

# What's New for Groupwise 8 Mac and Linux Clients

## Improved Interface

The GroupWise 8 Linux and Mac clients have 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:

### *Nav Bar*

The GroupWise 8 Linux and Mac clients now have a Nav Bar similar to the Nav Bar on the Windows client. The Nav Bar is customizable and can contain the folders you use most.

### *Customizable Toolbar*

The Toolbar is now customizable. You can add or remove items from the Toolbar and configure the way icons and text display.

### *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.

### *Customizable Date and Time Formats*

The time and date formats in GroupWise are highly customizable. You can specify the order of elements, the type of separators between elements, whether dates are spelled out or represented by numbers, and several other options.

### *Categories*

Categories provide you with a way to organize your items. You can assign a category to any item, including contacts. You create and add categories and can give each category an identifying color. The colors display in the Item List and in the Calendar.

### *The Linux Client Can Use the GTK Look and Feel*

You can now configure the Linux client to use the look and feel of the Linux desktop.

### *New Folder Types*

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

- *Home Folder:* Your Home folder (indicated by your name) represents your GroupWise database. All folders in your Main Window are subfolders of your Home folder. The Home folder can be organized into panels to display your most important folders.
- *RSS Feeds Folder:* The GroupWise 8 client now allows you to subscribe to RSS feeds. If you use the Windows client to subscribe to feeds, you can read the feeds in the GroupWise Linux and Mac clients, after the Windows client has downloaded the feeds. When you subscribe to RSS feeds, the feeds are displayed in the RSS folder.
- *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.

### *Vacation Rule*

Creating a rule to handle vacations, holidays, and auto replies is fast and easy with the vacation rule feature.

## **Notify**

The GroupWise 8 Mac and Linux clients now include Notify. If Notify is enabled, it informs you when you receive a GroupWise item or when it's time for an appointment.

## **Search Improvements**

The search features have been greatly enhanced. You can use the Find field in the Item List header of any folder to quickly find an item in the current folder, or you can use Global Find and Advanced Find for more advanced search features, including the ability to specify a variety of criteria for narrowing your search.

## **Tasklists**

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.

You can better manage your tasks by creating subtasks. Current tasks can also be moved to subtask locations.

# E-mail Improvements

Several e-mail enhancements have been made to the GroupWise 8 Linux and Mac clients. Some of the key improvements include:

- *Item Personalization:* When you receive an e-mail message, you can click the Personalize tab to add personal information to the e-mail. You can change the subject, add a note, select a category, and add associated contacts to the message.
- *External Account Support:* The GroupWise Linux and Mac clients support external accounts, such as POP3, IMAP4, and NNTP.
- *Delayed E-Mail Delivery:* When you write an e-mail, you can set it to be delivered on a different date and time.
- *Changing E-Mail to Another Item Type:* You can change an item from one type to another.
- *Concealed E-Mail Subjects:* You can hide the subject of an e-mail you send so the recipient does not see it until the e-mail is opened.
- *E-Mail Expiration Date:* When you set an expiration date for an e-mail or phone message you send to another GroupWise user, the message is automatically deleted from the recipient's GroupWise Mailbox when the message expires.

# Calendar Improvements

The GroupWise 8 Linux and Mac client Calendar has been improved for multiple calendar support, better customization, sharing, and multiple time zone support. Some of the key improvements include:

- *Multiple Personal Calendars:* You can now create one or more personal calendars, in addition to the standard GroupWise system Calendar.

When you receive a calendar item, you can accept it to your main Calendar or to a personal calendar.

- *Shared Calendars:* Calendars can be shared with other GroupWise users.
- *Calendar Customization:* Several options have been added for customizing your Calendar.
  - *Changeable Date and Time Format:* There are several date and time formats that determine the way dates and times display throughout the application.
  - *Definable Work Schedule:* You can define your work schedule so other people can see when you are available for appointments.
  - *Definable Work Days:* You can specify the days of your work week. This is especially useful for people who do not work the standard Monday to Friday work week.
  - *Highlighted Weekends:* You can highlight weekends in the Calendar so they do not look the same as your work days.
  - *Week Numbers:* You can show week numbers on your calendar.
  - *Changeable Calendar Colors:* You can change a calendar's color.
- *Multiple Time Zone Support:* You can display two time zones in your Calendar, so working with people in other locations is easier.

You can also calculate the difference between two time zones.

- *Calendar Import and Export:* You can import calendars and appointments from other sources, such as Internet Calendars, into GroupWise as personal calendars. You can also export GroupWise calendars and calendar items so you can use them in other calendars.