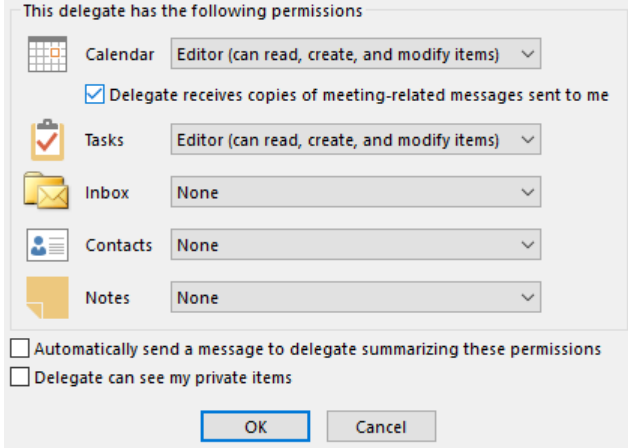
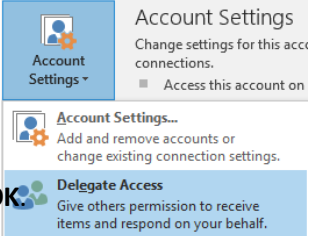
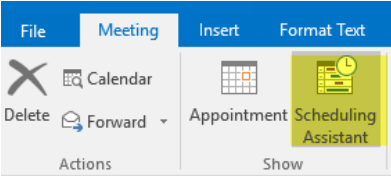
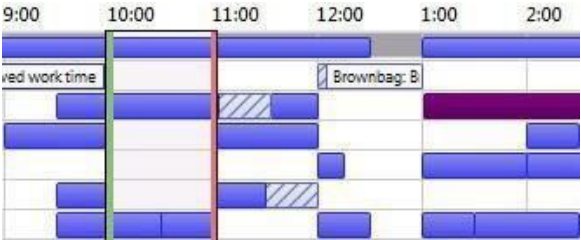
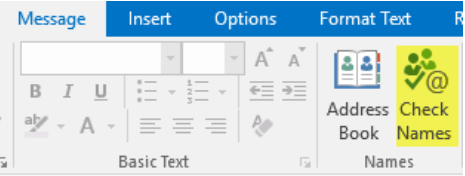

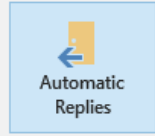
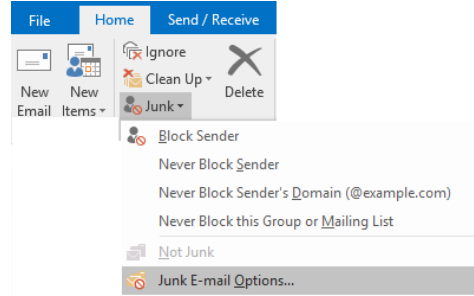






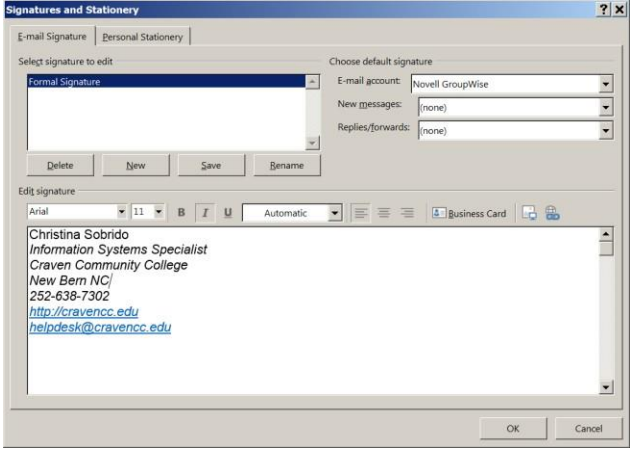
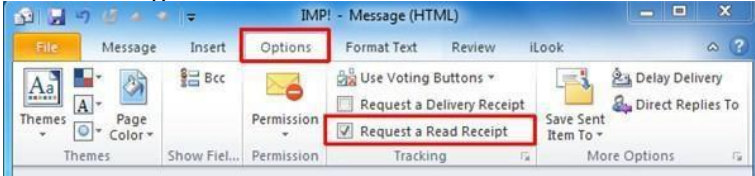
GroupWise to Outlook Feature Translation


