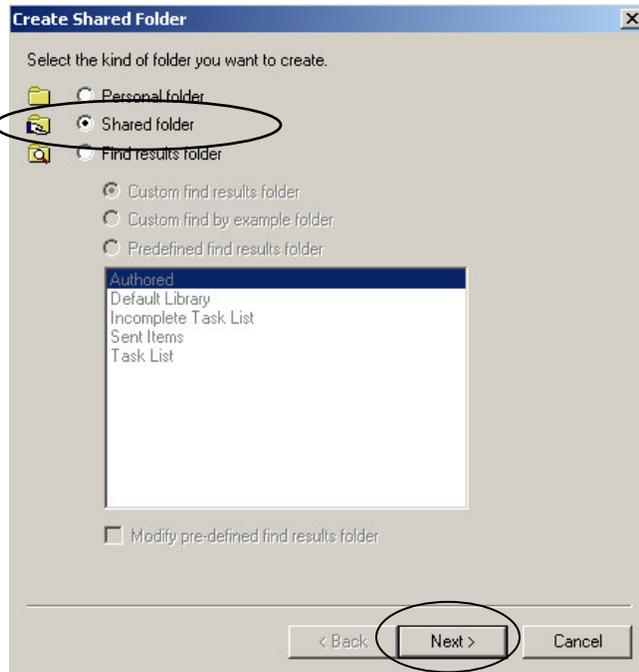


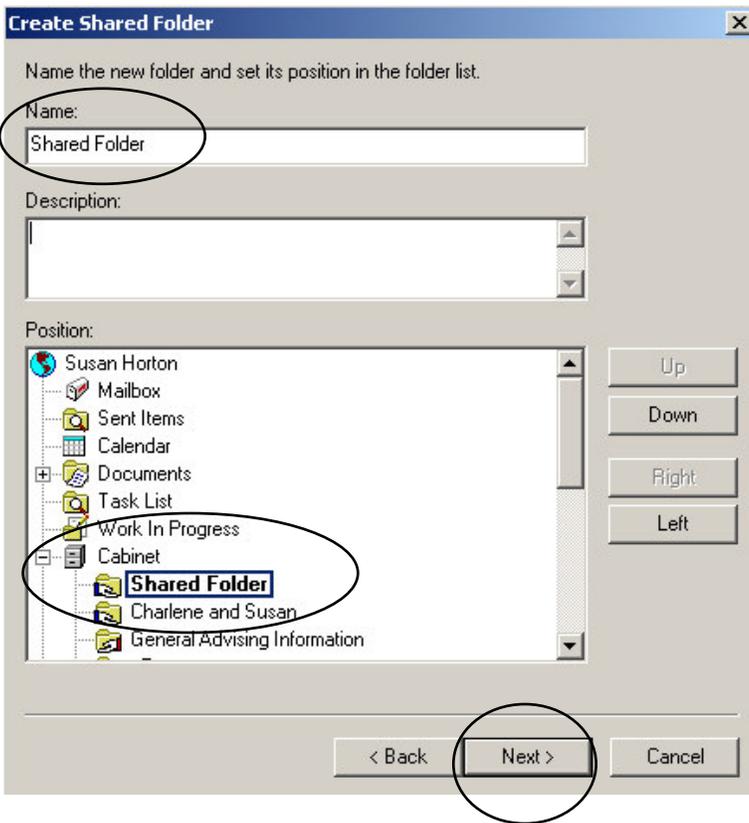
Creating a Shared Folder in GroupWise

Create a Shared folder by going to **File / New / Folder** in the main GroupWise email window



Create Shared Folder Dialog Box

- Click the Shared Folder radio button
- Click Next >



- Type a name for the Shared Folder in the Name: box
- The Description: area is optional
- The Shared folder will be placed in the cabinet area
- Click Next >

Create Shared Folder [X]

Enter the names of people to share this folder

Name:  Add User
Remove User

Share list:

Name	Status	Access
Training	Pending	Read, Add

Additional access:

Add Edit Delete

< Back **Next >** Cancel

Enter names of people to share the folder

Select users:

 Type the name of a GroupWise user in the box

 Click on the address book button

Note: Add or Remove Users as needed

Each person on the share list is given rights to the folder. **Read** and **Add** rights are the defaults.

 Click Next >

Create Shared Folder [X]

Define the settings for the folder. These can be viewed and modified in the folder's properties dialog.

