

## Mailbox Icons and Item Status

There are many icons in GroupWise that denote item type and status. This is a guide to the icons that will appear next to items in your Mailbox.

An opened envelope appears next to a message that has been opened.



A unopened envelope appears next to a message that has not been opened.



The attachment icon appears next to items with an attachment.



The sound icon appears next to items that will play sound when opened.



An orange arrow means that you have replied to that item.



A blue arrow means that you have forwarded that item.



A yellow arrow means that you have delegated that item.



**Note: any combination of the three arrows means that more than one action has been performed, such as a message has been both replied to and forwarded**

A unopened or open red envelope and a red circle with an exclamation mark denotes a message with a specific level of priority.



A clock icon appears next to appointments.



A red clock with a red circle and an exclamation mark is an opened or unopened appointment with a specific level of priority.



A notepad with a pencil next to it appears by an unopened reminder note. When the note is opened the pencil moves over the notepad.



An unopened or opened reminder note with a specific level of priority has a red notepad and a red circle with an exclamation mark.



A red checkmark in a white box appears by an opened or unopened task.



A task with a specific level of priority appears as a box with a red checkmark and a red circle with an exclamation mark.



An item with an envelope, two red arrows going opposite ways, and a red circle with an exclamation mark denotes an item for which the sender has requested a reply.

