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II. Appointment Enhancements

A. Recurrence Enhancements

When you schedule an appointment, task, or reminder note in GroupWise 2012, a Recurrence button now appears on the appointment panel. It allows you to specify a recurrence pattern for daily, weekly, monthly, or yearly appointments. By default, recurrence is set to One Instance. You can also set a custom recurrence, which allows you to select the recurrence by Example, Formula, or Dates.

![Appointment Panel with Recurrence Settings](image)
GroupWise 2012 – What’s New

B. Delegation Enhancements
When an appointment is modified by the original sender, all delegated recipients, along with the original recipients, receive the modifications. There is no longer any need to re-delegate the appointment. Because of this change, delegated appointments always contain the date, time, place, and duration of the appointment.

C. Place Resource Enhancements
When an appointment is modified by the original sender, all delegated recipients, along with the original recipients, receive the modifications. There is no longer any need to re-delegate the appointment. Because of this change, delegated appointments always contain the date, time, place, and duration of the appointment.

D. Notification of Appointment Conflicts When Scheduling
When you send an appointment that conflicts with an appointment that is already on your calendar, GroupWise prompts you with a notification before the appointment is sent, telling you that there is a conflicting appointment. You are then given the option to continue scheduling the appointment or to change the appointment. In previous versions of GroupWise, you can send an appointment and all occurrences of the appointment are automatically accepted for the sender, even if there are conflicts on the sender’s calendar.
III. Edit Enhancements for Appointments, Tasks, and Reminder Notes

When an appointment, task, or reminder note is edited, changes simply appear on the item of the recipient with no message appearing in the users’ mailbox. Notification banners inside the item and unread (bold) text indicate to users that the item has been modified. Users are prompted to re-accept the item only in the following circumstances:

**Appointments:** If changes are made to the date, time, or place of the appointment. New recipients who are added to the appointment must also re-accept. Users who are removed from the appointment receive a notification.

**Tasks:** If changes are made to the start date, due date, or message description.

**Reminder Notes:** If changes are made to the date.

**NOTE:** You are not prompted to retract the appointment when you edit an appointment.

IV. Duplication Enhancements for Appointments, Tasks, and Reminder Notes

You can create a duplicate copy of an existing appointment, task, or reminder note as a basis for creating a new appointment, task or reminder note. When you do this, the original item remains unchanged; it is not retracted.
V. Multi-User Calendar Enhancements

In GroupWise 2012, you can view multi-user calendars in any view (day, week, month, year, or multiuser columns). You can easily select and deselect users and resources so that their appointments are displayed or not displayed in the combined view.

VI. Indexing and Search Enhancements

When you search on a given user’s name for items in your Mailbox, GroupWise 2012 includes items that were sent to a distribution list that the user is associated with.

VII. Reply or Forward with Edited Attachments

When you receive an email that contains an attachment in GroupWise 2012, you can edit the attachment, then forward or reply to the email. The edited attachment is included in the email forward or reply.

1. Open an item containing the attachment you want to edit and resend.
2. Right-click the attachment and click Open. Or
   If you want to select the program to edit the attachment with, right-click the attachment and click Open with, select the program you want to use, and click OK.
3. Make the desired changes to the attachment, save, then close the attachment. A modified version of the attachment appears in the mail message.
4. Click Reply, Reply All, or Forward to resend the attachment.
5. When prompted, click **Yes** to attach the modified document to the message.

6. Continue composing the message, then click **Send**.

**VIII. Share a Folder Tree**

You can share a folder and all sub-folders in a single action. Share rights are treated as a single action affecting the entire shared folder tree. Right-click the folder you wish to share and follow the prompts.

**IX. Updated Spellers in the Windows Client**

GroupWise 2012 includes upgraded speller technology and dictionaries. The new open source speller engine and dictionaries provide more flexibility and higher quality for supported languages.

**X. Windows 7 Taskbar and Start Menu Integration**

When you right-click the GroupWise icon in the Windows 7 taskbar or click the arrow next to GroupWise on the Start menu, it presents a number of tasks you can choose from. These tasks include new mail, new note, new contact, calendar, and so forth. This integration provides quick access to key features while you are running other applications. Also, the number of unread messages is displayed on the GroupWise icon in the taskbar.
XI. Relevance Enhancements

A. Name Completion by Relevance
GroupWise name completion is used in various contexts to find the right person in the address book. Like previous versions of GroupWise, GroupWise 2012 uses Frequent Contacts as a source for the name completion. However, instead of sorting the names alphabetically, it sorts the names by relevance, so users who you contact more frequently appear first in the name completion. For example, if you frequently contact John Smith and rarely contact John Adams, you can begin typing the name John, and GroupWise brings up John Smith before it brings up John Adams.

B. Categories by Relevance
When you assign a category to an item in GroupWise 2012, the 10 most recently used categories are listed.

C. Folders by Relevance
In GroupWise 2012, there is a Recently Used Folders section in the Favorites Folder List that displays folders in the order that they are most frequently accessed.
XII. Additional View for Sent Item Properties

The message properties panel shows status information about the message or appointment, such as who has read the message, and whether they accepted the appointment. GroupWise 2012 provides a new Simplified Properties view to view sent item properties. This view groups recipients according to what action they have taken with the item.