

# Setting Up GroupWise 8 Caching Mode

Last Update: April 7, 2011

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## Introduction

GroupWise caching mode allows you to continue working with your mailbox, calendar, and address books while not connected to the network. This is particularly useful for laptop users who aren't always connected to the Internet, or on the rare occasion that the network or server are down.

Caching mode keeps a synchronized copy of your entire GroupWise account in a local, encrypted database on your computer. This local copy is further secured with a password, which we recommend be the same as your normal password.

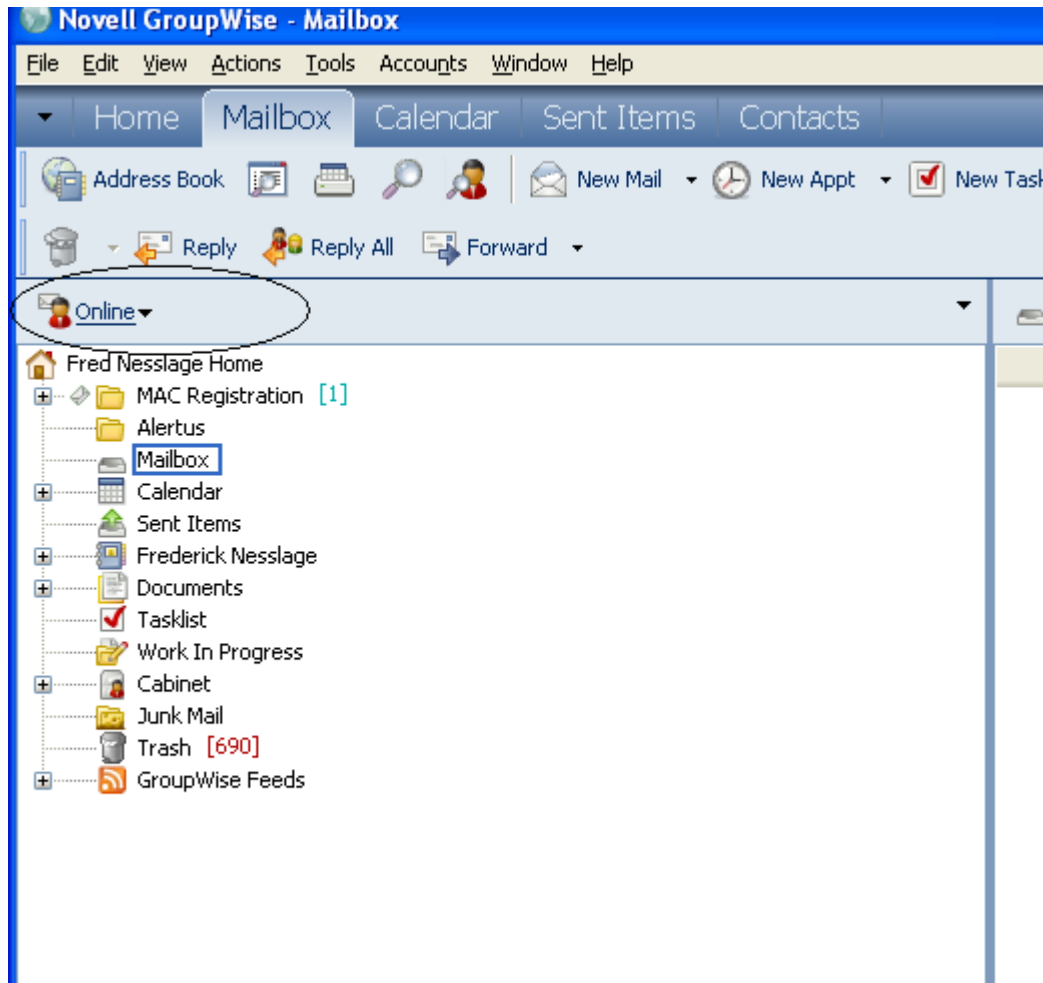
You can do almost everything in caching mode that you can in the full online mode, with the exception of subscribing to other user's notifications (for use with GroupWise Notify). The only visible difference that you'll see is that your view of your GroupWise account is refreshed every 5 minutes by default rather than in real-time.

Caching mode works with both the Windows GroupWise client and the Macintosh and Linux GroupWise clients. The procedure to setup each client is virtually identical.

