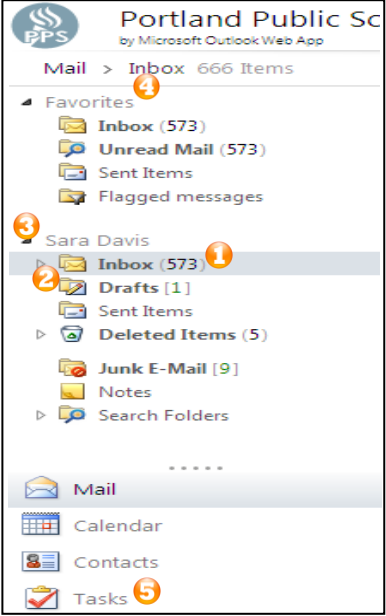
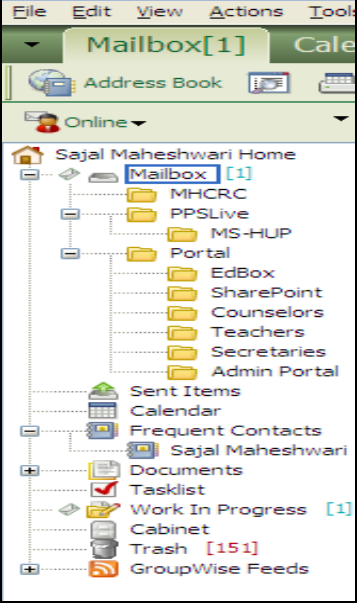


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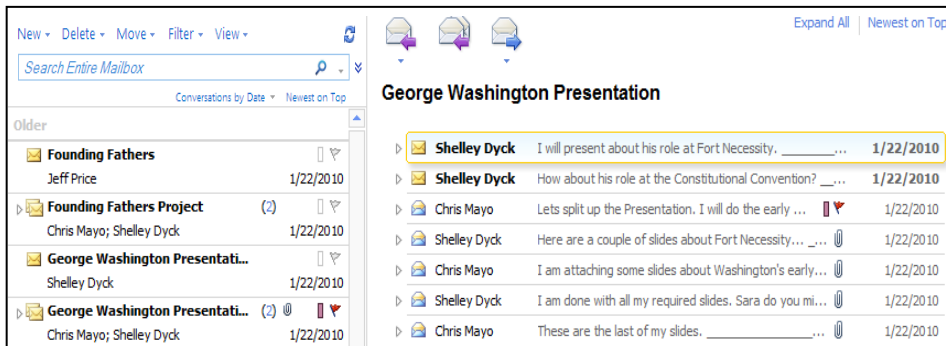
Differences between PPSLive and GroupWise

PPSLive	GroupWise
User Interface	
	
<p>1 Mail is stored under Inbox.</p> <p>2 Drafts folder holds all saved messages.</p> <p>3 Personal folders are stored under the main mailbox area.</p> <p>4 Favorites folder section available so user can drag & drop any folder into this area and always have available at the top of the screen.</p> <p>5 To do items are available as Tasks and appear in their own section on the Navigation Pane. You can also add an email as a task by clicking the flag on the right-hand side of the mail.</p>	<p>1 Mail is stored under Mailbox.</p> <p>2 Work in Progress folder holds all saved messages.</p> <p>3 Personal folders are saved under Cabinet.</p> <p>4 No Favorites area available.</p> <p>5 To do items are available as a Checklist.</p>
<p>6 High priority message appears as red exclamation point and low priority as a blue down arrow.</p>	<p>6 High priority message appears as red envelope and low priority as a grey envelope.</p>

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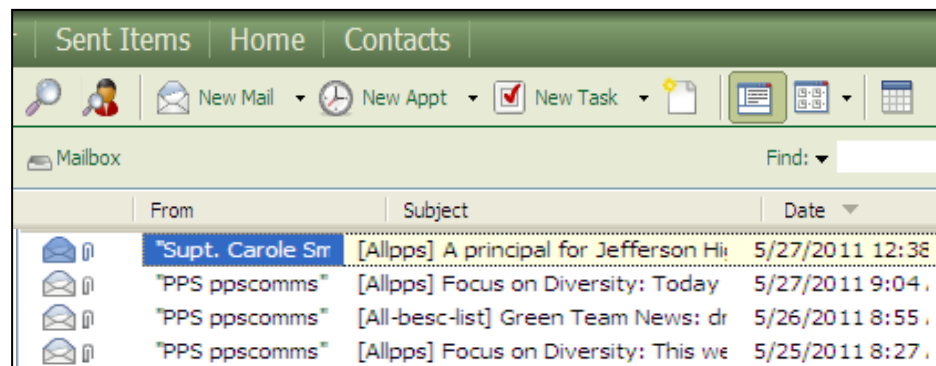
Differences between PPSLive and GroupWise

