

# MEMO



To: All HSC & SJCG GroupWise Users  
From: Informatics  
Date: November 24, 2022  
RE: Update to the GroupWise Web Client

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With the recent update to GroupWise, a new GroupWise Web version has been released. This update includes many new enhancements to the Web client.

(Please note, GroupWise Webaccess (<https://gwmmail.tbh.net>) and GroupWise Web (<https://gwweb.tbh.net>) are two different web clients, with GroupWise Web eventually replacing GroupWise Web Access). Both of the GroupWise Web clients can be accessed from the [Staff Login page](#) (HSC) or [Employee Portal page](#) (SJCG) of your organization's external website.

The most update to date GroupWise Web User Guide can be found [here](#).

#### Below is a listing of GroupWise Web New Features:

- **Signature Management in the Compose Dialog:** Signatures can now be managed while composing a message by using the drop down above the signature. You can select a different signature or remove the signature.
- **Maximize the Item Read and Compose Dialog:** You can maximize or minimize the item read and compose dialogs. To minimize, use the button in the top toolbar of the dialog of click outside the dialog. To maximize, click the dialog tab at the bottom of GW Web.
- **Viewing Multiple Open Items:** GW Web now simultaneously displays two or more open dialogs, depending on your monitor size and screen resolution. For example, you might view both a read item and a compose dialog side-by-side.
- **HTML Compose Dialog Support for Right-Click Browser Options:** The HTML compose dialog now supports browser features, such as [highlighting misspelled words](#) and displaying right-click options for spelling corrections, copying, pasting, and so on.
- **Multiple-Day Events:** Multiple-day events now correctly display in the calendar.
- **Tasks:** Task due dates are now preserved for overdue tasks.
- **Mailbox improvements:** Folder or calendar sharing in the Mailbox now just shows one notification for the tree instead of multiple notifications for each folder or calendar in the tree in their mailbox.
- **Address Book improvements:**
  - You can now refresh the address book. Loading displays when a request is in progress. No items to display appears when no items are found.

- Contact type icons used in the GroupWise Client are now also included in GW Web Contacts.
- **Contact Management:** Enhancements to Contact Management include the following:
  - You can now create contacts, edit contacts by double-clicking on the contact, and delete contacts.
  - Employ a variety of multi-select options when taking toolbar actions in lists for Frequent Contacts and personal address books. See [Multi-Selecting List Items](#) and [Viewing and Managing Your Contacts](#) in the *GroupWise Web User Guide*.
- **NOTE:** The multi-select feature already existed for Mailbox items, but is new to Contact Management in 18.4.1. Additionally, the context menu via right-click for Mailbox items is not currently supported for contacts.
  - Add, change, or remove a picture on a contact from personal or shared-by-me address books.
  - **NOTE:** This is not available on a contact from a shared-to-me address book independent of the access granted by the owner. Also, Contact Management actions are read-only in proxy sessions.
  - Create, edit, and delete groups for contacts.
  - Copy and move contacts from or to Frequent Contacts or personal address books.
- **Calendar improvements:** Days of the week settings are persisted in the calendar date selector when selecting dates for appointments and other options. For example, if your calendar displays the week as Sunday through Saturday as opposed to Monday through Sunday, the date selector calendar used for selecting a date in various calendar options (appointment, out of office, task, etc.) will reflect the same order for days of the week.
- **Plain text added to Out of Office Rule message:** The message text box for the Out of Office rule now uses plain text to ensure that all content added there remains when saved.
- **Plain text added to mail messages:** The text area for messages now uses plain text to ensure that all formatted content when pasted remains when saved (changed to plain text).
- **Mobile device enhancements:** The following GW Web enhancements are included for mobile devices:
  - Create personal address book contacts via the Contacts icon.
  - Navigation bar at the bottom of the screen with the following messaging actions:
    - Reply
    - Reply All
    - Forward
    - Delete
    - Move
    - Priority categories
  - Navigation bar ellipsis menu options (context-based on messages, appointments, or tasks):
    - Print
    - Delete and Empty

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ST. JOSEPH'S CARE GROUP

- Mark Complete
- Mark Private
- Mark Unread
- Forward
- Reply
- Reply All
- Navigation bar actions specific to calendaring:
  - Accept
  - Decline
  - Invite
- Navigation bar actions specific to tasks:
  - Decline
  - Reply