Novell

GroupWise® Connector
for Microsoft* Outlook*

3.0

QUICK START

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The GroupWise® Connector for Outlook* allows you to access you to use Outlook to access your e-mail, calendar, and other collaboration data that is stored in a GroupWise database. With the GroupWise Connector for Outlook, you can continue working in the Outlook environment you are used to without being trained on how to use GroupWise.

This *Quick Start* helps you install and run the GroupWise Connector for Outlook, explains some of the differences you might notice between GroupWise and Outlook, and leads you to additional information about using the GroupWise Connector for Outlook as your e-mail and collaboration tool.

MEETING SYSTEM REQUIREMENTS

The workstation where you want to run the GroupWise Connector for Outlook must have the following version of Microsoft Outlook installed:

- Microsoft Outlook XP/2003

INSTALLING THE GROUPWISE CONNECTOR FOR OUTLOOK

1 At a Windows* workstation that meets the requirements, insert the *GroupWise 7.0 Windows Client CD*. When the client setup program starts, close it down. Using Windows Explorer, browse to the CD drive that has the *GroupWise 7.0 Windows Client CD*. Select the Client directory, then the Connector directory. Double-click the setup.exe file to begin the installation.

2 Follow the on-screen instructions to install the GroupWise Connector for Outlook software on your workstation.

ACCESSING YOUR GROUPWISE MAILBOX

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After installing the GroupWise Connector for Outlook, your GroupWise account should automatically appear in the log in screen. If it does not appear you need to create a GroupWise Account in Outlook. You need to know your username, password, Post Office Agent address, and the Post Office Agent port number. You cannot access GroupWise without this information. If you have not yet received information, contact your system administrator.

To Create a GroupWise account:

1 Start the Microsoft Outlook client.

2 Click Tools > E-mail Accounts.

3 Select Add a New E-mail Account, then click Next.

4 Select Additional Server Type, then click Next.

5 Select Novell GroupWise, then select Next.

6 Type the name or TCP/IP address of your GroupWise server. If you do not know the name or TCP/IP address of your server, contact your system administrator for the information.

7 Type the port number of your GroupWise server. The default port number for GroupWise is 1677; however, your system administator might have changed this. If you do not know your port number, contact your system administrator.

8 Type your GroupWise user name. If you do not know what your GroupWise user name is, contact your system administrator.

9 When you are finished setting up your account, click Finish.

ADAPTING TO DIFFERENCES BETWEEN THE GROUPWISE CONNECTOR FOR OUTLOOK AND OUTLOOK

As you become familiar with the GroupWise Connector for Outlook, you will find that you can perform most of your typical Outlook tasks with ease. However, there are a few areas of functionality where GroupWise is slightly different from the GroupWise Connector for Outlook:

- Journals do not exist in GroupWise. You can still create Journals, but they are only visible to you.

- Because public folders are not supported in the GroupWise Connector for Outlook, the Find Public Folders item on the Tools menu has been removed. Shared folders provide similar functionality to public folders for sharing items with other users. You cannot share the folder with everyone on the system; you must select individual users to share the folder with.

- GroupWise handles junk mail differently from Outlook. If you have set up junk mail handling in GroupWise, a Junk Mail folder appears in the folder list, but it doesn't have access to GroupWise junk mail functionality. To handle junk mail in the GroupWise Connector for Outlook, use the default Outlook junk mail system. For more information on how to us the junk mail system, see the Outlook Help.

- Outlook and GroupWise use different default categories. Because of this, if you move from the GroupWise Connector for Outlook to a GroupWise client, your categories in the GroupWise Connector for Outlook are not preserved in the GroupWise client.

- When creating a delegate, there are a few differences in the settings. In Outlook, you can specify if you want a delegate to receive copies of meeting-related messages sent to you. In the GroupWise Connector for Outlook, you do not have this option. In Outlook, you can specify if you want Outlook to automatically send a message to a delegate summarizing these permissions. In the GroupWise Connector for Outlook, you don't have this option. In Outlook, you can specify if you want the delegate to see your private items. In the GroupWise Connector, you do not have this option. In the GroupWise Connector for Outlook, the delegate cannot see items that you have marked private. In Outlook, you can specify to send meeting requests and responses only to your delegates, and not to you. In the GroupWise Connector for Outlook, you do not have this option. Meetings are automatically sent to you and not your delegates. Your delegate can view your calendar or mailbox if you have assigned these rights to your delegate.

- Proxy is specific to GroupWise and does not exist in Outlook. In GroupWise, you use Proxy to manage another user's Mailbox and Calendar. Proxy lets you perform various actions, such as reading, accepting, and declining items on behalf of another user within the restrictions the other user sets.