

## GroupWise E-Mail Basics

### To send e-mail:

1. Click on File, New, and then Mail. Alternatively, you can click on the Create New Mail button on the toolbar.
2. Select the recipients by using the Address Book. Click on the Address Book icon. To choose recipients, highlight their name(s) and double-click. Or highlight their names, and click on the To:, CC:, or BCC: buttons. And then click OK.
3. If the recipient's name is not in your address book, type the email address in the To: box
4. Add the subject of the e-mail in the Subject line. (Change fields by using the TAB key)
5. Type your message in the message field.
6. Click on the Send button to send the message.

### Reading Messages

1. Click on **Mailbox** to see list of messages.
2. Double-click on the desired message. Or single-click and press the Enter key.

### Printing Messages

1. With the message highlighted or open, click on File on the toolbar.
2. Click on print.

### Replying to Messages

1. While the message is open, click on Reply.
2. Choose either Reply to Sender or Reply to All.
3. Click OK.

### Deleting Messages

1. Click on Edit on the toolbar and then click on Delete. Or highlight the message and press the Delete key. Or drag the message to the Trash can.
2. You may also choose the Delete and Empty option. If you choose this option, the message will be deleted and irretrievable at a later date. However, it will save you time because you will not have to empty it from the trash.

### Restoring Messages

1. Open the Trash.
2. Highlight the message.
3. Click on Edit in the toolbar and then click on Undelete.

### Permanently Deleting Messages

1. Click on the trash can
2. Click on Edit on the toolbar
3. Click on Empty Trash

### Creating Address Groups

1. Open the appropriate address book
2. Add the names you want to include by double-clicking on them. They will appear in the To:, CC:, or BCC: fields
3. Click on the Save Group button
4. Name the group and then click OK.

### Creating Folders in the Cabinet

1. If you regularly receive messages from the same person or group and like to save them, it is best to create a folder in your GroupWise Cabinet.
2. Right-click on Cabinet on the left side of the GroupWise box.
3. Left-click on New Folder

4. Leave the button marked by Personal Folder and click Next
5. Name the new folder for the person or the group that is sending the messages and click next
6. Leave all settings alone in the next dialogue box and click Finish
7. Now you can click and hold the left mouse button down and drag the desired messages into the folder or folders you have created

**Be sure to delete items from *Sent* and *Trash* weekly. Save Messages in the *Cabinet*.**