

GroupWise 2014 User Enhancements

- **New Look and Feel:** GroupWise 2014 includes significant improvements to the look and feel of the GroupWise client.
 - A new light-and-dark interface simplifies the user experience and highlights important fields and information. The clean, flat layout highlights your data and causes the surrounding GroupWise structure to blend in.
 - A modern layout and large, easily identifiable icons make features, resources, and folders more discoverable and intuitive.
 - Many dialogs have been improved or removed to make managing your items easier.
 - A new Options slide-out in the Compose and Received views makes the items you're composing or editing easier to customize, and allows you to change many important settings on the fly.
 - Relevancy is used to bring frequently selected features and commands into easy-to-access locations in the client interface. For example, the new Favorites list, located in the dropdown menu on the To list, uses relevancy give you access to people you contact often.
- **More Convenient Signatures:** Signature management features are now integrated directly into the compose view to make adding and editing signatures more convenient. In addition, your default signature now appears in the Compose view if signatures are turned on.
- **Improved Name Completion:** Name Completion enhancements in GroupWise 2014 make it easier to find the contact that you're looking for. For example, when you type characters into the To, > CC, or BC fields in the Compose view, GroupWise Name Completion now returns results on the first name, last name, display name, and email address of contacts in your address book and then displays them in a list format.
- **Personal/Group Items:** To reduce confusion, Posted items are now referred to as Personal items in GroupWise 2014. In addition, interface enhancements, such as the Options slide-out, make it easier to manage Group and Personal (formerly Posted) items.
- **Reply Options:** Compose options are now more accessible in GroupWise 2014, allowing greater control over how and who you reply to items in your mailbox.
- **Clearer Month Calendar Display:** A bolded date in the calendar view indicates that you have an appointment with a status of Busy, Out of Office, or Tentative on that day. In previous versions of GroupWise, a bolded date indicated that an appointment, task, or note was associated with that day.
- **Finding Folders:** Just as it has in previous versions, Find allows you to locate items, contacts, and more. New in GroupWise 2014, Find now searches and returns folders in the Find results. In conjunction, you can now hover over the Folder column in the Find Results list, and immediately see the file path of the folder, which is especially useful for users who have folders with similar names.
- **Help Improvements:** In GroupWise 2014, you can quickly access Help topics with the new Search Help feature. The Welcome tab, located in the Nav Bar, also provides Help resources for new and experienced GroupWise users.