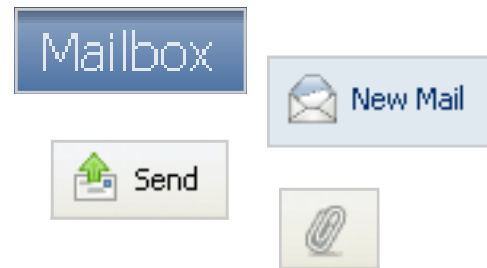


There are five different types of GroupWise items: Mail, Appointments, Tasks, Reminder Notes, and [Phone Messages]. Each item is for a specific purpose and aids in improved organization and communication.

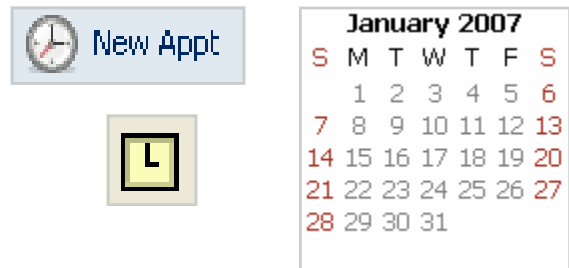
Mail

The Mailbox is the folder used to view, compose, send, and receive e-mails. The mailbox is the tool to use when sending a message to a contact or a group of contacts, and for sending attachments.



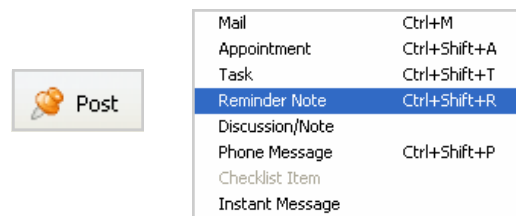
Appointments

Appointments are used for personal scheduling purposes as well as communicating aspects of your schedule to others for a specific purpose. An overview of your schedule can be viewed in the Calendar.



Reminder Notes

Reminder notes are for notifying yourself and others of important information, usually pertaining to a specific date or time. Reminder notes can be posted in the calendar for personal use or sent to others.



Tasks

A Task is an item to be completed by a specific date and time. Tasks are listed and posted in the Calendar and can also be created for personal use or sent to another.