7 Deleted Items are located under **Deleted Items**.



8 By default, messages are displayed in Conversation View. This view groups your messages according to the message thread. This allows you to see the entire history of that conversation in one place regardless of the folder it happens to be in. To turn off this view, click on **View > Use Conversations**.

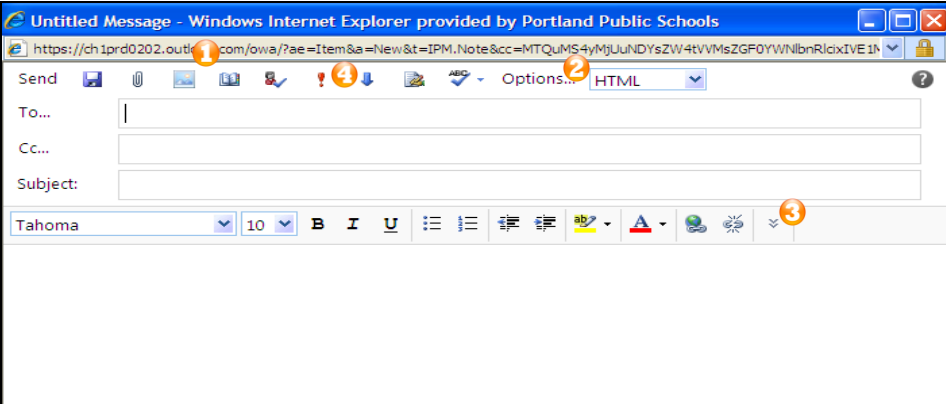
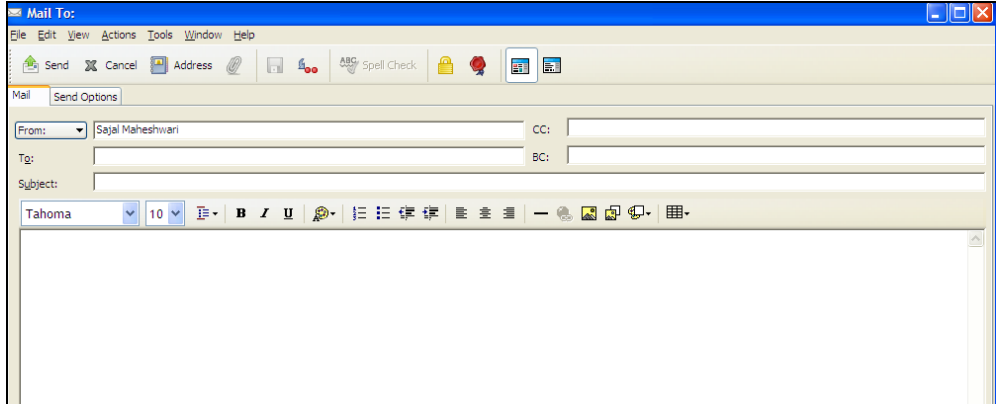
7 Deleted items are located under **Trash**.



