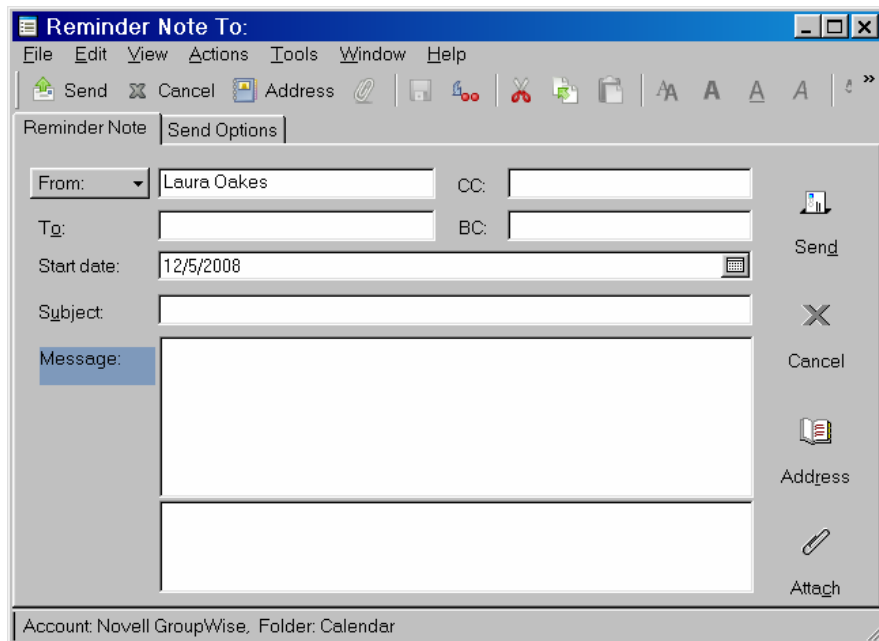


GroupWise: Reminder Note

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



- A reminder note will have a pencil and paper icon instead of an envelope icon in the GroupWise mailbox.

The screenshot shows a mailbox view with a table of messages. The first message is a reminder note, indicated by a pencil and paper icon. The subject is 'Meeting @ 10 a.m.'.

	From	Subject
	Laura Oakes	Meeting @ 10 a.m.
	Laura Oakes	handouts
	Heather Emory	Accessing home email
	John Jordan	Internet Redevelopment Committee

- **OPTIONAL:** Click on ACCEPT and the reminder will move from your mailbox to your calendar.