Setting name:
 Save As... Delete

Description:

View by:

Sort by:

Sort order:

Item source:

Received Posted
 Sent Draft

Item type:

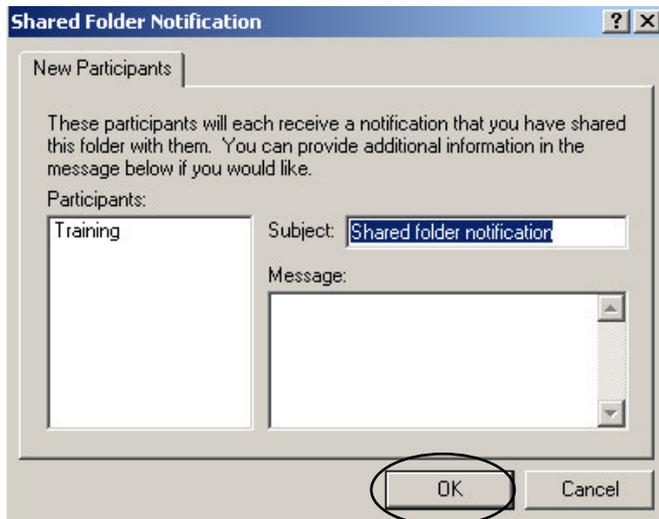
Mail Appointments Reminder notes
 Tasks Documents Phone messages

Columns:
 Edit Columns...

< Back **Finish** Cancel

Define Settings for the Shared Folder

 Accept the defaults by clicking Finish



New Participants

Participants in the list will receive an email stating that you have shared a folder with them.

📄 Click OK

	From	Subject	Date
	Susan Horton	Shared folder notification	09/22/03 08:46AM

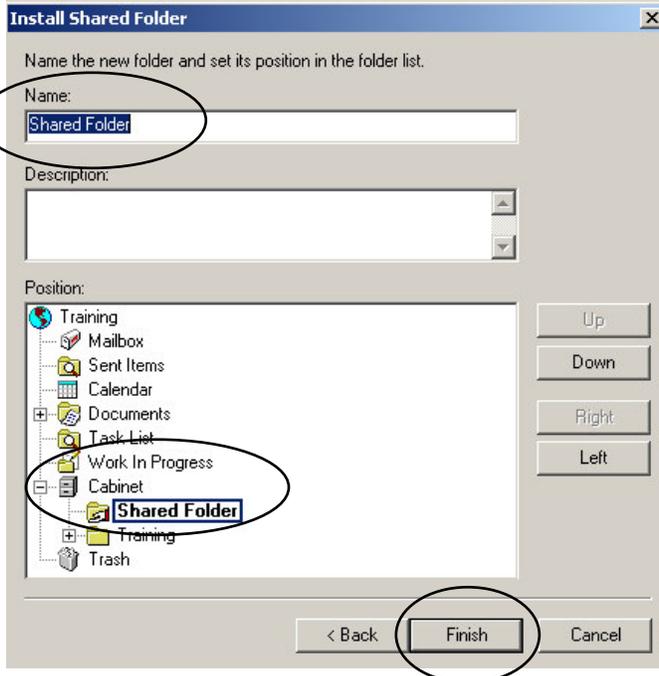
Email

Participants receive an email notifying them that they have been given rights to a shared folder.



Install Shared Folder

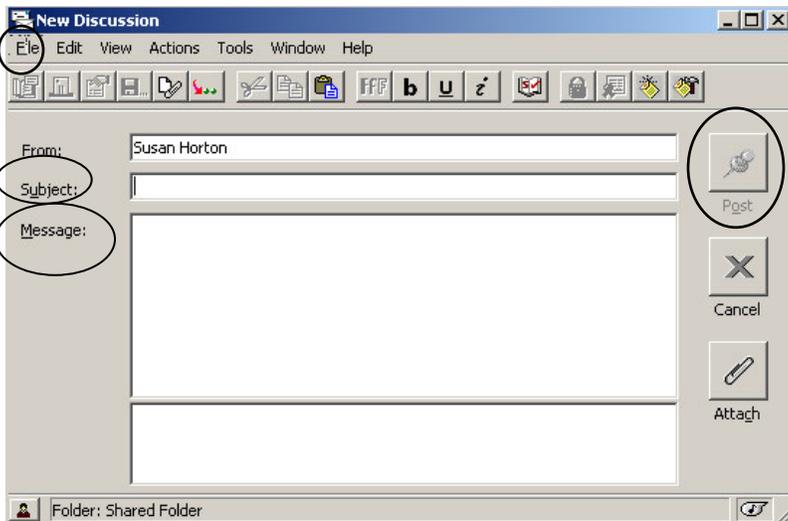
📄 Click Next > to Install the Shared Folder



Click Finish to accept the folder name and location

Using the Shared Folder as a Discussion Forum

Once the shared folder is set up it can be used as a discussion forum. Any user with **Add** rights can create a new discussion thread or reply to a discussion topic already in use.

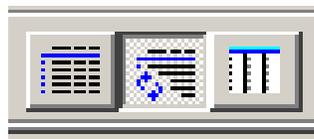


New Discussion

- Click **Important!** Select the Shared Folder from the list of folders in the Cabinet area
- Go to File / New / Discussion
- Add a Subject and Message
- Click Post

Turn **ON** the Threads button

View Discussion Threads Button



If the Threads button is not on the toolbar:

- Right click on toolbar
- Choose Properties
- Click on the Customize tab
- Choose View
- Click Thread button
- Choose Add Button
- Click OK