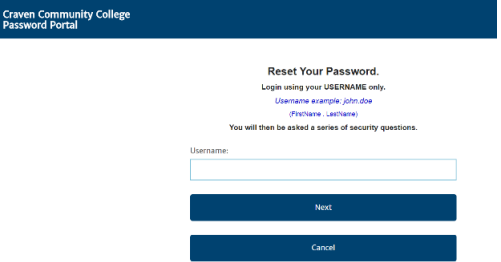
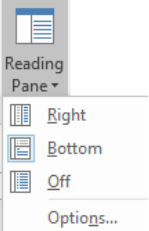
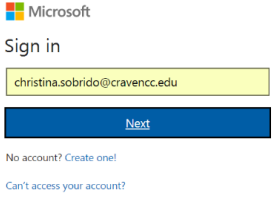
This document highlights some of the differences between GroupWise and Outlook. The table below maps the features/functions of GroupWise to the equivalent features in Outlook 2016.

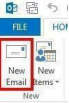
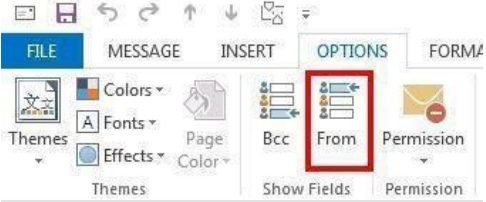

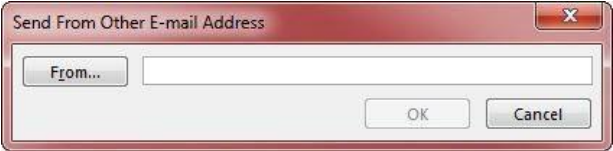
GroupWise	Outlook	Get Started:
Proxy Access	Delegates (Outlook 2016 – Windows)	<p><u>Access a Proxy Mailbox:</u> The proxy mailboxes you have permissions to view will automatically appear in your Outlook profile. The mailbox will be available in the folder list in the left pane. Scroll past your mailbox folders to access your Proxy Mailboxes.</p> <p><u>How to Grant Access to a Calendar/Folder/Mailbox:</u> From the File tab, click Account Settings and then Delegate Access. In the Delegates Window, click Add.</p> <p>Select the Outlook users you wish to add as delegates from the Craven CC Global Address List. When you've finished selecting users, click OK.</p> <p>By default, Outlook gives delegates "Editor" permissions for the calendar and tasks folders. Editors have the ability to read, create, and modify items in your mailbox.</p>  <p>You can modify individual delegate permissions to the Inbox, Contacts or Notes.</p> <p>Once you have made your selections, click OK.</p> <p>You can also modify a user's permissions at a later time by selecting a delegate's name from the Delegates dialog box, and then clicking Permissions.</p> 

GroupWise	Outlook	Get Started:
<p>Busy Search</p>	<p>Scheduling Assistant</p>	<p>Look up Availability</p> <p>The Scheduling Assistant helps you find the best time for your meeting. Open your Outlook calendar and create a “New Meeting.” In the “To...” field, enter the names of the people you would like to invite.</p> <p>Click on the “Scheduling Assistant” button.</p>  <p>The free/busy grid shows the availability of attendees. A green vertical line represents the start of the meeting. A red vertical line represents the end of the meeting.</p> 
<p>Address Auto-complete</p>	<p>Check Names</p>	<p>In Outlook, the auto-complete up feature will not be immediately populated. Over time, Outlook will auto-build an "Auto-Complete" list based on the addresses that you mail (similar to the Frequent Contacts list in GroupWise).</p> <p>At first, after typing part of a name, click the "Check Names" icon in the ribbon in the new message window. This will search your address books and return any possible matches to the name (or partial name) you have entered.</p>  
<p>Vacation Message</p>	<p>Automatic Replies</p>	<p>You can configure Outlook to send automatic replies to the people who send you messages.</p> <p>Click the File tab. Click Automatic Replies. Select Send automatic replies.</p>  <p>Automatic Replies (Out of Office) Use automatic replies to notify others that you are out of office, on vacation, or not available to respond to e-mail messages.</p> <p>You will have a variety of options you can select – activating a date range for the reply, custom messages for internal vs. external senders, and selecting who receives messages (contacts only or all senders).</p>

