

GroupWise Client Frequently Asked Questions (FAQ)

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About This Guide

This *GroupWise User Frequently Asked Questions (FAQ)* is intended to help GroupWise users easily find answers to common questions and issues related to their day to day use of GroupWise:

- ♦ [Chapter 1, “How Do I Find What I Need in the GroupWise User Documentation?,” on page 7](#)
- ♦ [Chapter 2, “GroupWise Windows Client FAQ,” on page 9](#)
- ♦ [Chapter 3, “GroupWise Comparison,” on page 15](#)

Feedback

We want to hear your comments and suggestions about this manual and the other documentation included with this product. Please use the User Comment feature  at the bottom of each page of the online documentation.

Additional Documentation

For additional GroupWise documentation, see the [GroupWise Documentation website](#).

1 How Do I Find What I Need in the GroupWise User Documentation?

A variety of resources are available to help you get the most out of learning about and using GroupWise.

- ♦ [“Accessing Help and Support Resources in GroupWise” on page 7](#)
- ♦ [“User Guides on the GroupWise Documentation Web Site” on page 7](#)
- ♦ [“User Comments Link in the User Guides” on page 8](#)
- ♦ [“GroupWise Community” on page 8](#)

Accessing Help and Support Resources in GroupWise

Documentation, help, and support are always available in GroupWise.

- ♦ **Windows Client:** Click **Help > User’s Guide** or click a link to any of the other resources listed in the Help menu. For example:
 - ♦ What’s New
 - ♦ Idea Exchange
 - ♦ OpenText Community - GroupWise
 - ♦ OpenText GroupWise Home Page

The online help offers three ways to access the information provided in the help:

- ♦ **Contents:** Provides task oriented (“How Do I”) access to the help information. This is a great place for beginners to get started.
- ♦ **Index:** Provides alphabetical access to common tasks and features. This is a great help when you know what you want to do, but you can’t figure out how to do it.
- ♦ **Search:** Provides a full text search of the help information based on keywords. If the index does not have it, the full text search should.

User Guides on the GroupWise Documentation Web Site

All GroupWise user versions have an easy-to-access User Guide posted on the [GroupWise Documentation website](#):


- ♦ **Windows Client:** Click **Help > User’s Guide**.
- ♦ **GroupWise Web:** See the [GroupWise Web User Guide](#).

The User Guides are provided in both HTML and PDF format. Both formats are searchable and yield different kinds of search results.

- ♦ **HTML Search:** To search the HTML version of a User Guide, click the main link to the guide on the [GroupWise Documentation website](#). Click the **Search** tab above the Contents pane, type the word or phrase to search for, and then press Enter. Web search technology is used to return pages where the word or phrase is found in the User Guide, ranked according to the likelihood that the page is what you are looking for.
- ♦ **PDF Search:** To search the PDF version of a User Guide, click the PDF link to the guide on the [GroupWise Documentation website](#). Key Ctrl + F to open the **Find** field, type the word or phrase to search for, and then press Enter to find the first instance. Click **Next** to continue searching through the document for instances of the word or phrase. This full text search procedure is more thorough than the web search approach.

TIP: When you are in the HTML version of a User Guide, you can click **View PDF** at the top of any page to immediately open the PDF version of the User Guide.

User Comments Link in the User Guides

If you have searched the online help and the User Guide and still cannot find the information you need, we invite you to submit a user comment to let us know what you are looking for. Just click **Comment on this topic**  at the bottom of any page of the HTML version of the documentation.

For best results, submit your comment on the page of the User Guide where you tried to find the information.

When you submit a user comment, it is sent to the OpenText documentation team, and one of the following things happens:

- ♦ We know where the answer to your question is in the current documentation. We send a response to you to help you find the information you need.
- ♦ We know the answer to your question, and we discover that it is not in the current documentation. We send a response to you and update the documentation as soon as it is feasible.
- ♦ We do not know the answer to your question. We research the answer to your question, and then proceed as described above.
- ♦ We technical writers cannot help you resolve problems with the GroupWise software. We refer you to the GroupWise Support Forum.

NOTE: Response times vary.

GroupWise Community

The [GroupWise Community](#) provides assistance from expert volunteer Knowledge Partners and helpful GroupWise users from around the world. If GroupWise is not working for you as documented, post your problem in the Discussions tab in the GroupWise Community.

