

Groupwise

How do I save an email "As New" so that I will know to read it again?

1. Logon to Groupwise. Open an email to read. Close it when you are finished. To save As New so that you know to check it again, click in the square preceding the email title. A check mark will appear and the email will highlight. Click on the Read Later button. This will make the Email From and Subject line bold again.

