

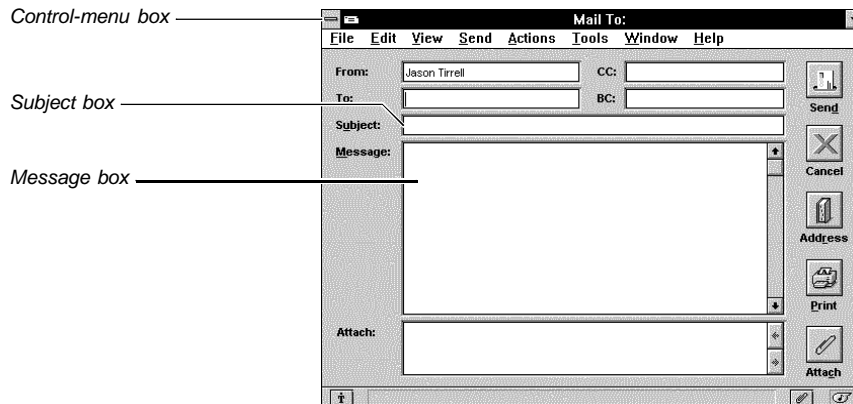
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# Sending Mail

Besides sending a message, you can also attach text files, graphics, sounds, and OLE objects to the mail you send to other GroupWise users. See *Attaching Files* under *Send Mail*.

From the Main Window,

- 1 Choose the **Send Mail** pop-up list, then choose a mail view.



- 2 Type the user IDs in the To field, separating the IDs with commas, then go to step 5.  
or  
Choose **Address**  to open the Address Book.
- 3 Select recipients for the Send To, Carbon Copy, and Blind Copy boxes by dragging their names to the appropriate boxes.
- 4 Choose **OK**.
- 5 Type the subject in the Subject box.
- 6 Type a message in the Message box.
- 7 Choose **Send** .

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## Tips and Hints

### *Searching for a User's Name*

Searching for a user's name in the Address Book is easy. When your Address Book is opened, type the first letters of the user's name and a name matching those letters will be highlighted. Press the **space bar** to search subsequent fields. For example, if you have several people with the last name Jones, type **Jones**, press the **space bar**, then type the first name.

Be aware that the order of the last and first names is defined by your system administrator. Your Address Book may display the first name before the last name.

### *Typing User IDs*

Instead of using the Address Book to enter user IDs in the address boxes, you can type in the user IDs. However, the following rules apply:

- You must spell user IDs correctly.
- You must separate user IDs with commas.

## Personal Groups

To send the item to a personal group, choose **Personal Groups** in the Address Book, then double-click the group you want to send the item to. See *Creating Personal Groups* under *Send Mail*.

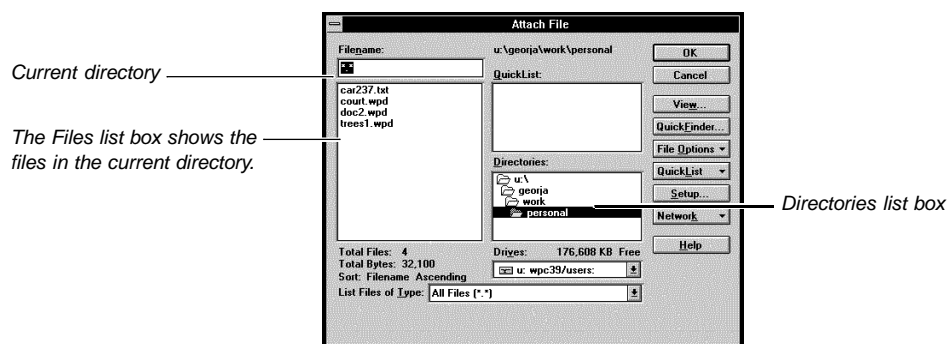
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## Attaching Files

You can attach text files, graphics, applications, sounds, movies, GroupWise items you've saved, sent, or received, and many other types of information with any item you send.

From any item view,

- 1 Choose the **File** menu, then choose **Attach File**.



- 2 Use the Files list box and Directories list box to locate the file you want to include in the item.
- 3 Double-click the file to attach it to the item.
- 4 Choose **Send**  for group items or **OK**  for personal items.

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## Tips and Hints

### Selecting Multiple Attachments

There is no limit to the number of files you can attach to an item. The only limit is memory size.

From the Attach File dialog box, click the first file in a continuous range of files, then Shift-click the last file in the range.

To select a non-continuous range of files, Ctrl-click the files you want to include.

### Viewing Attachments

If you are in an item view without an Attach box, and you would like to see your attached file(s), choose the **File** menu, then choose **View Attachment**.

### Attaching GroupWise Items

When you attach a GroupWise item to the item you are sending, the recipient can open the attached (encapsulated) item and reply to the original sender. This is the same as Forwarding the item.