2 GroupWise Windows Client FAQ

See the questions listed below for the GroupWise Windows Client.

- [How do I change my password when I know my current password?](#)
- [I have forgotten my password or user name. How do I access my account?](#)
- [How do I reset the GroupWise color scheme?](#)
- [How do I reset the Folder List?](#)
- [How do I know my sent mail has been read?](#)
- [How do I customize the Home View?](#)
- [I have been experimenting with my Home View. How do I get the original layout back?](#)
- [How do I set up an automated response to let people know that I am on vacation or out of the office?](#)
- [How do I add text, such as contact information, to the bottom of every message I send?](#)
- [My personal information in the GroupWise Address Book is out of date. How do I update it?](#)
- [How do I change the way my name appears in messages?](#)
- [How do I display just my unopened items?](#)
- [How do I get notified of incoming messages?](#)
- [How do I turn on sound or change the sound of my appointment alarms?](#)
- [Can I set an alarm on a task?](#)
- [Can I send automatic email reminders to other users?](#)
- [How do I schedule an annual event, like a birthday or anniversary?](#)
- [How do I change my default font for composing and viewing messages?](#)
- [How do I change the font size for the main GroupWise client window?](#)
- [How do I turn on or turn off the header on messages I print?](#)
- [How do I print a specific personal calendar?](#)
- [What do all the little symbols next to my messages mean?](#)
- [Someone gave me proxy access to a mailbox. How do I access it?](#)
- [How do I change the ownership of a shared folder?](#)
- [Help! My folder list has disappeared. How do I get it back?](#)
- [Help! A column header has disappeared. How do I get it back? And how do I add more columns?](#)
- [Where is the Accounts menu that I need in order to set up a POP or IMAP email account in GroupWise?](#)
- [Can I delete attachments from a received message?](#)
- [In the Attach File dialog box, how do I set the default file listing to Details \(to include file size, type, and date\) instead of List \(which just lists the file names\)?](#)
- [How do I forward all my mail from my GroupWise account to a personal email account?](#)

- ♦ Can I send a message to a cell phone?
- ♦ Why have my items disappeared from my mailbox?
- ♦ How do I move my archive?
- ♦ Why are there discrepancies between the folder structure in my archive and in my Online or Caching mailbox?
- ♦ Can I transfer my GroupWise archive onto a USB drive to save space on my workstation and then access it from the USB drive when I need to refer to old items?
- ♦ How do I get GroupWise to start maximized?
- ♦ I have run out of space in my mailbox. I have deleted everything I can think of. Now what?

NOTE: External cross-references in this section link to the [GroupWise Client User Guide](#).

How do I change my password when I know my current password?

See “[Assigning a Password to Your Mailbox without LDAP Authentication](#).”

I have forgotten my password or user name. How do I access my account?

Contact your organization’s GroupWise administrator.

If your GroupWise system includes GroupWise WebAccess, you can use the [Can’t log in?](#) link on the WebAccess Login page for more information about how to get your password reset in your organization.

How do I reset the GroupWise color scheme?

See “[Customizing Individual GroupWise Appearance Settings](#).”

How do I reset the Folder List?

By default, all Folder Lists are selected. Click **View** > **Folder List**, then deselect **Favorites Folder List** to eliminate the Favorites Folder List and the Recently Used Folders List.

How do I know my sent mail has been read?

To see if an email that you sent has been read, navigate to the **Sent Items** folder and do one of the following:

- ♦ **QuickViewer enabled:** Select the item in the list and click the **Properties** tab.
- ♦ **QuickViewer hidden:** Double-click the item to open it and select the **Properties** tab.

The Action column in the item’s Properties page will have a status of “Read” for each recipient who has viewed the item.

How do I customize the Home View?

See “[Understanding the Main GroupWise Window](#)” and “[Using Panels to Organize Your Home Folder](#).”

I have been experimenting with my Home View. How do I get the original layout back?

Select the **Home** tab, right-click blank space on the main toolbar, and select **Edit Display Settings**. From here there are different configuration options in each of the tabs below. Click **Restore Defaults** for each tab to restore the system default settings.

- ♦ View Settings
- ♦ Filter Settings
- ♦ Folder List & QV Settings

After restoring the default settings, click **Close** from any of the tabs to collapse the display settings.