8 Messages are displayed in normal view.

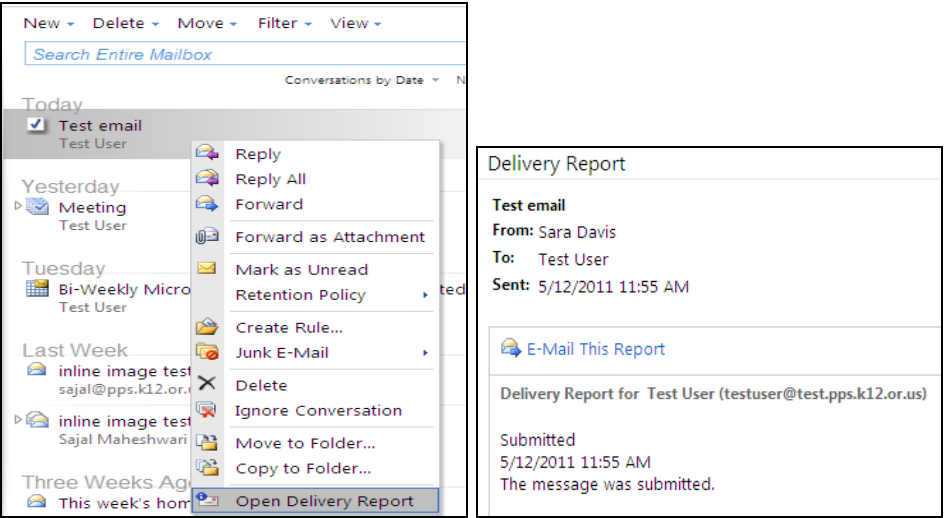
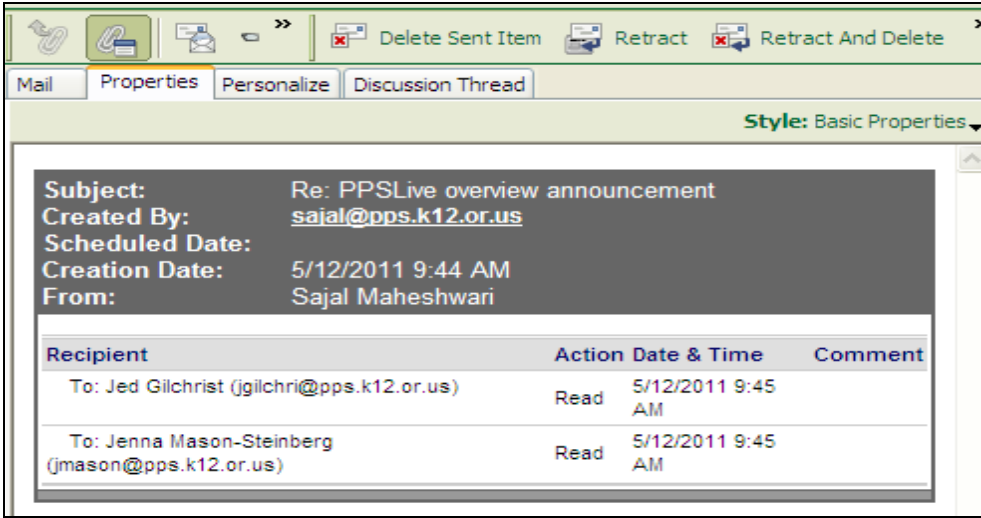
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Differences between PPSLive and GroupWise

PPSLive	GroupWise
New Email Message	
 A screenshot of a web browser window titled "Untitled Message - Windows Internet Explorer provided by Portland Public Schools". The address bar shows a URL with a book icon circled in orange and labeled '1'. Below the address bar are fields for "To...", "Cc...", and "Subject:". A toolbar below these fields includes a "Send" button, a book icon, a "Cancel" button, an "Address" button, and a "Options..." button circled in orange and labeled '2'. The "Options..." button has a dropdown menu showing "HTML". Below the toolbar is a rich text editor with a "Tahoma" font and a "10" size. The toolbar includes bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, insert image, and a priority icon (exclamation mark and blue arrow) circled in orange and labeled '4'.	 A screenshot of a "Mail To:" window in GroupWise. The window has a menu bar (File, Edit, View, Actions, Tools, Window, Help) and a toolbar with "Send", "Cancel", "Address", "Spell Check", and other icons. Below the toolbar are fields for "From:" (Sajal Maheshwari), "To:", "Subject:", "CC:", and "BC:". Below these fields is a rich text editor with a "Tahoma" font and a "10" size. The toolbar includes bold (B), italic (I), underline (U), bulleted list, numbered list, link, unlink, insert image, and a "Send Options" button circled in orange and labeled '4'.
<p>1 Click on the book icon to open the address book.</p> <p>2 Add the <i>BCC</i> and <i>From</i> fields by clicking on Options. To always have these fields available, go to your home screen and click on Options > See All Options > Settings and click on <i>Always show Bcc</i> and <i>Always show From</i>.</p> <p>3 Click on the down arrow to see more formatting options.</p> <p>4 Set up message priority by clicking the exclamation mark (high) or the blue down arrow (low).</p>	<p>1 Click on Address to open the address book.</p> <p>2 <i>BCC</i> and <i>From</i> fields are automatically available.</p> <p>3 All available formatting options are visible on the task bar.</p> <p>4 Set up message priority by going to Send Options.</p>
<p>5 Attachments are shown under the subject field.</p> <p>6 Click on Options to set up delivery and read receipts.</p>	<p>5 Attachments are shown in the window at the bottom.</p> <p>6 Click on Send Options to set up delivery and read receipts.</p>

