

GroupWise Follow-Up Messages

How to mark a message for "Follow-up"

- Right click on the message.
- Scroll down to *CATAGORIES*.
- Scroll over to *FOLLOW-UP*.
- The message now appears in color.

How to change the color of your "Follow-up" message

- Right click on the message.
- Scroll down to *CATAGORIES*.
- Scroll over to *MORE*.
- Click on *FOLLOW-UP*
- Click on *EDIT COLOR*.
- Click *OK*.

How to have follow-up messages go to the top of your mail

- Right click on the gray toolbar in email (*From, Subject, Date*).
- Scroll down to *MORE COLUMNS*.
- Click on *CATEGORY*.
- Click on *ADD*.
- Click *OK*.
- Scroll to the right so you can see the new category in your mail.
- Right click on the gray toolbar on the word *CATEGORY*.
- Click *Ascending* or *descending* (your preference).