Preparing for the Move to Outlook

What Do You Have Set-up in GroupWise That is Not Moving to Outlook?

Rules

Capture information on any rule you have in GroupWise now that you might want to recreate in Outlook by following these steps:

- Go into GroupWise and select Tools then select Rules.
- Capture a screen print of each rule by pressing and holding the Shift key and then pressing the Print screen key.
- Then open MS Word and paste that information into a document so you can recreate the rules in your new Outlook email account.

Proxy Rights

Capture information on what rights, if any, you’ve allowed others to have to your GroupWise account by following these steps:

- Select Tools from the GroupWise main window, then select Options then select Security then select Proxy Access.
- To see what rights a person has, click on that person’s name in the Access List part of the window and look for any box that have a check in it. A check in the box means that person has that right.

An example is below which shows “Jane Doe” has read and write rights to appointments, reminder notes and tasks – read and write rights to all GroupWise calendar information.

- Capture a screen print for each person by pressing and holding the Shift key and then pressing the Print screen key.
- Then open MS Word and paste that information into a document so you can recreate the rights in your new Outlook email account.
Shared Folders

Look for folders that you have shared with other GroupWise users or that others might have shared with you.

- Folders others have shared with you will look like:
  - 📁 in GroupWise 7
  - 📁 in GroupWise 6
- Folders you’ve shared with others will look like:
  - 📁 in GroupWise 7
  - 📁 in GroupWise 6
- Right click on the shared folder to see who has access to the folder and who the owner is (if it isn’t your folder).

Shared Address Books

An address book someone else has shared with you will show up in your address book with their name in parenthesis behind the address book name.

For instance, an address book that Jane Doe created and shared with you called Project Y would show up in your address book as Project Y (Jane Doe).

To determine if you have shared an address book with someone else:

- Click on the address book icon on the main GroupWise
- Right Click on each personal address book
- Choose “Sharing” from the drop down list
- The persons who have rights will be listed