SHARE EMAIL FOLDERS IN GROUPWISE

If you have email messages in your GroupWise account that you would like to share with another GW user, you can create a folder to store those messages and then share the folder with others.

Sharing a Folder

1. Right-click on your GW Cabinet folder > click New Folder

2. This will open a dialogue box > click Shared Folder > click Next

3. Give the folder a name in the Name field > move the folder to the desired location by using the Up and Down buttons > click Next

4. To share an existing GW folder: right-click on the folder name > click Sharing

   Note: Folders can be moved up and down in the folder list by right-clicking and dragging a folder to a new location.

5. Click the Address Book icon next to the Name field to open the GW Address Selector > click on the name of the person to share the folder > click the Select Address button > click OK.

   Alternately, in the Name Field you can begin typing in the name to use the AutoComplete feature > click Add User button when correct name appears.
6. In the Share list, click on a name to select it > click boxes for Add, Edit, and/or Delete depending on the type of access you wish to grant > click Next.

7. At the next window, click Finish to open the Notification window > type a Message, and when you click OK an email will be sent to the GW user(s) with your message.

Recipient: Accept the New Shared Folder

The recipient will receive an email from you and must double-click on the message to OPEN it > click Next > move the folder to desired location > click Finish.

NOTE: If the owner of a shared folder deletes the folder, the recipient’s copy will also be deleted. If the recipient wants to save the messages, they must first be moved into a NON-shared folder created by the recipient.

Remove a User from Folder Sharing or Change Access Rights

1. Right-click on the folder name > click Sharing
2. Highlight the user you wish change or remove
3. Uncheck Additional Access boxes to restrict rights, OR
4. Click the Remove User button to delete their access to your folder > click OK.