To attach or forward an item, drag it from an item list and drop it on the new item view you are sending.

### *Sounds and OLE objects*

You can annotate an item with sounds or attach embedded or linked objects. See *Attachments* in the reference manual.

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## Creating Personal Groups

You can create your own groups of users and resources for addressing mail messages, appointments, tasks, notes, and phone messages. For example, if you often need to schedule a meeting for the same group of people, create a personal group instead of selecting them individually from the Address Book each time you send an item.

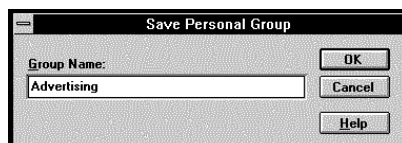
Public groups, on the other hand, are created by the system administrator for every user to access.

From the Main Window,

- 1 Choose the **Send** menu, choose **Address Book**, then choose **Create/Edit Group>>** to open the Address Book.
- 2 Select the recipients by dragging the usernames to the Send To, Carbon Copy, and Blind Copy boxes.

Include your name if you want to be a member of the group.

- 3 Choose **Save Group**, type a group name, then choose **OK**.



- 4 Choose **OK** to return to the Main Window.

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### Tips and Hints

#### *Resources*

Resources are defined by your system administrator and may include conference rooms, company vehicles, overhead projectors, and anything that can be scheduled. You can include resources in your personal group. After selecting usernames, choose **Resources**, then drag the desired resources to the Send To, Carbon Copy, or Blind Copy boxes. Proceed with step 3 in *Creating Personal Groups*.

#### *Removing a Name from a Group*

You can delete a name from a personal group.

From your Address Book,

- 1 Choose **Personal Groups**, choose **Create/Edit Group>>**, then select the personal group you want to edit.
- 2 Choose **Retrieve/Edit Group**, double-click the name you want to delete, then choose **Save Group**.
- 3 Type the old group's name, then choose **Yes** when GroupWise asks if you want to replace the group name.

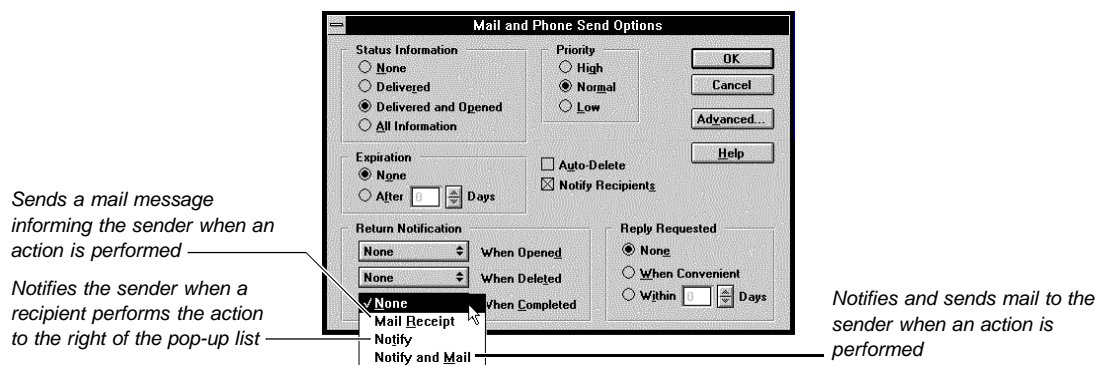
# Setting Temporary Mail Send Options

With Send Options, you can change the following for the mail message you are currently sending.

Options	Purpose
Status Information	Tracks the actions performed on your mail and displays the information in the Information window
Priority	Controls the appearance of the mail in the mailboxes, so that the priority of the item is apparent to the receiver
Expiration	Deletes mail from your Out Box and the In Boxes of all recipients who have not yet opened the message after a number of days
Return Notification	Alerts you each time a recipient opens, deletes, or completes the mail
Reply Requested	Asks recipients to reply to your mail within the number of days specified or when convenient
Auto-Delete	Deletes the mail from your Out Box as soon as <i>all</i> recipients empty the mail from their In Boxes and Trash
Notify Recipients	Alerts recipients with a sound, a dialog box, or an icon, if they have loaded the Notify program

From a new mail view,

- 1 Choose the **Send** menu, then choose **Send Options**.



- 2 Select the options you want.
- 3 Choose **OK**, then complete and send your item.

## Tips and Hints

### *High Priority*

When you have a high priority item and want to alert the recipient, select **High** in the Priority group box. The item will appear red in the recipient's In Box if the recipient has a color monitor.

### *Advanced Send Options*

Advanced Send Options let you change the delivery date and the security options if needed. See *Advanced Send Preferences* in the reference manual.