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Differences between PPSLive and GroupWise

PPSLive	GroupWise
Sent Items	
	
<p>1 To see sent message status, right-click on Sent Item and click Open Delivery Report.</p>	<p>1 To see sent message status, open Sent Item and click the Properties tab.</p>
<p>2 Cannot recall a message using the web. Recalling a message requires the Outlook client.</p>	<p>2 Click Retract on the Sent Mail to recall a message.</p>

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Differences between PPSLive and GroupWise

PPSLive

GroupWise

Calendar

1 To create a new appointment, click **Appointment**. To set up a new meeting, click **Meeting Request**.

The screenshot shows the 'Appointment' form in PPSLive. It includes fields for 'To...', 'Optional...', 'Resources...', 'Subject', and 'Location'. There are also fields for 'Start time' and 'End time' with dropdown menus for dates and times. A 'Reminder' section is at the bottom with a dropdown for '15 minutes' and a 'Show time as' dropdown set to 'Busy'. A 'Private' checkbox is also present.

2 To check the availability of an attendee, click **Scheduling Assistant**.

3 To schedule and reserve a room, select the room by clicking **Resources** (**Location** will automatically populate).

4 For not required attendees, enter them under **Optional**.

5 Click the arrows to set up a recurring meeting.

The screenshot shows the 'Repetition' dialog box in PPSLive. It has sections for 'Appointment Time' (Start: 9:00 AM, End: 10:00 AM, Duration: 1 hour), 'Repeat Pattern' (radio buttons for None, Daily, Weekly, Monthly, Yearly; 'Repeat every 1 week(s) on:' with checkboxes for Sunday through Saturday), and 'Range of Repetition' (radio buttons for 'No end date', 'End after: 10 occurrences', 'End by: Fri 7/1/2011').

6 To set up a recurring meeting, you must select a recurrence pattern.

1 To create a new appointment, click **Posted Appointment**. To set up a new meeting, click **Meeting**.

The screenshot shows the 'Appointment' form in GroupWise. It includes fields for 'From:', 'To:', 'Place:', 'Start date:', 'End date:', and 'Subject:'. There are also 'CC:' and 'BC:' fields. The 'Start date' and 'End date' fields have dropdown menus for dates and times. A 'Busy' dropdown menu is at the bottom right.

2 To check the availability of an attendee, click **Busy Search**.

3 To schedule and reserve a room, enter the room under **To**.

4 CC those people who are not required to attend.

5 Set up a recurring meeting by clicking on **Actions > Auto-Date**.

The screenshot shows the 'Auto-Date' dialog box in GroupWise. It has a 'Dates' tab selected. It displays a calendar grid for the year 2011, with months from January to December. The grid shows days of the week and dates, with some dates highlighted in blue.

6 To set up a recurring meeting, select specific dates for your meetings.

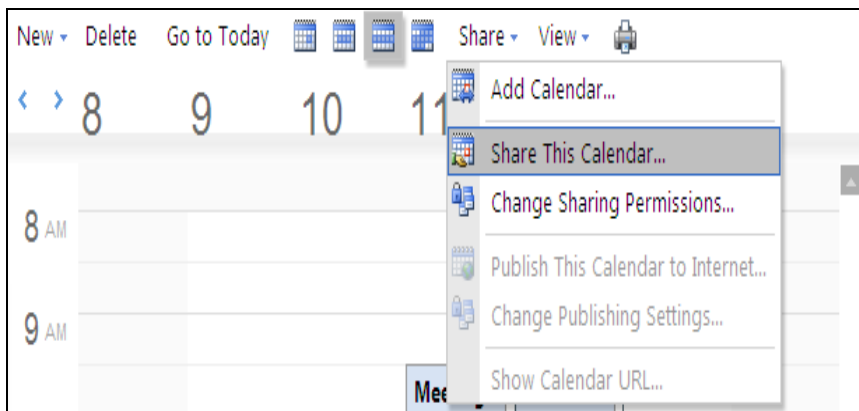
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Differences between PPSLive and GroupWise

You cannot select specific dates.

