GROUPWISE TELEPHONE MESSAGES

Group has a useful feature for recording phone messages. Instead of writing down messages for your co-workers and sticking them on their monitor or desk, you can sending a phone message email that they can pick up from any computer on campus or via GroupWise Web Access.

ADD PHONE ICON TO THE TOOLBAR

1. Right-click on any blank space on the GroupWise toolbar > click Customize Toolbar in the pop-up box
2. In the Toolbar Properties window that opens > click the Customize tab which adds icons to the toolbar
3. Under Categories > click File
4. In the Controls field, click on the telephone icon; its function will be displayed under Description
5. Click the Add button to add to the toolbar at the end, or click and drag the icon to the location you want
6. To remove an icon from the toolbar, with the Toolbar Properties window open, click and drag the icon off of the toolbar and it will be removed.
7. Click OK when done.

TELEPHONE MESSAGE VIEWS

You can use the default phone message pad, or you can change the view by selecting another view from the drop-down list.

1. Next to the Phone icon, click the drop-down arrow to display options > click on a selection
2. Complete the appropriate fields in the open window
3. Click the Send Options tab for additional options, e.g. change the priority to ‘High’
4. Click the Send button to send the message

Note: you can use the Posted Phone Message option to post a message in your mail folder.