GroupWise	Outlook	Get Started:
Junk Mail	Junk	<p>Once your account is moved off of Novell, all Junk mail settings will be handled through Outlook.</p> <p>Click Home > Junk > Junk Email Options.</p> <p>Safe Senders list Similar to the “Friends” list in Red Condor, mail addresses and domain names in the Safe Senders List are never treated as junk email, regardless of the content of the message. You can add your Contacts and other correspondents to this list. The Safe Sender limit is 1024.</p> <p>Safe Recipients list If you belong to a mailing list or a distribution list, you can add the list sender to the Safe Recipients List. Messages sent to these email addresses or domain names are never treated as junk, regardless of the content of the message.</p> <p>Blocked Senders list You can easily block messages from particular senders by adding their email addresses or domain names to the Blocked Senders List. When you add a name or email address to this list, Outlook moves any incoming message from that source to the Junk Email folder. Messages from people or domain names that appear in this list are always classified as junk, regardless of the content of the message. The blocked sender limit is 500.</p> 
Multi-user Calendar View	Calendar Overlay	<p>You can see multiple calendars at the same time side-by-side or combined into a stacked overlay view to help you see availability across calendars.</p> <ol style="list-style-type: none"> 1. On the navigation bar, click Calendar. 2. In the folder pane, check the box for each calendar you would like to view Each calendar you check opens next to calendars that were already showing. This is the side-by-side view. 3. You can combine all open calendars into a single calendar view. 4. After you’ve added a calendar to the side-by-side view, on the calendar’s tab, click  to activate “Overlay” view. <p>Each calendar is transparently stacked on top of one another. In this combined calendar view—overlay view—it’s easy to identify free/busy times among multiple calendars. When you see an empty time slot, you know there’s nothing scheduled on any of the calendars in the overlay view.</p> 

GroupWise	Outlook	Get Started:
Email Signatures	Signature	<p>Create a new signature Open a new message. On the Message tab, click Signature, and then click Signatures.</p>  <p>Click on New to define a new signature and give it a name when prompted. Type your signature in the “Edit Signature” box.</p> <p>Select a signature under Default if you want it to be appended to every message.</p> <p>If you want to manually add a signature to each message, on the Message tab, in the Include group, click Signature, and then select the signature that you want.</p>  
Email Receipts/Read Properties	Read Receipts	<p>Requesting a Read Receipt: GroupWise allowed you to see the delivery and read status of any message delivered to an Craven CC email address. While Outlook doesn't have this, it does support a similar feature called “read receipts.”</p> <ol style="list-style-type: none"> 1. From Home tab, click the New E-mail icon. 2. Navigate to Options tab, and From <i>Tracking pane</i> click the check-box next to the Request a Read Receipt option to request a read receipt for this message. 3. Click Send 4. By enabling this option, the recipients will be asked if they are willing to send a read receipt back to the sender.  <p>Note: If the recipient agrees, you receive the receipt in your inbox. The receipt will show the time/date of the original message and when it was read. This feature can only confirm that a person has read an email; it does not confirm that a person has not read a message. It is possible for a person to have read your message without returning a read receipt to you.</p>

GroupWise	Outlook	Get Started:	
Commas separate email addresses	Semi-colons separate email addresses	<p>Separate Multiple Addresses: In Outlook, use a semi-colon (;) to separate multiple email addresses in a recipient field (To:, CC:, BCC:)</p> 	
Password changes	Not Available in Web App	<p>Password Maintenance Tool:</p> <p>You will not be able to change your password via the Outlook Web App.</p> <p>You can change your password from any web browser at https://reset.cravencc.edu/PasswordReset</p>	
Quick View	Reading Pane	<p>Reading Pane Options: On the View tab, in the Layout group, click Reading Pane, and then click Right, Bottom, or Off.</p> 	
GroupWise Web Access	Office 365 Web App	<p>Web App Address: https://outlook.office365.com</p> <p>Login using your full CravenCC email address and your current Active Directory password.</p> <p>Click Sign in</p> 	

<p>Sending Mail from a Shared mailbox</p>	<p>Sending Mail from a Shared Mailbox</p>	<p>Send Message from a Shared Mailbox:</p> <ol style="list-style-type: none"> 1. Launch Outlook 2. Click "New Email"  3. If the From field is not visible, click on the "Options" tab, in the "Show Fields" group, click "From" to display the From field for this message and all future messages  4. Click "From" field and then select "Other E-mail Address...".  5. Type the name or email address of the shared mailbox, and then click "OK".  6. The shared mailbox address is displayed. 7. In the future, you can click "From" button and select it to send email from this shared mailbox.
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Proxy Access

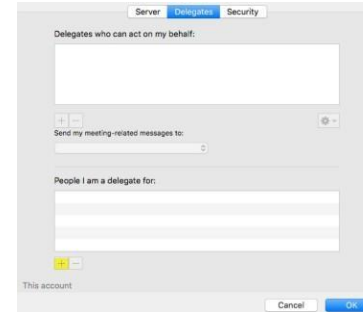
Delegates
(Outlook 2016
– Mac OS X)