7 To delegate an appointment, click **Forward**. When you delegate/forward an appointment, the meeting organizer will be able to see who you have delegated/forwarded the meeting to.

8 View multiple calendars in side-by-side view.

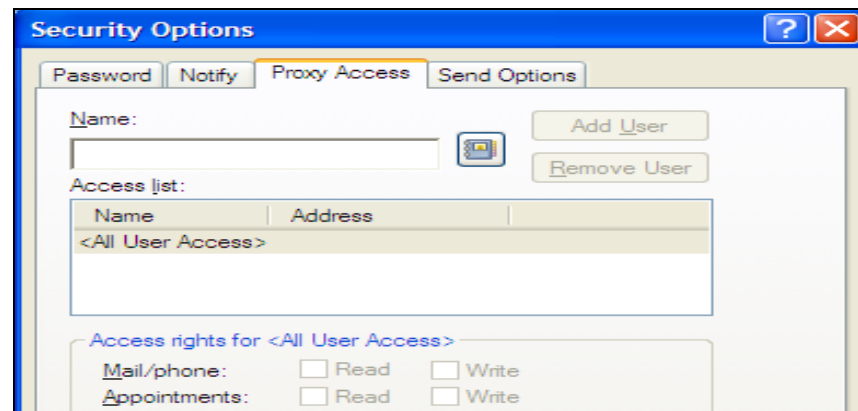


9 To give another user read-only access to your calendar, go to the Calendar and click **Share > Share This Calendar**.

**Note: To give the recipient read and write privileges, you will need the Outlook client.*

7 To delegate an appointment, click **Delegate**. When you delegate an appointment, the meeting organizer is not able to see who you have delegated the appointment to.

8 View only one calendar at a time.



9 To give another user access to your calendar, go to **Tools > Options > Security > Proxy Access**.

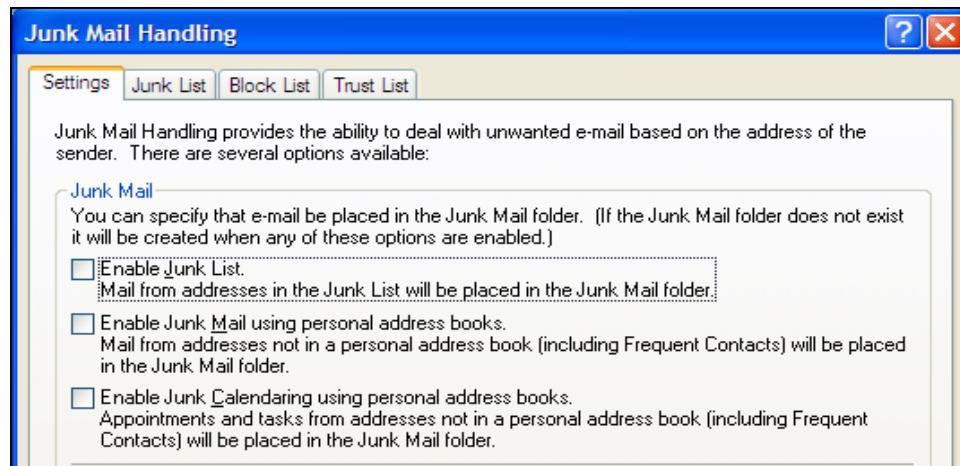
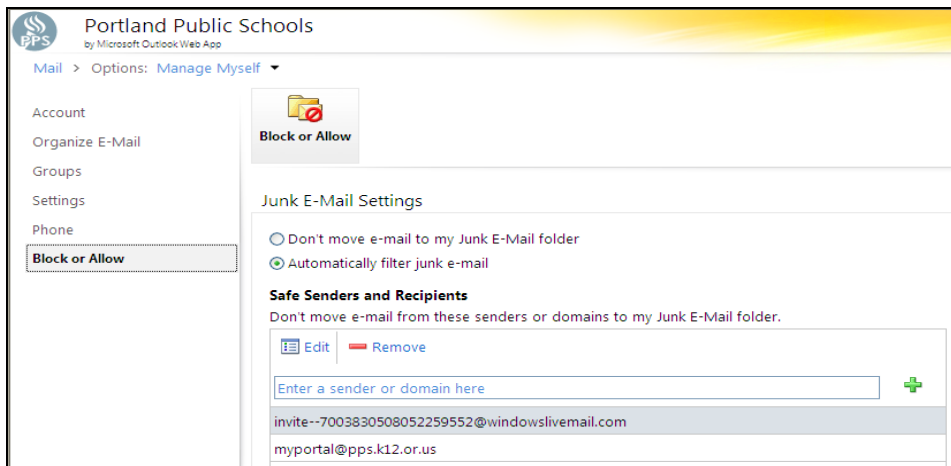
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Differences between PPSLive and GroupWise

