

# What's New for GroupWise 8 Windows Client

## Improved Interface

The GroupWise 8 Windows client has been improved with an updated look and feel, more customizable user interface, more attractive buttons and icons, and many other changes. The main improvements include:

- *Panels:* A panel is a customized view of information in GroupWise. A panel can be created to display a multitude of information, from unread items to a summary calendar. A predefined list of panels has been created, but you can also create your own custom panels. You can now create three or more panels, and you can also create multiple Web panels for displaying Internet pages in GroupWise.
- *Simple Folder List:* The Simple Folder List has been changed to include the ability to create a Favorites list, RSS Feeds list, Contacts list, Calendar list, NNTP list, and Documents list..
- *Time Zone Synchronization with Your Workstation:* When you change the time zone on your workstation, GroupWise automatically switches it's time to match the workstation without restarting GroupWise.
- *Discussion Thread Tab on an Item View:* When you view an item, you can click the Discussion Thread tab to display a list of items that were sent back and forth on the same thread.
- *Display Settings:* Several improvements have been made to the display settings in GroupWise. When you change the display settings from the main menu, the settings are preserved in your next session. In addition, you can now save your display settings and send your display settings to others. You can also import display settings that are sent to you.
- *Drag-and-Drop Pop-Out:* When you have hidden the Folder List, you can drag an item to where the Folder List is located and the Folder List automatically pops out for you to drop your item in.

# E-Mail Improvements

Several e-mail enhancements have been made to the GroupWise 8 Windows client. Some of the key improvements include:

- *Auto Save:* Every 30 seconds GroupWise automatically saves a copy of the item you are composing. This is helpful if GroupWise stops unexpectedly. When GroupWise is restarted, you are prompted with recovery options for the items.
- *Third-Party Composers/Viewers:* You can now use third-party tools to compose and view your messages. You can use Microsoft Word and OpenOffice.org to compose your messages, and several other viewers to view your messages in their native format.
- *Editing an Attachment:* You can now edit attachments you have and save them to the original item. These edited attachments are saved to the item as personal attachments.
- *Adding a Note or an Attachment to an Item You Receive:* You can now add a personal note and attachments to items you receive. These notes are not sent to others, but are for personal use only.
- *Adding a Contact to an Item You Receive:* When you receive an item from a contact, you can add additional contacts to that received item. This is helpful when you are viewing the history with a contact in the Address Book.
- *Message Preview:* In your Item List, you can select to display the first few lines of a message in the list. This is helpful when you do not have the QuickViewer open.
- *Reply to Sent Item:* A reply option is now available for all sent items.

# Calendar Improvements

Several calendar enhancements have been made to the GroupWise 8 Windows client. Some of the key improvements include:

- *Publishing and Subscribing to Internet Calendars:* You can select to publish any personal calendar to the Internet. When you to publish a personal calendar to the Internet, it is copied to the Calendar Publishing Host server. You can select the time period of the content to publish as well as what to publish, from just free/busy information to your entire calendar.

You can subscribe to calendars that have been published to the Internet. After you have subscribed to an Internet calendar, it displays as a new calendar in your Calendar list.

- *Displaying an Additional Time Zone:* You can now add an additional time zone to GroupWise. When you select to display an additional time zone, it displays in another column next to your time in the Calendar. Each time zone is assigned a label of your choice. You can also quickly switch among the time zones as you travel back and forth from locations.
- *Importing ICS Files:* When you import .ics files, you can now name the folder that the .ics file is imported into and add a description of the .ics file. If a folder already exists with the same name as the folder that was specified, the data in that folder is deleted before the .ics file data is imported.
- *Aggregated Shared Calendars:* You can now select to display shared calendars in your main calendar view.
- *Displaying Accepted Calendar Items in Your Mailbox:* You can now select to continue displaying accepted items in your Mailbox after you have accepted them.
- *Modify Recipients:* After an appointment has already been sent, it might be necessary to send that appointment to another person. When you add a person to the appointment, the appointment is sent to the new person without retracting and resending the appointment to everyone who has already received it.
- *Appointment Conflicts:* When you receive a new series of recurring appointments that conflict with existing appointments, you now have the option to select This Instance or All Instances instead of resolving the conflicts individually for each appointment.

# New Folder Types

New folder types give you access to more kinds of information and the ability to better organize your GroupWise items.

- *Tasklist Folder:* The new Tasklist folder replaces and expands upon the old Checklist folder. 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.
- *RSS Feeds Folder:* The GroupWise 8 client for Windows allows you to subscribe to RSS feeds. When you subscribe to RSS feeds, the feeds are displayed in the RSS folder.

# Address Book

Several Address Book enhancements have been made to the GroupWise 8 Windows client. Some of the key improvements include:

- *Importing and Exporting Contacts:* You can now import contacts from the Contacts folder instead of opening the Address Book. In addition, you can now import contacts from a CSV file as well as export contacts in a CSV file.
- *Contact Birthday/Anniversary:* When you add a contact's birthday and anniversary in the contact's information, you can select to have the contact's birthday and anniversary show as a reminder note in the calendar.
- *Contacts Folder:* The Contacts folder now displays a list of all personal address books under the Contacts folder for quicker access to your personal address books.
- *Address Card View:* A new address card view has been created, which allows you to add a picture to a contact. The address card view is a condensed view of the contact information, along with a picture.

# Tasklist

The GroupWise Checklist feature has been greatly expanded and enhanced, and renamed the Tasklist. Tasklist items can be found in the Tasklist folder, but can also be placed in other folders, including the Mailbox and Calendar.

## Other Enhancements

Several other enhancements have been made to the GroupWise 8 Windows client. Some of the key improvements include:

- *Rules:* When you have marked an item as completed, you can create a rule to trigger an event to happen.

A Vacation Rule Wizard has been created to help you quickly create a rule for times when you are away from the office.

- *Rules:* You can set up a rule to forward messages as attachments.
- *Quick Find:* In this version of GroupWise, Filter has been replaced with Find on the toolbar. Now you can search across all folders, your default library, all libraries, and by item type. In addition, you can select from recent finds as you type.
- *Categories:* You can now quickly search on similar categories directly from the Item List by simply clicking the Category icon, then clicking Find.