Getting Started

The GroupWise Window

4. Favorites Folder List – displays your most commonly used folders.
5. Folder List – displays your folders in a hierarchical view.
6. QuickViewer – displays the contents of the selected item.
7. Attachment Pane – displays the attachments of the selected item.
8. Item List – displays the items in the selected folder.

Using the Home View

The Home View displays your important information in a column view using panels. By default, it displays your daily calendar, Tasklist items, and unread messages.
- To open the Home View, click on the Home tab in the Navigation Bar. (The first time you open the Home View, the Welcome to the GroupWise Home Folder page will be displayed. Click the Go to My Home Folder shortcut.)
- To add a panel, click the Modify panel settings ▽ arrow in the upper-right corner of a panel and select Add Panel from the resulting menu. Select the panel you want to add in the Available Panels box. Click the Add button.
- To remove a panel, click the Modify panel settings ▽ arrow and select Close from the resulting menu.
- To customize your Home View all in one place, click the Modify panel settings ▽ arrow and select Customize Panels from the resulting menu. Select options and click the OK button.

Printing an Item
1. Select the item that you want to print in the Item List.
2. Select Print from the File menu.
3. Select Print from the resulting menu.
4. Select print options.
5. Click the Print button.
Note: To quickly print a selected item, press Ctrl + P.

Using the QuickViewer

The QuickViewer allows you to view the selected item without opening a separate window.
- To display the QuickViewer, click the QuickViewer button on the Main toolbar.
- To change the location of the QuickViewer, select QuickView from the View menu. Select Display at Bottom or Display at Right from the resulting menu.
- To resize the QuickViewer, rest your mouse pointer on the top or left border of the QuickViewer. When the pointer becomes a double-headed arrow †, drag the border to resize.
- To turn off the QuickViewer, click the QuickViewer button on the Main toolbar.
Note: Click on the Discussion Thread tab to see the entire thread of an item.

Creating a Personal Folder
1. Select New from the File menu.
2. Select Folder from the resulting menu.
3. Select Personal folder and click the Next button.
4. Enter a name for the folder in the Name box.
5. Optional: Enter a description of the folder in the Description box.
6. Click the Up, Down, Left, and Right buttons to position the folder in the Folder List.
7. Click the Next button.
9. Click the Finish button.

Working with Folders
1. Select the folder that you want to work with in the Folder list.
2. Select Folders from the Edit menu.
3. Do any of the following:
   - To move the folder, click the Move Up, Move Down, Move Right, and Move Left buttons to position the folder in the Folder List.
   - To rename the folder, click the Rename button. Enter a new name for the folder and press the Enter key.
   - To delete the folder, click the Delete button. Click the Yes button to confirm deletion.
4. Click the OK button when you are finished.
Note: You cannot delete or rename default folders.

Moving or Copying an Item to Another Folder
1. Select the item that you want to move or copy in the Item List.
2. Select Move/Link to Folders from the Edit menu.
3. Check the box next to the folder you want to move or copy the item to.
4. Do one of the following:
   - To move the item, click the Move button.
   - To copy the item, click the Link button.
Note: To quickly move an item, select the item in the Item List and drag it to a folder in the Folder List.

Creating Your Favorites Folder List
1. Right-click the Favorites shortcut.
2. Select Choose Favorites from the shortcut menu.
3. Check the boxes next to the folders you want to include.
4. Click the OK button when you are finished.
Note: You can also right-click a folder in the Folder List and select Add to Favorites from the shortcut menu.