

GROUPWISE 7.0

HOW DO I WORK WITH “SENT ITEMS” IN GROUPWISE?

SENT ITEM PROPERTIES

- Open your **Sent Items** folder.
- Click on an email to highlight it, then right-click and go to **Properties**. This shows recipients, delivery times, dates (*on-campus mail only*).

RESENDING

- Highlight a Sent Item, right-click, select **Resend**.
- Correct/change whatever.
- Click **Send**.
- Answer question “Retract original?” by clicking **Yes**.

DELETING AN EMAIL ALREADY SENT

- Highlight Sent Item.
- Right-click on it. Select **Delete**.
- Answer question: Delete from . . . All Mailboxes
Only Works for Inter-Campus Mail!!!

SENDING SAME EMAIL TO MORE THAN ONE PERSON-INDIVIDUALLY

- Create first email and send
- Go into **Sent Items** and find the email
- Right-click on it and select **Resend**
- Delete current address and fill in new one
- Click **Send**
- When question comes up “Retract original item?” Answer **NO**

PRINTING

- Right-click on email and click **Print** without opening.
- Must open attachment and save it before printing...otherwise it will print with a border and email header.

