Outlook Web Access vs GroupWise Web Mail

Outlook Web Access

- Screen layout much more like Outlook “at work” (i.e. the client). It has the same folder list and buttons on the left, the Inbox in the middle and the Reading Pane on the right. Most options are available – Inbox, the Calendar, etc. and you select messages in the same way as the client.

- Reading Pane automatically displayed (on the right as found in the client) but can be switched off or displayed at the bottom of the screen.

- Drafts folder is available and when you are creating a new message (or using Reply or Forward) you can click on the Save button to save the message. No “time out” (as long as you keep typing),

- When in a new message the address book can be accessed by clicking on the To... button or the Cc... button.

- To see if new mail has arrived, click the Check Messages button:

GroupWise Web Mail

- Bears little resemblance to the original “at work” (i.e. the client) e-mail package. Messages can only be selected through the check box.

- No Reading Pane (AKA Quick Viewer) available.

- No save facility on any messages that you are creating (new, replies or forwards). Very easy to “time out” on a longish message and lose all you have typed.

- When in a new message the address book can be accessed by clicking on the Address Book button.

- Click the Update link to check for new mail. Not a lot of difference – this method is probably slightly less obvious until you know about it.

- When a message is deleted it does not “disappear” until Update is clicked.

- When you read a message it remains “marked as unread” until you Update the screen.
Outlook Web Access

- Limited **Delegate Access** only (assuming others have given **Delegate Access** to you)
- As you scroll down the list of messages the “action buttons” (such as **New, Delete, Check for New Messages** etc.) remain visible.
- The Scrolling buttons i.e. “Next Page button” remain visible even when you scroll down the list of e-mails.
- **High** and **Low** priority available. Appear as red exclamation point or blue down arrow.
- “**Read**” and “**Delivery**” receipts available thru the Options button when creating a message.
- You can create a signature in Outlook Web Access or use the one that is set as “default on new messages” by setting it up on the Options button in the upper right corner of main screen and click the link on the left called “Messaging”.
- Junk E-mail filter/folder can be managed easily and effectively through Web Access by setting it up on the Options button in the upper right corner of main screen and click the link on the left called “Junk E-mail”.
- Can categorize messages by opening them and using categories button.
- You can change the subject line of a message by just clicking and editing it either in the reading pane or after opening up the message.
- You can change the color display of Outlook Web Access by setting it up on the Options button in the upper right corner of main screen and click the link on the left called “General Settings”.
- **Calendar** – very similar in screen layout and appearance to the client. It has a good 75% of the client’s functionality and you can not only add new appointments but also edit existing ones easily.
- **Tasks** - very similar in screen layout and appearance to the client. It has a good 75% of the client’s functionality and you can not only add new tasks but also edit existing ones easily.
- Can not see existing Notes or add Notes.

GroupWise Web Mail

- Proxy to a Users Account (assuming others have given **Proxy** access to you) can be done easily.
- As you scroll down the list of messages the “action buttons” (such as **Update, Delete**, etc. “disappear” at the top of the screen. Therefore, having scrolled down to select messages (say) for deletion, you then have to scroll back up to see the button.
- The “Show next…” (number of messages) is at the bottom of the window and on most screens you would have to scroll down to see it.
- No **High** and **Low** priority available.
- “**Read**” and “**Delivery**” receipts not available.
- You can only use the one default signature from the client and choose to either use it or not use it.
- There is no Junk E-mail filter/folder control in Web Mail.
- Categories are not available.
- Cannot change subject line of message.
- No way of changing the color defaults of Web Mail.
- **Calendar** – viewed only as a list. Cumbersome to add a new entry. Impossible to edit an existing entry.
- **Tasks** - – viewed only as a list. Cumbersome to add a new entry. Impossible to edit an existing entry.
- Can view existing **Notes** as a list, can’t edit existing Notes but can create them although this is a little cumbersome.