PPSLive

GroupWise

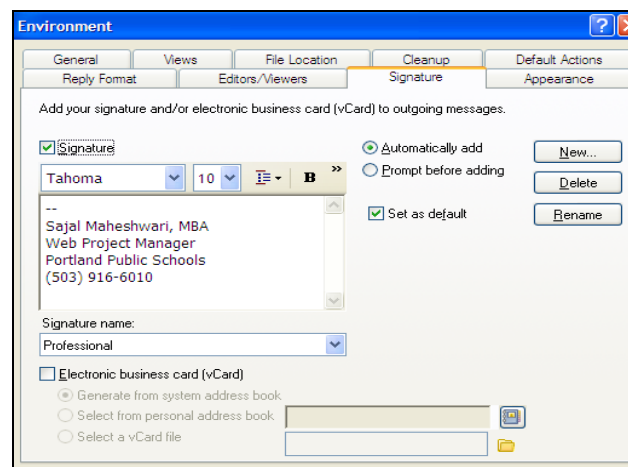
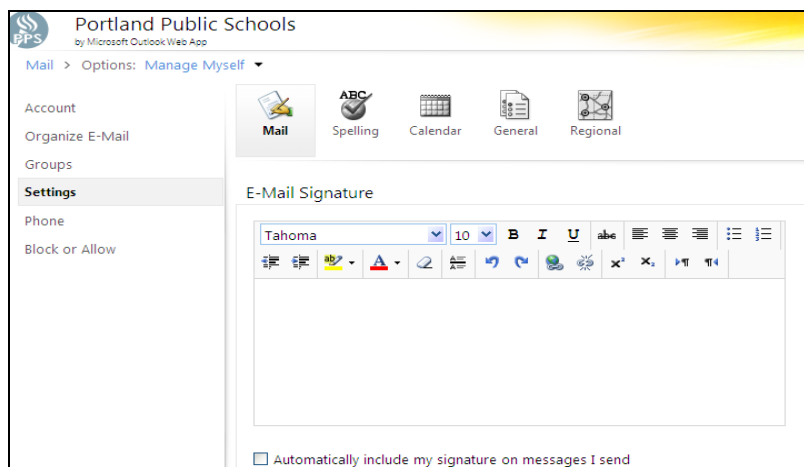
Junk Mail Handling



1 Go to **Options > Block or Allow** to handle your junk email settings. Additionally, in PPSLive, you have a direct view of your junk email folder.

1 Go to **Tools > Junk Mail Handling**. In GroupWise, you do not have direct view of your junk email folder.

Signature



1 To set up your email signature, go to **Options > See All Options >**

1 To set up your email signature, go to **Tools > Options > Environment >**

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Differences between PPSLive and GroupWise

Settings.	Signature.
General	
<p>1 Notes are not tied to calendar days. When using the web, you will have read-only access to notes. Creating notes requires the Outlook client.</p> <p>2 Tasks appear in their own section on the Navigation Pane and allow you to track task completion.</p> <p>3 To assign a task to another person, you need to use the Outlook client.</p> <p>4 To create a new rule, go to <i>Options > Organize E-mail > Inbox Rules</i>.</p> <p>5 To create automated Out of Office reply, go to <i>Options > Set Automatic Replies</i>.</p> <p>6 Cannot view individual size of an email.</p>	<p>1 Reminder Notes are tied to calendar days.</p> <p>2 Tasklist is available as a checklist.</p> <p>3 Can assign a task to another person.</p> <p>4 To create a new rule, go to <i>Tools > Rules</i>.</p> <p>5 To create automated Out of Office reply, go to <i>Tools > Vacation Rule</i>.</p> <p>6 Can see the individual size of an email.</p>