Access a Proxy Mailbox:

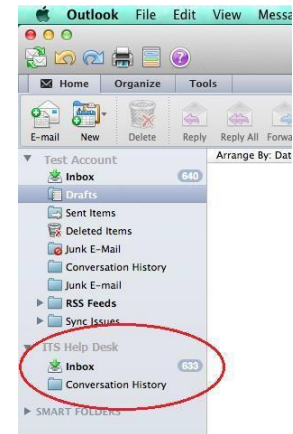
1. Launch Outlook
2. From the "Tools" menu, select "Accounts"
3. Select your Craven CC account and click "Advanced..."



4. Select the "Delegates" tab
5. In the "People I am a delegate for" section, click the + sign



6. Type in the name of the shared mailbox. Select the user from the result list. Click **Add**.
7. Click **OK** to close the accounts window. The shared mailbox will appear as a folder in the View list in the left pane of Outlook.

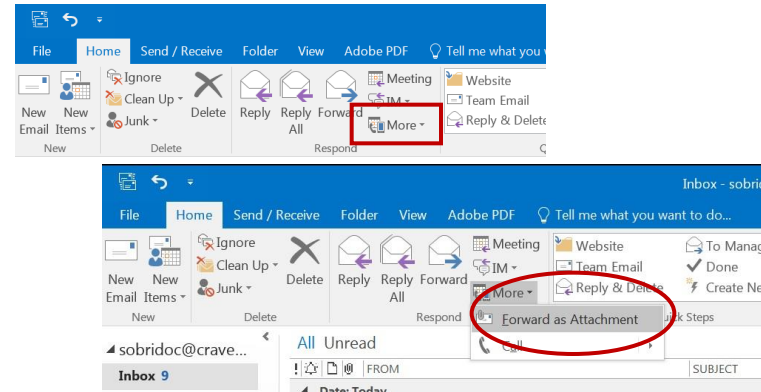


Forward as Attachment

Forward as Attachment

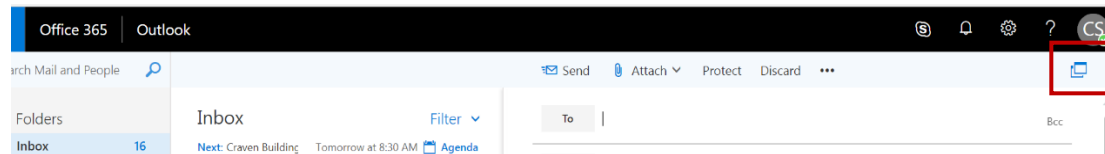
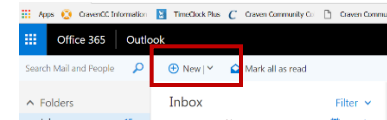
Forward as Attachment in Outlook:

1. Launch Outlook.
2. Select the email you would like to forward.
3. From the “Home” menu Select **More**.
4. Select **Forward as Attachment**.

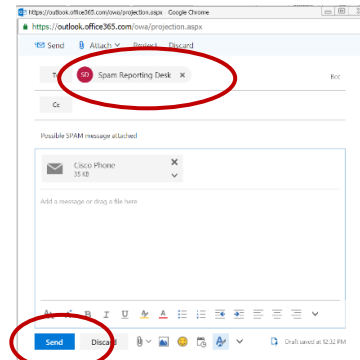
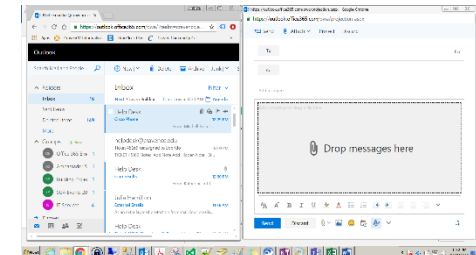


Forward as Attachment in Outlook Online:

1. Go to <http://mail.cravencc.edu>
2. Log into your Outlook account.
3. Select **New**.
4. Select the icon on the top right corner of the message so that it ‘pops out’ in a new window.



5. Minimize the Inbox window and move it so that the New Message window and the Inbox are side by side and both are visible.
6. Click and hold the SPAM message you want to forward and drag and drop it into the message section of the email.
7. In the “To” field enter the email address.



NOTE: For SPAM messages send to spam@cravencc.edu.

8. Add a subject and then click **Send**.