How do I set up an automated response to let people know that I am on vacation or out of the office?

See [“Creating an Out of Office Rule.”](#)

How do I add text, such as contact information, to the bottom of every message I send?

See [“Adding a Signature or vCard.”](#)

My personal information in the GroupWise Address Book is out of date. How do I update it?

You cannot edit the information in the GroupWise Address Book yourself. You must contact your local GroupWise administrator in order to update your personal information.

How do I change the way my name appears in messages?

Your local GroupWise administrator must use the GroupWise Administration console to change how your name appears.

How do I display just my unopened items?

The default Home View includes an Unread Items panel, as described in [“Understanding the Main GroupWise Window.”](#)

If you do not use the Home View, you can create a Find Results folder. See [“Understanding Find Results Folders.”](#) Use an Advanced Find, and set it up so that **Item Status** does not include **Opened** (or any other status that you do not want listed in the Find Results folder). You can then look in this folder to see all your unopened items as a group.

How do I get notified of incoming messages?

See [“Starting Notify.”](#)

How do I turn on sound or change the sound of my appointment alarms?

See [“Configuring Notification for Calendar Alarms.”](#) To change the sound that plays when a new item arrives in your mailbox, see [“Setting Notification for New Items.”](#)

Can I set an alarm on a task?

Currently, you cannot set alarms on tasks.

Can I send automatic email reminders to other users?

For a single message, you could use the Delay Delivery feature to have a message delivered on a specified day at a specified time. See [“Delaying Delivery of an Item.”](#) However, the Delay Delivery feature cannot be used in conjunction with recurring items. If you want to remind others of something every two weeks, for example, you must set up each reminder individually.

How do I schedule an annual event, like a birthday or anniversary?

See [“Scheduling an Appointment for Yourself”](#) if you want to use all day events.

How do I change my default font for composing and viewing messages?

See the following sections:

- ♦ [“Selecting the Default Compose View”](#)
- ♦ [“Selecting the Default Read View”](#)

How do I change the font size for the main GroupWise client window?

There is no setting within GroupWise to change the font size for the main GroupWise client window. The font size depends on the screen resolution that you have selected for your monitor.

How do I turn on or turn off the header on messages I print?

For a Plain Text formatted message, right-click the message, then click **Print > Print Options**. Select or deselect **Print Header** as needed.

For an HTML formatted message, the message displays and prints according to your current Internet Explorer browser settings (**File > Page Setup > Headers and Footers**).

How do I print a specific personal calendar?

See [“Printing a Specific Calendar.”](#)

What do all the little symbols next to my messages mean?

See [“Identifying Icons That Appear Next to Items.”](#)

Someone gave me proxy access to a mailbox. How do I access it?

See [“Mailbox and Calendar Access for Proxy Users.”](#)

How do I change the ownership of a shared folder?

Currently, there is not an easy way to transfer ownership of a shared folder from one user to another.

As a workaround, one of the users with whom the folder is shared can create a new folder and move the contents of the shared folder into it, and then share that new folder with the other users, thus becoming the owner of the newly shared copy of the original shared folder. The new owner must have full rights to the original shared folder.

Help! My folder list has disappeared. How do I get it back?

Click **View** > **Folder List**. If you're in a context where that does not work, click **Tools** > **Options** > **Environment** > **Appearance** > **Display Folder List**.

Help! A column header has disappeared. How do I get it back? And how do I add more columns?

If you are viewing a panel that has columns, such as the GroupWise Address Book or a discussion thread and you want to add additional columns, right-click an existing column heading, click **More Columns**, and then select the columns you want to display.

Where is the Accounts menu that I need in order to set up a POP or IMAP email account in GroupWise?

The **Accounts** menu is available only if your GroupWise administrator has enabled this feature, as described in "[Modifying Environment Options](#)" in the *GroupWise Administration Guide*. Ask your GroupWise administrator to enable the feature. Your GroupWise administrator might also require you to be in Caching mode in order to add accounts.

Can I delete attachments from a received message?

No, not at the present time. However, there are third-party applications that can do this for you.

In the Attach File dialog box, how do I set the default file listing to Details (to include file size, type, and date) instead of List (which just lists the file names)?

