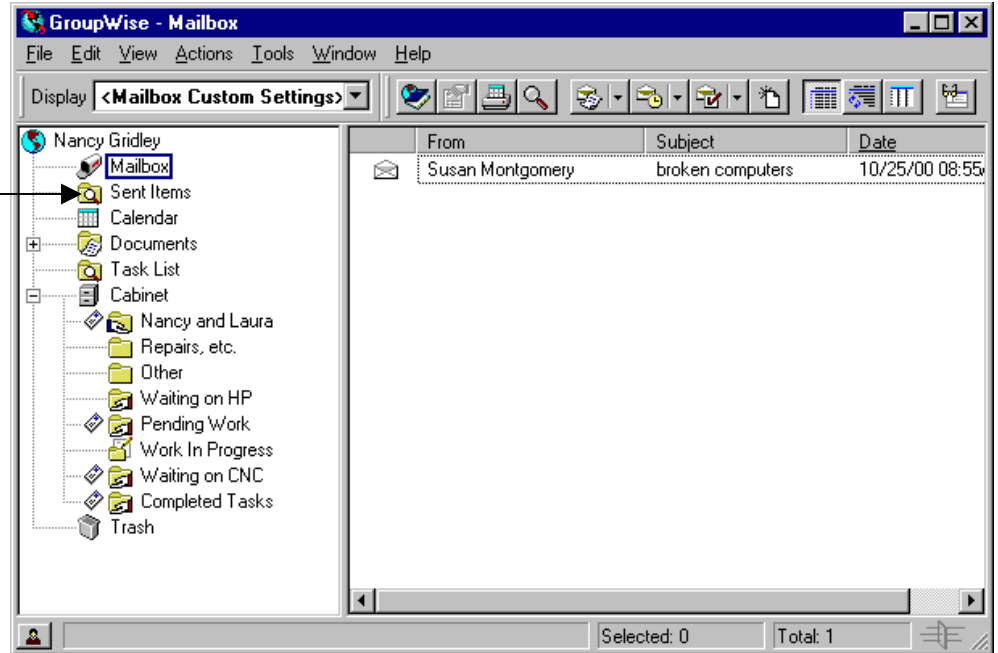


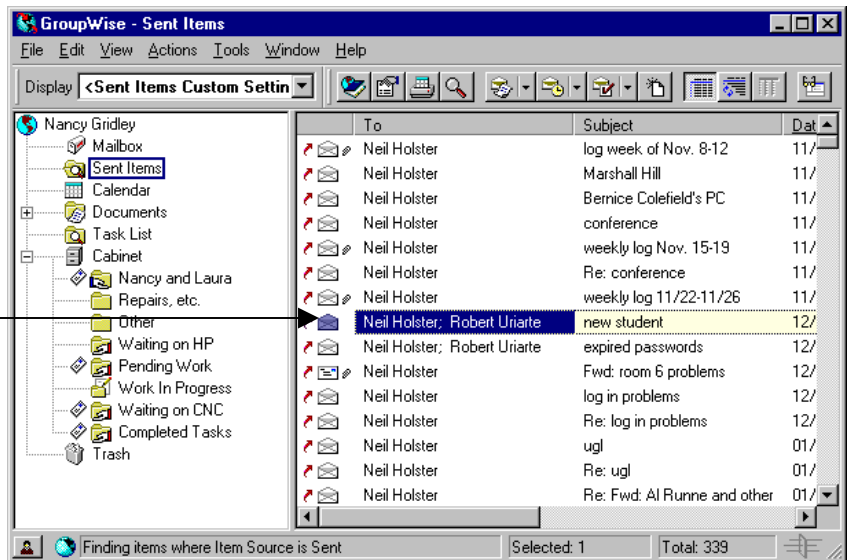
# GroupWise

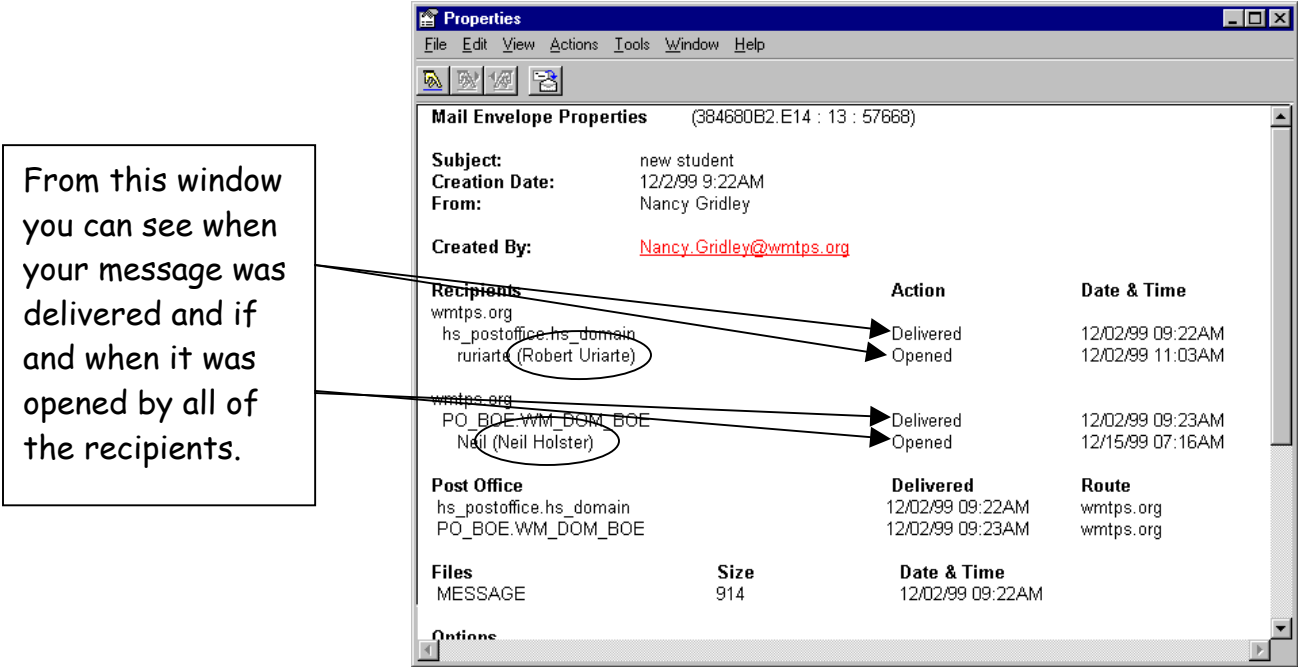
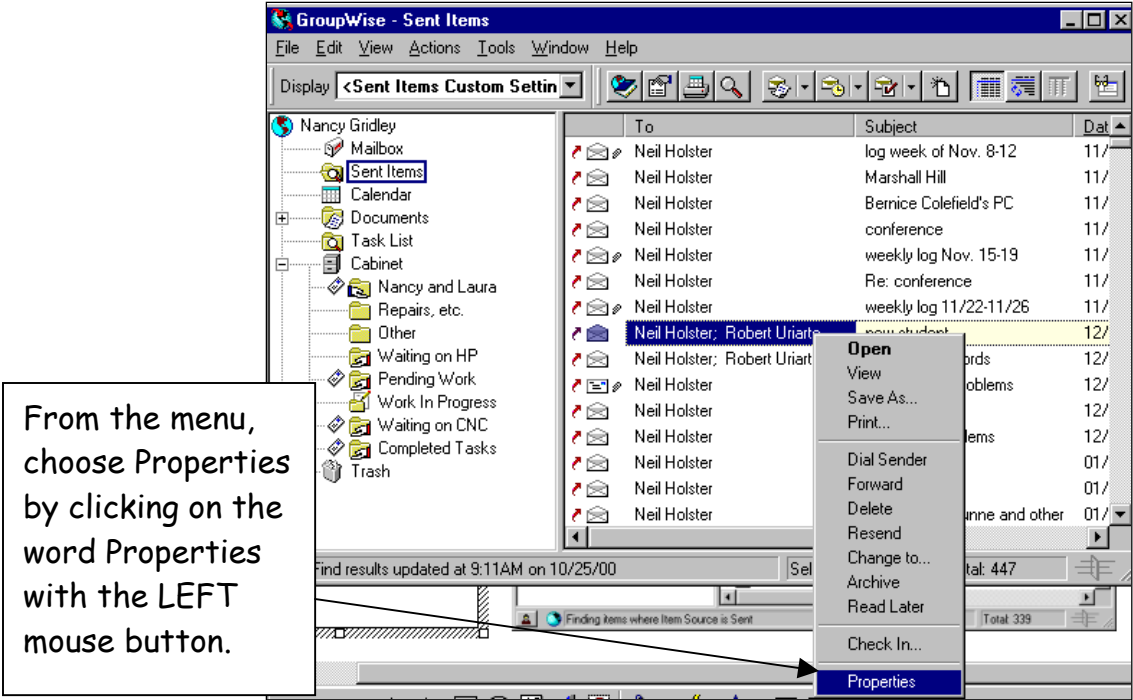
## Checking your Sent Messages:

Click once on the folder called Sent Items. This will show you a list of all the messages you have sent.



Select the message you want to check by clicking on it once. Then RIGHT CLICK on the message (click once using the right mouse button). A menu will pop up.





**NOTE:** You will only be able to tell if your message has been opened if it was sent to someone else in-district.