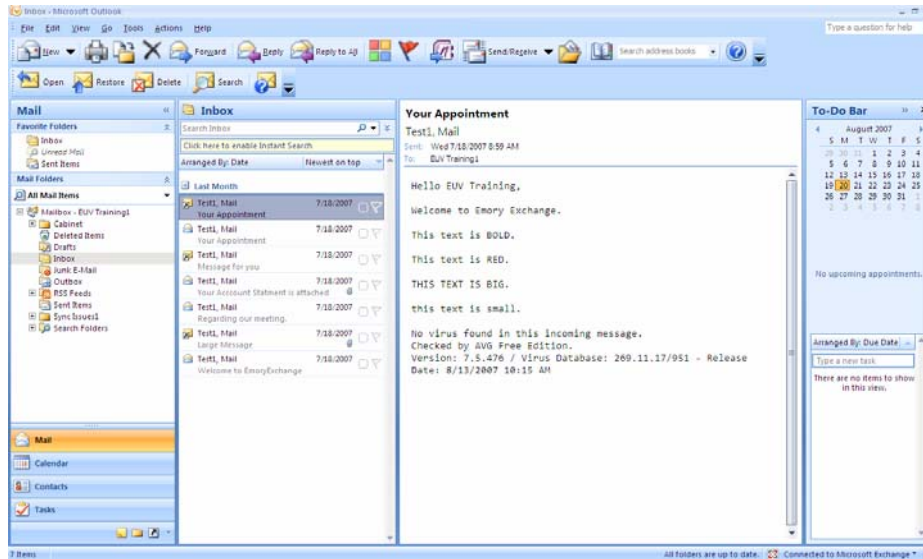


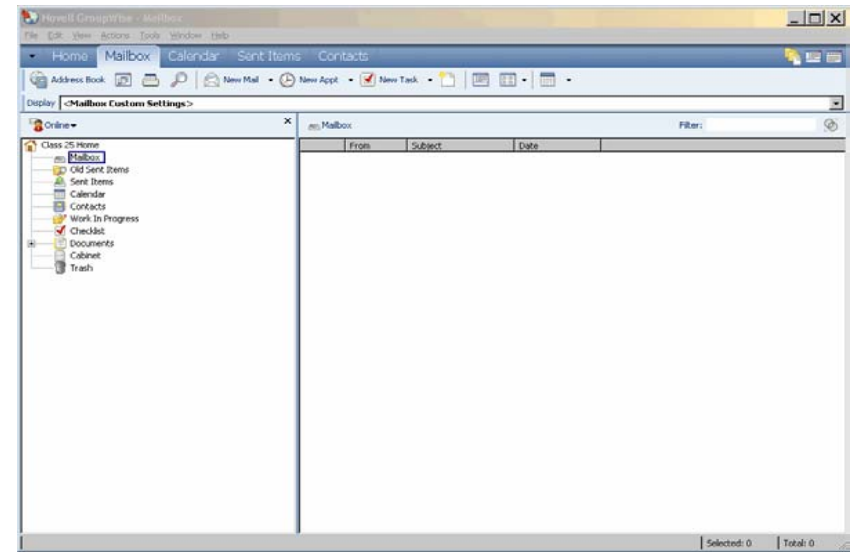
Outlook 2007 vs GroupWise

Outlook 2007





- **Reading Pane** automatically displayed (on the right but can be switched off or displayed at the bottom of the screen using View – Reading Pane...)
- **Favorite Folders** section available so user can drag & drop any folder into this area and always have available near top of screen.
- Mail is stored under the Inbox.
- Personal folders are stored under the main Mailbox folder. (You can create a folder called “Cabinet” under the main Mailbox by right-clicking on Mailbox and selecting New Folder... then create your personal folders under the Cabinet to “mimic what you were used to in GW!”)
- To do items are available as Tasks and appear in their own section button on the Navigation Pane, in the Calendar, and in the Mail on the To-Do Bar.
- Deleted items will stay in the Deleted Items folder for 7 days and then automatically be deleted. Items that have been automatically deleted can then be retrieved for 7 more days but only by calling the Help Desk.
- **Drafts** folder holds all saved messages.
- High priority message appears as red exclamation point and low priority as a blue down arrow.

GroupWise



- Quick Viewer available from a button or the View menu.
- No Favorites area available.
- Mail is stored under the Mailbox.
- Personal folders are stored in the Cabinet
- To do items are available as Checklist.
- Deleted items are located under Trash. Items were automatically deleted after 120 days. Cannot recover deleted items once Trash is emptied.
- **Work in Progress** folder holds all saved messages.
- High priority msg appears as red envelope and low priority as a grey envelope.

Outlook 2007

- You can set up a box to pop up on the screen when you have new mail by using Desktop Alert Settings (Tool – Options...E-mail Options – Advanced E-mail Options – Desktop Alert Settings).
- You can convert items from one type to another. (i.e. You can drag a mail message into the Contacts folder to add the sender to your contacts book or you can drag a contact into the Inbox to send that contact a mail message.)
- You can flag items as follow-up by clicking on its flag.  The message will stay in your Inbox but also appear in the To-Do bar as a task. You can right-click on a flag to change colors, add a reminder, or clear the flag. You can also just click a flag to complete it!
- You can categorize items by clicking on its block.  All categorized items will appear in the Navigation Pane under Search Folders – Categorized Mail... You can also right-click on the block to access more features.
- You can check whether msgs. have been delivered/read by opening up your sent message and looking at the Tracking tab. However, this Tracking tab is only available if you checked a delivery/read receipt when you first sent the message under the Options tab. Plus, the sender must process his delivery/read receipt before the Tracking tab will be available!
- The main Emory book is now called the Global Address List (GAL) and the personal book is called Contacts. The Frequent Contacts Book will appear in the Contacts folder. You can also create new folders under the Contact book and they will appear as a new created book.
- Any address that you type in is automatically remembered. When you type in the name a next time, Outlook will Auto-complete it for you.
- You can share your Inbox, Calendar, Contacts, etc. by right-clicking on them and selecting Change Sharing Permissions... The calendar and contacts have a link on their screen to quickly jump to these permissions called Share My Calendar/Contact.
- You can recall a message from the Exchange users Inbox by opening the message in your Sent Items folder and going to Actions – Recall this message... This sends a recall msg. to each recipient. If the recipient opens the recall msg. before opening the original msg. then both msgs. will be removed. If the recipient ignores both the original and the recall msg. then both msgs. will be removed after a certain time. If the recipient opens the original msg. before the recall msg. then it is too late and the recall is unsuccessful. The sender will receive successful/unsuccessful msgs. back.

GroupWise

- You can set up a box to pop up on the screen when you have new mail by using Notify
- You can convert items from one type to another by using the Change To option. To add the sender of a message to your contacts, you have to open the message and right-click on sender's name.
- You can move messages to your checklist for follow up work on it. I will move it out of the Mailbox and into the Checklist.
- Categories not in use.
- You can check whether messages have been delivered/read by looking at the properties of your sent message.
- There are many address books available: Novell GroupWise Address Book, Frequent Contacts Book, Personal Book, any new books created.
- Any address that you type in is automatically added to the Frequent Contacts Book and can be used again the next time.
- You can share your Mailbox and Calendar using Proxy Access.
- You can recall a message from the Exchange users Inbox by deleting the message from your Sent Items folder. This would "secretly" remove any unread messages from the recipient's Inbox but it would not tell the sender if the recall was successful or not!