# Setting Up Caching Mode

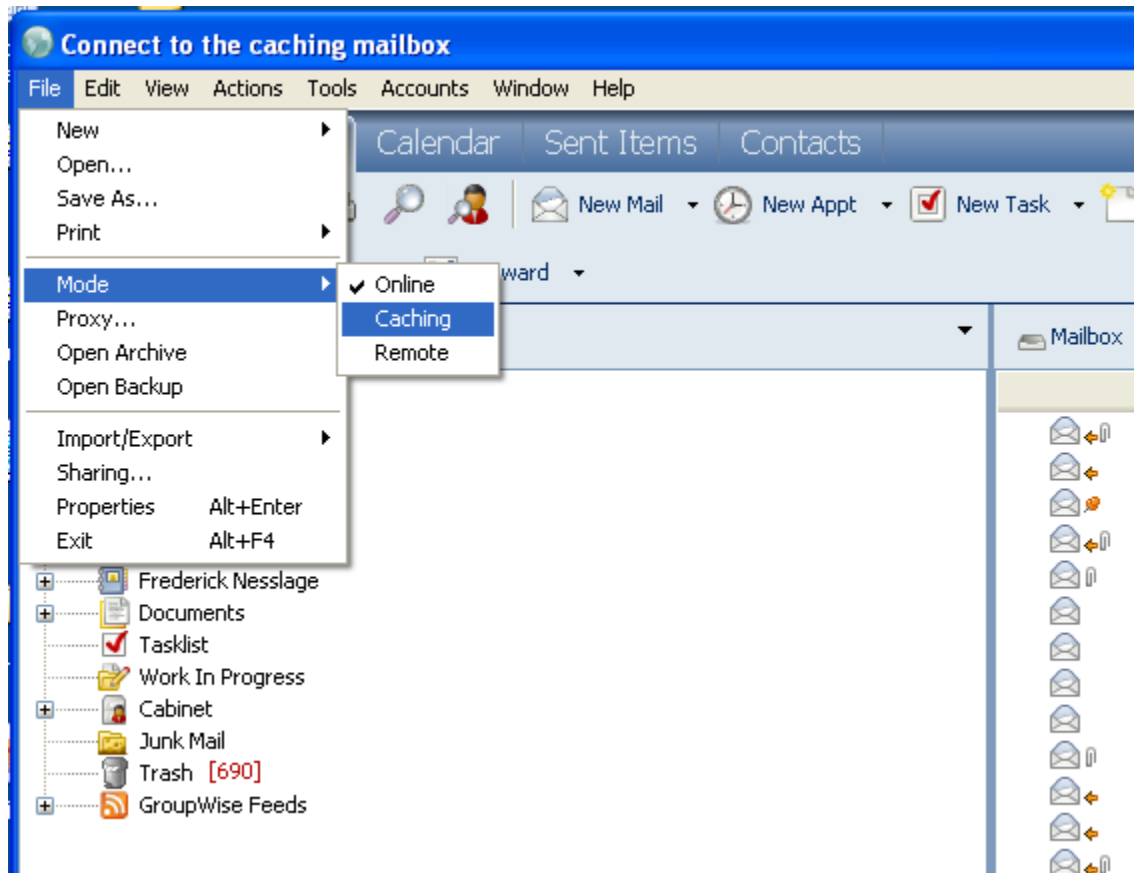
## Step 1: Login

Login to the GroupWise client as you normally would. Normally, the folder list is on the left. At the top of the folder list, a status indicator tells you what mode the client is currently running in. Circled below, we start out in “Online” mode.

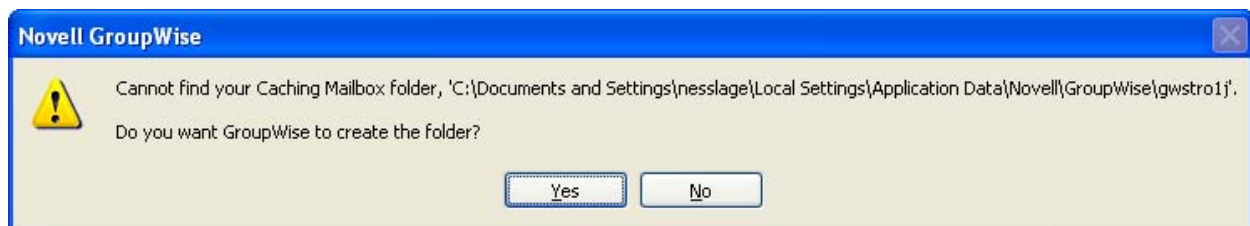


## Step 2: Switch to Caching Mode

Select the “File” menu and expand the “Mode” selection. “Online” should be checked at the moment; select “Caching”.



