

GroupWise: Sending Phone Messages

- Pull down the FILE menu and go to NEW.
- Scroll over and select PHONE MESSAGE.
- Fill in the necessary fields.
- Send message.

Phone To:

File Edit View Actions Tools Window Help

Send Cancel Address Attach

Phone Send Options

To: _____

Caller: _____

Company: _____

Phone: _____

Telephoned Please call

Will call again Returned your call

Wants to see you Came to see you




Urgent

Message: _____

From: Laura Oakes

Account: Novell GroupWise

- A phone message will have a phone icon instead of an envelope in the GroupWise mailbox.

Mailbox		
	From	Subject
	Laura Oakes	Julius 201-222-3322
	Heather Emory	Accessing home email
	John jordan	Internet Redevelopment Committee