

2000



WHAT IS GARDENING?

GroupWise is an effective messaging system that will help you send and receive e-mail messages and much more. You can track leads, assignments, and appointments in your calendar and task lists. You can configure the application to grant access to other users and distribute tasks as well. All of the messaging, appointments, and task features are integrated and can be accessed in the same window. GroupWise also ensures that the business processes - GroupWise is a

Figure 1

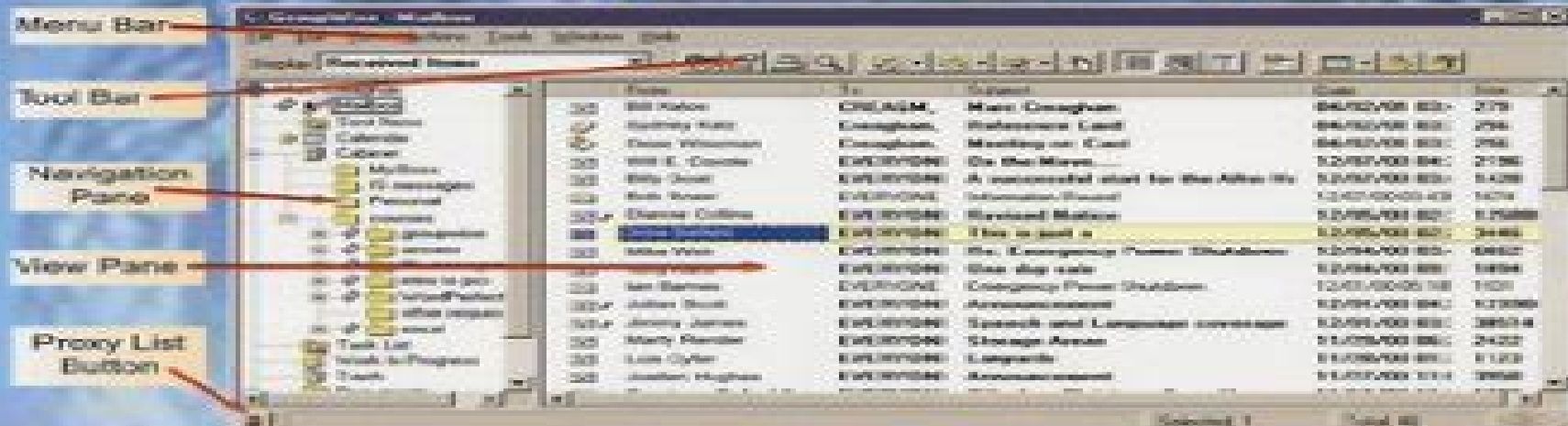
Conclusions

Welcome to the **GroupWise 5.5 Global Reference Guide**. This guide has been designed to give you, the user, a third option on learning. Speedier users find paper books to lay out all the key features of this application in a concise manner that is easy to read, understand, and apply. When you use this guide with **GroupWise 5.5**, your knowledge and productivity will grow in leaps and bounds. Make certain to keep this valuable resource with you, inside or out.

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



**BASIC
INTERMEDIATE
POWER USER
GREAT TIP
WATCH OUT!
ADVANCED TIP
FREQUENTLY ASKED
QUESTIONS**




100

Source: *Author's calculations*.

1. Click on the **New Mail Message** button .
2. Type in the names of the recipients and press **Enter** after each name. Type either the first or last name depending on the preference you set in the **Address Book**. Circumstances will fill in the rest. If the name is incorrect, keep typing until you see an exact match for the person to whom you are sending the message.
3. Repeat Step 2 for the **CC** and **BCC** fields.
4. Enter a subject.
5. Type your message.
6. Click on the **Send** button  once you are finished composing the message.

Using the Business Model to Refine a Mission

1. Click on the **Address Book** button .
2. Scroll down to find the name of the recipient you need or type the first few letters of the recipient's name. Outlook will jump to the person letter by letter until the recipient's name is selected.
3. Double-click on the person's name to transfer it to the **To:** field on the right-hand side of the window.
4. Single-click on a name that you want to include as a **CC:** or **BC:** then click the appropriate button at the top of the window.
5. Click **OK** when you have entered all the names you need.



Downloadable 5.2 comes standard with its own help function that will explain all facets of the application in more detail.

Learning this design facility, with this reference guide, will allow you to increase your knowledge of Grouptitles features, and use it to its full potential.

1. Select **Wedge Tapping** from the **Wedge** drop-down menu.
2. As this point, you are presented with three different holes that will offer different ways to increase hole productivity.

Countdown lists all available personal Radio signals.

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Index is used to sort to a certain keyword, or sub type etc. The index is in alphabetical order and will adjust as you edit.

Flint is used to produce an ember and is used in a variety of other ways. Flint is used to produce an ember and is used in a variety of other ways.

[illegible]

To check the spelling of your message, click on the **Spelling Check** button.



Q: How do I remove a name from the recipient list in the Address Book window?

A: Click on the name in the right pane of the Address Book window, and click on the Remove button.



Q: What if I decide that I don't want to travel this morning, after all?

4. Press the Cancel button  and don't save the message when you're prompted.

Groupwise 55 Quick Reference Guide

LP Steffe



Groupwise 55 Quick Reference Guide:

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