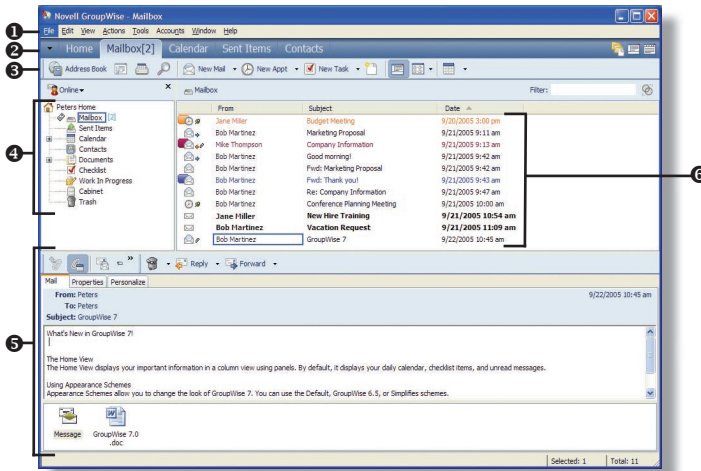




## Getting Started

### The GroupWise Window



- 1 **Menu Bar** – contains all tools for use with GroupWise 7.0.
- 2 **Navigation Bar** – contains shortcuts to commonly used folders.
- 3 **Main Toolbar** – contains shortcuts for standard GroupWise actions.
- 4 **Folder List** – displays your folders in a hierarchical view.
- 5 **QuickViewer** – displays the contents of the selected item.
- 6 **Item List** – displays the items in the selected folder.

*Note: To hide or display a toolbar, select **Toolbars** from the **View** menu and then select the toolbar from the resulting menu.*

### Using the Home View

The Home View displays your important information in a column view using panels. By default it displays your daily calendar, checklist 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 **GroupWise 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 change the number of columns, click the **Modify panel settings** ▼ arrow and select **One Column** or **Two Column** from the resulting menu.

### 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 the item or items you want to print in the **Items to print** box.
4. *Optional:* To change print settings, click the **Page Setup** button. Select options and click the **OK** button.
5. Click the **Print** button.

### Using Appearance Schemes



1. Select **Options** from the **Tools** menu.
2. Double-click the **Environment** shortcut.
3. Click on the **Appearance** tab.
4. Click the arrow on the **Schemes** box.
5. Do one of the following:
  - To use the default scheme which displays the full Folder list, Main Menu, Main toolbar, Navigation Bar, and uses the sky blue color scheme, select **Default**.
  - To use the GroupWise 6.5 scheme which displays the full Folder list and Main Menu, Main toolbar, and uses the GroupWise 6.5 color scheme, select **GroupWise 6.5**.
  - To use a simplified scheme, which displays a simple Folder list and the Navigation Bar, and uses the sky blue color scheme, select **Simplified**.
6. Click the **OK** button.
7. Click the **Close** [X] button to close the **Options** dialog box.

### Using the QuickViewer

The QuickViewer allows you to view the selected item without opening a separate window.

- To display the QuickViewer, click the **QuickViewer** [QV] 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, point to 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** [QV] button on the **Main** toolbar.

### Deleting an Item

1. Select the item you want to delete in the **Item List**.
2. Select **Delete** from the **Edit** menu.
3. If a dialog box appears, select options and click the **Yes** or **OK** button. (The deleted item will be sent to the **Trash** folder.)

### Retrieving a Deleted Item

1. Click the **Trash** folder in the **Folder List**.
2. Select the item that you want to retrieve.
3. Select **Undelete** from the **Edit** menu. (The item will be restored to the folder in which it was originally stored.)

### Emptying the Trash

To permanently delete items you must empty the Trash folder.

1. Click the **Trash** folder in the **Folder List**.
2. Select **Empty Trash** from the **Edit** menu.
3. Click the **Yes** button to confirm deletion.

### Automatically Emptying the Trash

1. Select **Options** from the **Tools** menu.
2. Double-click the **Environment** shortcut.
3. Click on the **Cleanup** tab.
4. In the **Empty trash** section, select **Automatic after**.
5. Enter or select the number of days in the **days** box.
6. Click the **OK** button.
7. Click the **Close** [X] button to close the **Options** dialog box.