ABOUT GROUPWISE NOTIFY

Notify is a program that works with GroupWise to alert you when you have new items placed in your Mailbox, or when you have an upcoming appointment.

Once Notify is activated, certain features are initiated:
1. A globe icon appears on the taskbar next to the time (lower right) on a PC.
2. An envelope appears over the globe when you receive a new item or alarm.
3. Notify plays a system beep or sound file when you receive a new item or alarm.
4. The Notify dialog box opens in front of whatever application you are using when you receive a new item or alarm. From the dialog box, you can clear the item from the Notification List, start GroupWise to read the item, or delete the item from your Mailbox.

Note: You may need to restart your computer before changes take effect.

To Start Notify:

1. If you do not see the globe icon on your taskbar, click Start on the Windows taskbar > Programs > GroupWise > GroupWise Notify.

To Subscribe to Notification:

1. Click Tools > Options
2. Double-click Environment
3. Check the box for “Launch Notify at Startup”
4. Click OK.

To Set How Long the Notify Dialog Box Displays:

1. Make sure Notify is running
2. Right-click GW globe icon on the Windows taskbar > click Options
3. Click the General tab
4. Type the number of seconds under “Show Notify Dialog For”

Tips:
- Unless you close the Notify dialog box, it remains on the screen for the amount of time you specified above. When the time expires, the dialog box closes and the notification is added to the Notification List.
- If the Notify dialog box is informing you of an alarm, the dialog box remains open for the amount time you specified. However, instead of just adding the alarm to the Notification List, the alarm dialog box reappears on your screen after five minutes. This cycle repeats until you close the dialog box.
To Set How to be Notified of Alarms:

1. Make sure Notify is running.
2. Right-click globe icon on the Windows taskbar > click Options.
3. Click the Alarms tab.
4. Click how you want to be notified for alarms.

Tips:
- Alarm notification is different from item notification. If you do not close the Alarm dialog box when you are notified of an alarm, it opens again after 5 minutes. To stop the alarm from opening again, click the Close button in the dialog box. To close the Alarm dialog box and have the alarm open again in 5 minutes, click Snooze.

To Set How to be Notified of Items in Your Mailbox:

1. Make sure Notify is running.
2. Right-click globe icon on the Windows taskbar > click Options.
3. Click the Notify tab.
4. Click “Use Same Settings for All Types” so that it is de-selected.
5. Click the Settings For drop-down list, then click the item type you want to make selections for.
6. Click how you want to be notified for the different priority levels of that item type.

Tips:
- If you want to be notified the same way for all item types, leave Use Same Settings for All Types selected.
- Even if you turn off dialog and sound notification, you can still open the Notification List to see what new items you have received. Click the globe icon on the Windows taskbar > Notification List.

To turn off Notification:

1. Make sure Notify is running.
2. Right-click the globe icon on the Windows Taskbar > Exit.