject:** and text of the message. Once the message is complete, click on the send icon. When typing in an email address, an auto-fill feature will try to guess and complete the name. Press enter once it displays the correct name.

**NOTE:** You may enter multiple addresses by pressing return after each entry, separating by a semicolon or using address book (explained in next section). Also, you can attach files from your computer clicking the paperclip icon.
Address Book

1) On a new message window, click on Address icon.

2) The following screen will open. This address book lists all staff and faculty at Collin College in the **Novell GroupWise Address Book**. You can search for someone by entering text in the **Look for** text box.

3) Once you find the name you wish to add to the message, click the **To** button, **CC** copy button or **BC** blind copy button. The name will move to the right **Selected** list. You may add multiple recipients. Once your list is complete, click the “OK” button

**NOTE**: In addition to the **Novell GroupWise Address Book** there is also a **Frequent Contacts** address book that will list individuals that are contacted often and any addresses that are manually added.
Calendar

1) On the main mail window, click on Calendar tab. This will switch to view the calendar. To create a new event on the calendar, click a time and date on the calendar and click the **New Appt** icon.

2) The following Appointment window opens. Fill out the **To**, **Place**, **Subject** and **Event** message. **Start date** will be pre-populated to your selection from the calendar and **Duration** will default to 1 hour.
**Add a Folder**

1) In order to better organizing of your mail, it is helpful to create folders for storing email away. To add a new folder, right click the **Cabinet** icon and select **New Folder** from the drop down list.

![Image of Cabinet and New Folder]

2) A new folder is created with a default name of **New Folder** and its' name is highlighted in blue. With the **New Folder** that is still highlighted in blue, type a name and press enter. This will change the name of the new folder.

![Image of cabinet with New Folder selected]

**NOTE:** You can right click a folder and select **rename** in order to highlight the name in blue and change it. Also, folders can be created in the Cabinet, Mailbox, Work In Progress or any Folder.
Move a Message to a Folder

A message can be moved from the mailbox list by a click-hold-drag mouse movement to the desired folder.

Click-hold-drag message from here

hold-drag message to here (folder will highlight when selected)
Empty Trash

1) Right click trash and select **Empty Trash**
Searching Messages

1) Messages can be searched for by entering a filter into the Find text box or an advanced search can be performed by clicking the Find icon next to this search box.
Tools - Vacation

1) In order to setup an out of office automatic email, select the menu item Tools and then Vacation Rule...

2) Fill out the vacation rule form by checking the Activate my vacation rule, entering a Subject, entering a Message, checking the Rely to External Users and then selecting a Start Date and End Date. Once the form is completed, click the Save button.

NOTE: Don’t forget to turn your vacation rule off once returning. To do this, launch the vacation rule tool again and uncheck Activate my vacation rule.
Tools - Signature

1) In order to setup an automatic signature to any of your outgoing mail, select the menu item Accounts and then Account Options.

![Accounts window](image)


![Properties button](image)

3) The Properties window opens. Now click on the Signature tab. To setup the signature:
   a. Check the Signature box
   b. Select the radio button option of Prompt before adding
   c. Enter signature text
4) Once complete, click the OK button.