(Macintosh Only)

Directions to open up, save, &/or print a GroupWise attached Microsoft
Word document. Also how to attach a document to a GroupWise e-mail.

Procedure: (Thanks, credit and responsibility go to Mike Witkiewitz)

Open up GroupWise.
Open mail message with the included attachment.
Under the main body of the message a window should appear with the
main body document, other information document, and any attachment.

Single Click the document (this should highlight the attachment) Go
to <File> then scroll to <Save As>
A screen will come up and ask you where to save the file.
Make sure that the heading at the top of the window indicates your
network folder.
For Example:
I did <Save As>. Heading says <username> at the top (which is my user
name).
If it does not have your user name at the top make sure you are logged
in. Once you are logged in:
  click on <Save>. You can change the file name at this point.
(This saved the attachment into your network folder.)
Now open Microsoft Word.
Go through the following, click
  <File>
    <Open>
        <???????????.doc> (???????? is the file name as it was saved.)
The heading on the window shows the user name. If it does not have
your user name at the top make sure you are logged in.

  --Note: Highlight the ?????????.doc.
    click <Open>

This should open up the attachment. Print the document as you
normally would.

You can edit the document. You do not have to print it.
You can use the tools in Microsoft Word (or use AppleWorks).

Using AppleWorks: if you would like to add any comments click on the
comment box. (It should bring up the bar that blinks.) Type in your
comments.

Save the document.

If you send any document as an attachment to any
Windows users make sure you add the file extension type (the dot thing).
Macintosh does not need this since it is already imbedded into the
document. To add the file extension to the end of your document type:
".doc" for Word documents, ".ppt" if Powerpoint, and ".xls" if in Excel and
so on (without the "").

Now you can send it as an attachment. Here is how.

Go to Group Wise and open up a message (new or reply).
   Click <Attach>
Browse and Highlight the file to attach (with the header being your
username. <Click>
   <Open>
     <Done>
Then send you document like normal. There should be an icon with the
file name at the bottom of the message next to Message If you
do not see the document make sure you are logged in. Then go
through the <Attach> procedure again.

Send your document like normal. There should be an icon with
the filename at the bottom of the message next to Message.