SET DEFAULT VIEWS FOR GROUPWISE

SET EMAIL VIEW OPTIONS

To change your default options for composing and/or viewing GroupWise email, in the GW client:

1. Go to Tools > Options
2. Double-click the Environment Icon
3. Click the Views tab
4. Under “Default Compose View” select either Plain Text or HTML
5. Under “Default Read View” select either Plain Text or HTML

NOTE: If you select Plain Text, you will be unable to view images, backgrounds, special formatting, etc. which are available in HTML view only.

6. Click OK > Close when done.
SET DEFAULT INTERNET BROWSER

To change your default Web browser

1. Go to Tools > Options
2. Double-click the Environment Icon
3. Click the General tab
4. Under “HTML Browser” select either IE or Mozilla
5. Click Apply, then OK > Close when done.

SET DEFAULT CALENDAR VIEW

To change default calendar view from day to month:

1. Go to Tools > Options
2. Double-click the Environment Icon
3. Click the Views tab
4. Under “Set Default Views” select Calendar.
5. Under Group select Month
6. Click Apply, then OK
7. Close when done.
8. Now when you click on the Open Calendar icon from the main toolbar, the calendar month will open up instead of the calendar day view.

NOTE: You can also change the default to weekly view.