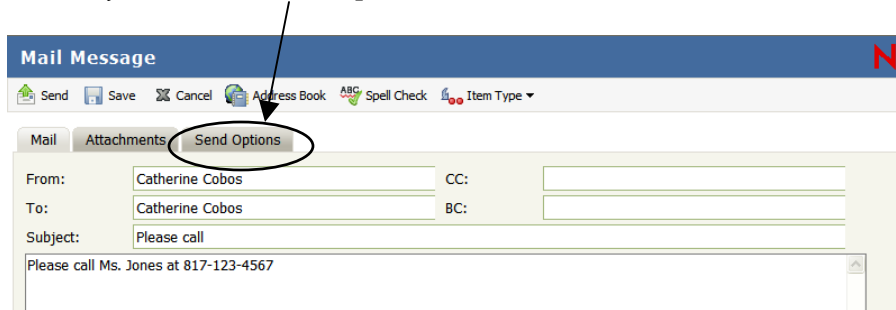


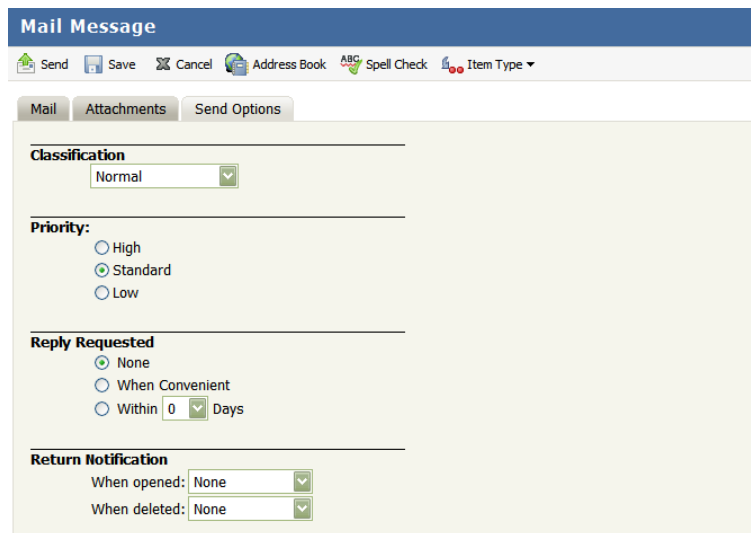
# Groupwise

How do I red envelope an email? (Mark as priority)

1. Logon to Groupwise. Open a new email. Type in recipient, subject name, and email body. Click on Send Options tab.



2. Pick Classification, change Priority to High, decide if you want to request a reply, and whether or not you want to be notified when opened and/or when deleted.



3. The recipient will receive an email with a red envelope that looks like this in their inbox.

