CHANGING COLOR OF GROUPWISE SUBJECT LINE

There are 4 colors that you can use to format your subject line for recipients: Red, Orange, Blue and Gray. These are default category colors that all GroupWise users have in their mailbox.

- Urgent = red
- Followup = orange
- Low priority = gray
- Personal = blue.

1. Type and address your new mail message.

2. Click on the Send Options tab > under Category, click on the multicolored icon in the right side of the white field to bring up the list of options.

3. Click the check box to select the category (color) you want. Low Priority is hard to read so that probably isn’t the best option to select. You might just use the other 3 color options. Finish your message and send.

4. Check to see how the new mail item appears in a users mailbox. This will work as long as the other user has not modified their colors. If so, it might appear as a different color than you selected, or no color.