

## GROUPWISE 7.0

### **HOW CAN I CREATE A DISCUSSION THREAD (USER GROUP) IN GROUPWISE 7.0?**

**Note: All users must be part of UD GroupWise Email**

To create and use a discussion thread in GroupWise, a shared folder is utilized. A shared folder is like any other folder in your Cabinet, except other people have access to it. For example, if you want to have a place where everyone in your department can store and view GroupWise items like mail messages, you can share a folder. You can create shared folders or share existing personal folders in your GroupWise Email Cabinet. You choose whom to share the folder with, and what rights to grant each user. Then, users can post messages to the shared folder, drag existing items into the folder, and create discussion threads. You can't share system folders, which include the Cabinet, Trash, and Work In Progress folders.

If you place a document in a shared folder, people with rights to the shared folder don't automatically have rights to edit the document. Before they can edit the document, you have to give them Edit rights on the Document Sharing tab.

To create a folder:

1. Open GroupWise.
2. Right-click on *Cabinet* in the Folder List on the left and select **New Folder**. The folder will appear under your *Cabinet*.
3. To create a folder that others can access, click the **Shared Folder** radial dial.
4. Click **Next**.
5. Type the name (you can name your folder anything you want) and description for the new folder. In the *Description* section, you can (but do not have to) include the purpose of the folder, such as Chem 101Discussion Threads. In the *Position* section, your new folder will be placed under your Cabinet.
6. Use the **Up** and **Down** arrows on the right to move your new folder in the list.
7. Click **Next**.
8. In the "Name:" field of the *Create Shared Folder* dialogue box, start typing the name of the person you would like to share the folder with. When the full name appears, click the **Add User** button.
9. Or you can click the *Novell GroupWise Address Book* icon located to the right of the Name field. This opens the *Address Selector*.
10. Start typing the name of the person you wish to include in the shared folder in the *Look for:* field. When the user's name appears in the list, double click the name to move the user into the *Selected* list or click the

**Select Address** button. The name will appear in the *Selected* list on the right.

11. When finished adding names to the *Selected* list, click **OK**.

**Note:** you can also save this list of names as a group by clicking on **Save Group** above the OK button.

12. Click on a user's name in the *Share list* and select the access options you would like for the user (Add, Edit, and/or Delete capabilities).

13. Repeat Steps 9 and 10 for each user you want to share the folder with.

14. Click **Next**.

(The recipient must accept the invitation that arrives in their GroupWise Mailbox in order to share this folder. If the invitation is not accepted, the recipient will not see the folder. (See Items 20 and 21 below.)

15. Under *Setting name*: click the drop down arrow and select **Discussion Threads**.

16. Change *Item source* or *Item type*, if you want. (Suggest that you leave all the items checked). Note: you can also edit the columns displayed.

17. When you're done, click **Finish**.

A *Shared Folder Notification* dialog box will appear advising that a notice will be sent to each person who will share the folder. Here you can type a personal message to your other participant(s).

18. Click **OK**.

19. Your new shared folder should now appear in GroupWise in the left panel under your Cabinet. Upon the added user's acceptance, a shared folder with the name you assigned will appear in their folder list as well as your own.

20. To verify what recipients have accepted your invitation to share this folder, *right* click on the new shared folder and scroll to Properties.

21. Click on the **Sharing** tab. In the "Share List" next to each name is the status of your invitation (**Accepted, Rejected, or Deleted**).

22. Click **OK** to close.

#### **To add additional users to shared folder:**

1. In the Main Window, right-click on the folder you want to share and select **Sharing...**

2. Make sure the **Shared with** radio button is clicked.

3. In the Name box, start typing the name of a user, or click the Address Book button to select the user from the **Address Book**.

4. When the user's name appears in the box, click **Add User** to move the user into the *Share list*.

5. Click the user's name in the *Share list*.

6. Select the access options you want for the user.
7. Repeat Steps 3-6 for each user you want to share the folder with.
8. Click **OK**.

#### **To post a message to a shared folder:**

1. Click the shared folder in your folder list to open it.
2. Click **File > New > Discussion/Note**.
3. Type a subject.
4. Type your message.
5. Click the **Post** button.

#### **To reply to a discussion topic:**

1. To reply to an existing item in a shared folder, open the item.
2. Click **Reply**.
3. Select one of the three reply options:
  - *Reply to original discussion topic* (reply shows under original post/topic in the thread)
  - *Reply to selected subject* (reply shows as reply to a specific topic based on the post you are replying to)
  - *Replay privately (outside discussion)* Choose sender only or all recipients. Post does not appear in shared folder but arrives in recipient(s) GroupWise Mailbox.
4. Type in your message.
5. Click **OK**.

#### **Example of a Discussion Thread:**

To view the Discussion Threads:

As the discussion grows, click on **VIEW > DISPLAY SETTINGS > DISCUSSION THREADS**. This shows who replied to what part of the ongoing discussion.

#### **Collapsing or expanding a discussion thread:**

As more new topics are added and more and more replies/threads are made, it can get cumbersome to find the discussion you are looking for. Note that in front of each new discussion topic there is a “plus” sign. Click on this and it expands the topic to include all replies. The plus sign changes to a “minus” sign. Click on the minus sign and the topic collapses again hiding all the replies/threads.