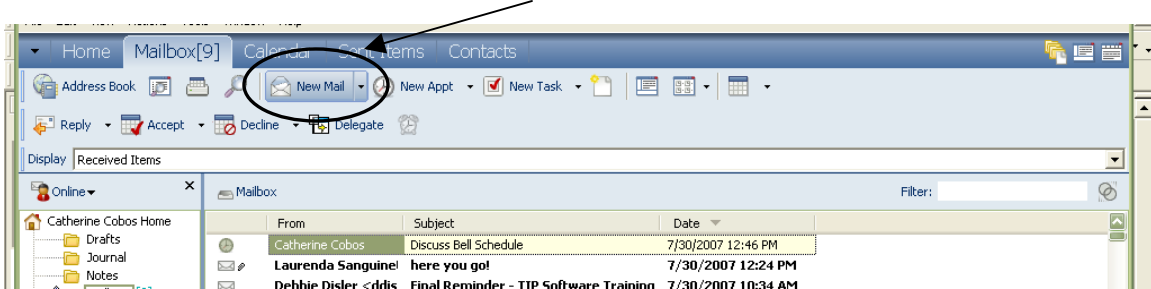


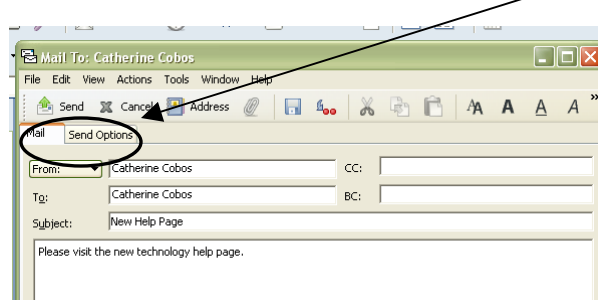
Groupwise

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

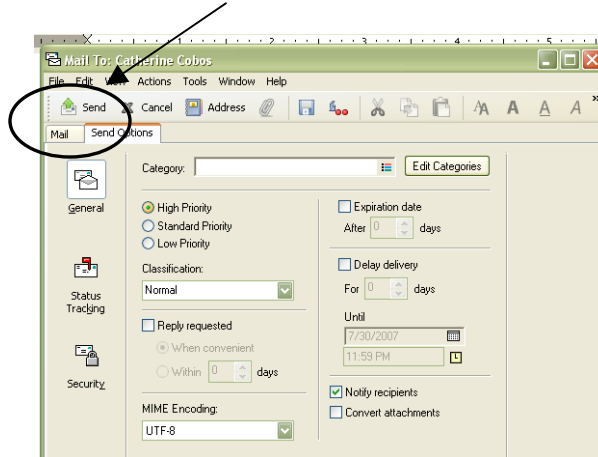
1. Logon to Groupwise. Click on New Mail.



2. Type in email as usual. Before sending, click on the Send Options tab.



3. Click on High Priority. Click on Send.



4. The recipient will receive an email marked with a red envelope.