The client will indicate that the default Caching Mailbox folder does not exist, and asks if you want to create the folder. Click “Yes”.



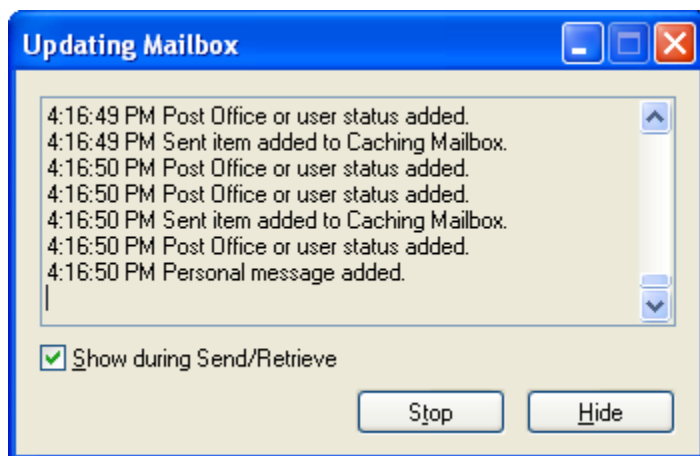
### Step 3: Enter your password

As the client prepares to copy your GroupWise account to the caching mailbox, it needs to connect to the server in a special way. To do this, it needs your password. Enter it, and click “OK”.



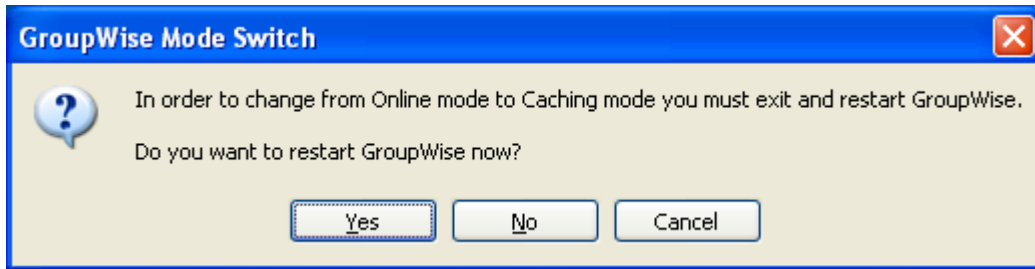
### Step 5: The “Priming” Begins

GroupWise now attempts to “prime” your caching mailbox. It does this by running a special “Send/Retrieve” process, and requests to retrieve a full copy of your GroupWise account (including the full system address book). A status box appears, letting you know where it is in this process.



## Step 6: Switching Modes

When the client has completed its first full synchronization, it will prompt you to restart itself in Caching Mode. If you want to go ahead with the switch, click “Yes”, which will restart the GroupWise client in Caching mode. If you’re not ready to switch just yet, you can click “No”.



## Step 7: Confirming the Mode Switch

Once you’ve restarted in Caching Mode, you’ll notice the Mode Status Indicator in the folder panel has switched to “Caching”. You can switch back and forth between “Online” and “Caching” simply by selecting the new mode (as we first did in step 2) and allowing the Client to restart itself.

## **Some Caching Mode Usage Notes:**

- Caching Mode, by default, will synchronize your local cached mailbox with the online mailbox every 5 minutes. To change this interval, open the “Accounts” menu along the top, and select “Account Options”. Click the “General Options” button. Change the number of minutes in the “Send/Retrieve All Marked Accounts Every n Minute(s)” field, and click “OK” to save the change. Then “Close” the Accounts Options box.
- You can manually perform a synchronization by selecting the “Accounts” menu along the top and select “Send/Retrieve...”.
- The Client displays the last successful connection to the server in the status bar at the very bottom of the client window.
- If you are disconnected from the Internet and in caching mode, the GroupWise client will still attempt to contact the server. Since it can’t contact the server, it will give an error each time. To prevent the client from attempting this connection, switch to “Remote Mode”. You do this the same way you switch between “Online” and “Caching” modes.
- You can switch modes before you even login to the GroupWise client. At the GroupWise login prompt, simply select the proper radio button for “Online”, “Caching mailbox path”, or “Remote mailbox path”, as shown below. However, you’ll need to remember where your caching mailbox is stored on your local hard drive.