Unfortunately, you cannot change the default list presentation in GroupWise or in the Windows operating system environment.

How do I forward all my mail from my GroupWise account to a personal email account?

See "[Creating a Rule to Forward All Mail to Another Account](#)."

Can I send a message to a cell phone?

Most cell phones include an email address for SMS messages. If you want to forward your messages to your own cell phone, you need to contact your carrier to determine the email address of your phone. If you want to send a message to someone else's cell phone, you need to know the email address of that person's phone.

Why have my items disappeared from my mailbox?

This has to do with your personal cleanup options. Keep in mind that your administrator can override your personal settings for cleanup options.

See [“Archiving Items Automatically.”](#)

How do I move my archive?

In the Windows client, click **Tools > Options > Environment > File Location**, then look at the **Archive directory** path to see where your archive is right now. Delete the current location and save the blank setting of no archive directory, so that no archiving can be performed while you are moving the archive. Copy your archive directory to the desired location, then go back to **Tools > Options > Environment > File Location** and provide the new location. Make sure you can access your archive in the new location, then remove the archive from the original location to conserve disk space.

Why are there discrepancies between the folder structure in my archive and in my Online or Caching mailbox?

Theoretically, the folder structure in your archive should match the folder structure in your mailbox. However, over time, you have probably renamed folders, deleted folders, and moved folders as you worked in your mailbox. The archive does not keep up with all these changes to the mailbox folder structure. Therefore, sometimes items are not archived where you expect them to be archived. Sometimes you need to use the Find feature to locate archived items.

This issue is more frequent with users whose GroupWise archives date back through numerous GroupWise releases.

Can I transfer my GroupWise archive onto a USB drive to save space on my workstation and then access it from the USB drive when I need to refer to old items?

If you copy your GroupWise archive onto a USB drive, it is marked as read-only. At present, GroupWise cannot open a read-only archive. You can copy it from the USB drive back into a read-write environment in order to access it.

You set your archive location using **Tools > Options > Environment > File Location > Archive Directory**. You need to be careful that your archive location is always set to the correct directory where you want ongoing automatic archiving to take place. Currently, GroupWise does not recommend or support multiple archive locations.

How do I get GroupWise to start maximized?

Manually size the GroupWise client window by dragging its borders to occupy your full screen. Do not use the **Maximize** button. If you want GroupWise permanently maximized, you can right-click the GroupWise desktop icon, then click **Properties**. In the **Run** drop-down list, select **Maximized**.

I have run out of space in my mailbox. I have deleted everything I can think of. Now what?

You need to actually empty the Trash before your disk space consumption goes down.

How do I create a group mailing list?

You create group mailing lists in one of your Personal Address Books. For information, see [“Managing Groups”](#) in the *GroupWise Client User’s Guide*.

3 GroupWise Comparison

The sections below provide information to help you to compare GroupWise versions, user environments, and other email solutions.

- ♦ [“Comparing GroupWise Versions” on page 15](#)
- ♦ [“Comparing GroupWise User Environments” on page 15](#)
- ♦ [“Comparing GroupWise with Other Email Solutions” on page 15](#)

Comparing GroupWise Versions

For a comparison of the latest GroupWise version with older versions, see [GroupWise Feature Comparison](#).

Comparing GroupWise User Environments

GroupWise includes multiple methods for accessing your GroupWise mailbox:

- ♦ **Windows Client:** A proven email client, the GroupWise Windows client is a robust, full-featured access point from your Windows desktop to your GroupWise mailbox. It offers a wide array of features to meet the needs of basic to advanced users.
- ♦ **GroupWise Web:** GroupWise Web provides access to your GroupWise mailbox in any environment where a browser and an Internet connection are available. In addition, by using GroupWise Web, you can access your GroupWise mailbox from a mobile device such as a cell phone.
- ♦ **GroupWise Mobility Service:** The GroupWise Mobility Service synchronizes GroupWise data between your mailbox and mobile devices such as a cell phone. The GroupWise Mobility Service must be separately set up as a add-on to your GroupWise system.

Comparing GroupWise with Other Email Solutions

GroupWise functionality compares very favorably with competitive email solutions. For more information, see the GroupWise product overview page:

<https://www.microfocus.com/en-us/products/groupwise/overview#competition>

