

## Using Remote GroupWise 5.5

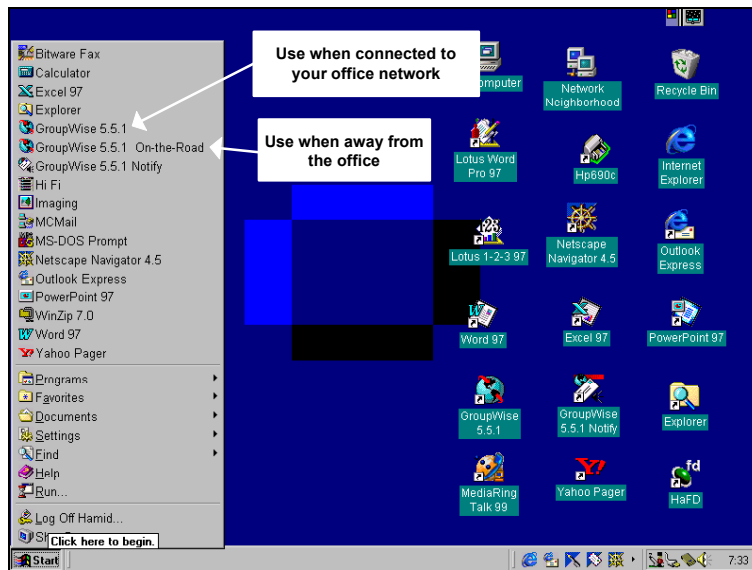
### OVERVIEW

Using **Remote GroupWise 5.5** is not much different to using GroupWise 5.5 when you are back at “base” (ie. connected to your office network). The presentation is identical, the menus are identical, the dialogues are identical, the calendars are identical, everything you use is exactly the same as a networked GroupWise PC. The differences are that :

- **Nothing is done in “real time”.** Appointments, Notes, and Tasks you enter on your calendar are only visible on your laptop - your colleagues in your office will not see them till the next time you synchronise your laptop with your office. Conversely, Appointments, Notes, and Tasks that are sent to you by your colleagues will not appear on your laptop calendar till you next synchronise it with your office.
- **You need to connect to your office to send and receive e-mails.** E-mails sent to your office e-mail address will only reach you on your laptop when you next synchronise it with your office. Conversely, when you compose an e-mail on your laptop in Remote GroupWise mode and click on the “Send” button, the e-mail does not actually get sent as you click on the “Send” button, it only gets sent the next time that you synchronise with your office.
- **You cannot proxy while in Remote GroupWise mode.** Unlike what you can do when you are using GroupWise while “connected” to your office network, you cannot proxy onto another user within Remote GroupWise. Without going into details there are very good security and technical reasons as to why this feature is not supported in Remote GroupWise.

## STARTING REMOTE GROUPWISE

The easy part. Typically we will have configured on your **START** menu, two options, one to fire up GroupWise when you are directly connected to your office network, **GroupWise 5.5.1** for instance, and one to start **Remote GroupWise** when you are “on the road”, e.g. **GroupWise 5.5.1 On-the-Road**, as illustrated below.

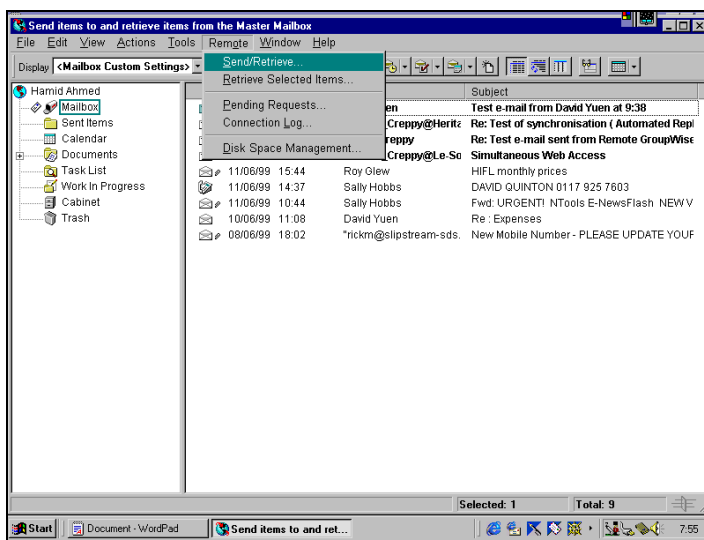


## USING REMOTE GROUPWISE

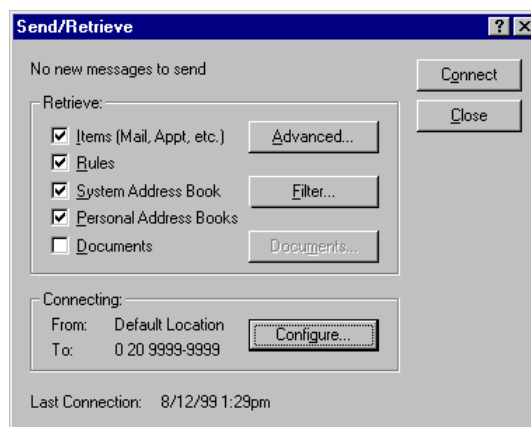
Use **Remote GroupWise** exactly in the same way that you use GroupWise when connected to your network, remembering the caveats mentioned above.

## SYNCHRONISING YOUR LAPTOP WITH YOUR OFFICE

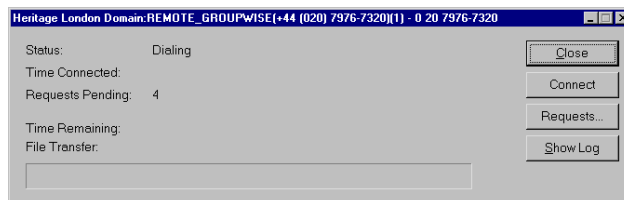
- ☐ Choose the **Remote / Send-Retrieve** menu option from either the main GroupWise screen, or from any calendar window, as shown below :



- ☐ On the next screen, make sure that all the options shown in the illustration below, are ticked, then click on **“Connect”**.



- Next a **Connection Progress** windows comes up showing you exactly what is happening as the connection to your office progresses.



- On completion of the connection, your laptop will have been fully synchronised with your office GroupWise profile, as follows :

- All messages that you sent from your laptop will have been handed over to your office GroupWise profile which will now take care of actually sending them (that includes Internet messages as well as internal messages).
- All modifications that you made to your address books on your laptop, will be uploaded to your office GroupWise profile.
- All deletions you made to your Inbox, Folders, and Calendar on your laptop, will now be reflected in your office GroupWise profile.
- All Tasks, Appointments, Notes, Phone Messages, and E-Mails that were received by your office GroupWise profile since the last time you synchronised, will now be on your laptop too.

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