

## FREQUENTLY ASKED GROUPWISE QUESTIONS

Q. What is GroupWise?

A. GroupWise is a Novell product that provides a collaborative calendar with integrated email, address book, messaging, and task management. Valparaiso University will now have a single application that permits campus-wide messaging, scheduling, and collaboration.

Q. Who is eligible for a GroupWise account?

A. Eventually, all VU faculty, staff and students will be granted a GroupWise account. Your e-mail address will remain FirstName.LastName@valpo.edu.

Q. How do I access GroupWise?

A. GroupWise desktop client software will be installed on all University-owned computers and will be available for download for faculty and staff's personally-owned computers. This software is available for Window, Mac OS X and Linux platforms. GroupWise also features WebAccess is the web-based software that allows access to your GroupWise account from any location that has Internet access. WebAccess offers an alternative for those who do not need all the features or who do not want to install the desktop client. WebAccess can be found at <http://groupwise.valpo.edu>

Q. Can I still use my current email client?

A. If you don't want to use the GroupWise client, Thunderbird, Outlook, Mac clients and Linux clients will also work.

Q. Can I sync my Palm, Windows Mobile, or PocketPC with GroupWise?

A. Palm, Windows Mobile, and PocketPC PDAs are well supported by GroupWise. Users will be able to sync their devices using a connection to a PC and Novell's PDAConnect software. A web-based syncing system is also supported.

Q. Will GroupWise training be offered?

A. Yes, please visit [www.valpo.edu/it/training](http://www.valpo.edu/it/training) for training information.

Q. Can I transfer my local address book to GroupWise?

A. Any address book files in vCard format can be imported into GroupWise as a personal address book.

Q. What if I forget my password?

A. ValpoNet Identity Manager is the way to reset your password. Visit [www.valpo.edu/it/valponet](http://www.valpo.edu/it/valponet).

Q. Will GroupWise filter spam?

A. Yes, we are using [PureMessage](#) to filter spam. For more information on PureMessage, please visit the [PureMessage documentation page](#).

Q. Can I create an "out of office" response in GroupWise?

A. Yes, you can create a rule to [send an "out of office" auto-response](#) message.

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