

# WHAT'S NEW IN GROUPWISE 6.5

## **Contacts Folder:**

The Contacts folder, by default, represents the Frequent Contacts address book. You can change the folder properties so that it represents a different address book. Right click the Contacts Folder and select Properties. Click the arrow on the Address Book box and select the desired address book. Any modification you make in the Contacts Folder will also be made in the address book that it represents.

## **Checklist Folder:**

Use the Checklist folder to create a task list. You can move any items (mail messages, phone messages, reminder notes, tasks, or appointments) to this folder and arrange them in the order you want. Each item is marked with a check box so that you can check off items as you complete them. After you have moved an item to the Checklist folder, you can open it, click the Checklist tab, and assign it a due date. You can also mark it Completed and set its position in the list from the Checklist tab.

## **Categories:**

You can assign a category to any item, including contacts. Categories provide you with a way to organize your items. You can create and add categories and assign identifying category colors. The colors display in the item list and in the Calendar. You can assign more than one category to an item, and specify which category is the primary one. The color of the primary category will be used to identify the item. The four default categories, Follow-Up, Low Priority, Personal, and Urgent, are available for you to immediately assign to items. You can modify and delete them if you choose, as well as continue to create new categories. You can filter on categories by using the Show menu next to the new Filter icon. You can add a Category column heading and sort your item list by category.

Right-click an item in your Mailbox or Calendar. Click the category. The 10 most recently used categories are available from this right-click menu. (If you have not yet used categories, they are displayed alphabetically.)

To assign multiple categories to an item, assign a category to a new item you are composing, or assign a category that does not display on the right-click menu, Right-click an item in your Mailbox or Calendar > click Categories > More. or

Open an item in your Mailbox or Calendar > click the Personalize tab > click Edit Categories. or

Open a new item to compose > click the Send Options tab > click Edit Categories. Select the check box of the category you want to assign. or

Type a new category name in the text box next to Add > click Add. To change the color of an existing category or assign a color to a new category, select the category name > click Edit Color > click a color > click OK.

To assign additional categories to this item, select the check boxes of those categories.

## **Tabbed Items Views:**

When you are composing an item, click the Send Options tab and select the send options that you desire. For example, the Mail item view includes options for Priority, Delayed Delivery, Security, and Status Tracking.

In items you have received and sent, the Properties tab shows who else received the item, the size and creation date of attached files, and more. The Personalize tab gives you the options of adding a personal subject and assigning a category to the item.

## **Adding a Personal Subject to an Item:**

You can add a personal subject to items in your item list. This subject displays in the item list and in the Calendar. When you open the item, you can see the original subject. Open an item from your Mailbox or Calendar. Click the Personalize tab. Type a new subject in the My Subject text box. If you reply to the email or forward it, the original subject line will appear.

## **Junk Mail Handling**

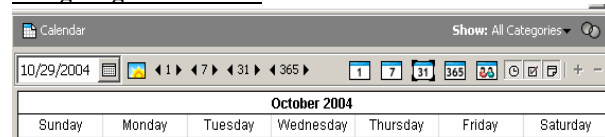
Use Junk Mail Handling to decide what to do with unwanted Internet e-mail that is sent to your GroupWise e-mail address. Junk Mail Handling does not apply to internal e-mail. You can add individual e-mail addresses or entire Internet domains to a Junk List. Items from these addresses or Internet domains are delivered to the Junk Mail folder in your Mailbox. You can specify that the items in this folder be automatically deleted after <n> days. You can specify that any e-mail items from users whose addresses are not in your personal address books (including your Frequent Contacts address book and any personal address books you have created) are sent to the Junk Mail folder. Right-click an item > click Junk Mail. Click Junk Sender. or Click Block Sender. Select Junk Any E-Mail From This Internet Domain or Block Any E-Mail From This Internet Domain.

In addition to the Block List and Junk List, there is a Trust List. Use this list to add e-mail addresses or Internet domains that you do not want blocked or junked, no matter what is specified in the other two lists. For example, you may have zcompany.com in your Block List, but you have one friend whose address is myfriend@zcompany.com. Add this friend's e-mail address to the Trust List.

## **Filters**

The new Filter icon appears as two overlapping circles. The Filter icon is now located in the top right of the item list header. The Filter dialog box has been simplified. To access the previous Filter dialog box, click Advanced Filter.

## **Navigating in Calendars**

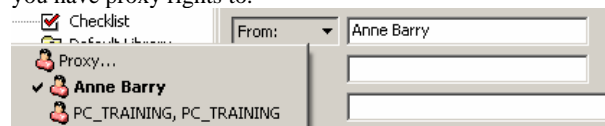


The Calendar view has new icons for navigation to the next or previous day (use the ◀1▶ icon), week (use the ◀7▶ icon), month (use the ◀31▶ icon), and year (use the ◀365▶ icon).

## **Proxy**

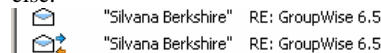
To access the addresses that you have proxy rights to, click on the Online icon which can be found above the list of folders on the left hand side of the screen.

When sending an email, you can change who the email is from by clicking on the From: ▼ button within the email and selecting the name you have proxy rights to.



## **Reply and Forward Indicators**

Arrows appear on your emails icons indicating if you replied to the email or forwarded it to someone else. Orange arrow indicates that you replied to the email, blue arrow indicates you forwarded it to someone else.



## **HTML Viewing**

To view incoming emails in HTML view, open the email and click on View in the Menu Bar. Select HTML.

## **Synchronizing With Intellisync**

Go to [www.novell.com/products/groupwise/partners/#pda](http://www.novell.com/products/groupwise/partners/#pda) for specific information.

## **Added GroupWise Web Feature**

You can now create rules in the Web version of GroupWise!