

# Maximizing Your GroupWise® 7 Deployment: The Client Perspective

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**Novell®**



# Knowledge Worker Challenges

- Know yourself
- Know your peers and their expertise
- Get access to the appropriate knowledge
- Understand your tasks
- Manage commitments
- Communicate effectively
- Sharpen skills



*“Firms with the highest degree and quality of knowledge work tend to be the fastest growing and most profitable .”*

*– Thomas Davenport,  
Thinking for a Living*

# You Are The CEO of Yourself



*“Throughout history, the great majority of people never had to ask the question, What should I contribute? They were told.”*

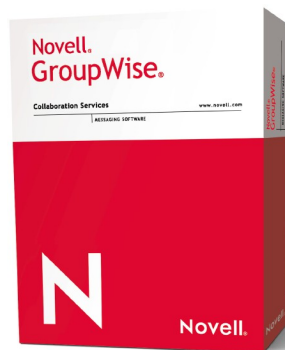
*“Companies today aren't managing their employees' careers; knowledge workers must, effectively, be their own Chief Executive Officers. It's up to you to carve out your place, to know when to change course, and to keep yourself engaged and productive”*

*•– Peter Drucker*

# Novell® GroupWise®

Novell GroupWise helps users stay productive and connected no matter where they are. It also offers the benefits of simple management and unmatched security, reliability and flexibility. With GroupWise, IT has the freedom to choose cost-saving deployments such as Linux on the backend; Linux, Windows and Mac on the desktop; and virtually any operating system used by today's leading mobile devices.

email   calendar   contacts   tasks & reminders   instant messages   document management   mobility solutions



- Backend servers run on Linux, Novell NetWare®, Novell Open Enterprise Server, and Windows
- Clients run on Linux, Macintosh, Windows, Web browsers, and hundreds of mobile devices
- Committed support through 2015

# Windows Client

## Productivity Features

- New Look and Feel
  - Appearance Schemes, Navigation Bar, Color Schemes, Home Folder, Quick Filter
- Calendar
  - Multiple Calendars, All-Day Events, iCal Support
- Contacts Folder
- Signatures
  - HTML, Global, Multiple Signatures
- Spell as you Type
- Distribution List Management

# Product Demonstration

# WebAccess

- Enhanced Client including:
  - New look and feel similar to the Windows Client
  - Name Completion
  - Drag and Drop
  - Context Sensitive right-click menus
  - Resend
  - Posted appointments, notes and tasks
  - Work In Progress Folder
  - Quick Find
- Document Viewer Agent
- Improved performance for low-bandwidth users

# Product Demonstration

# Novell®

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# Color Palette



BLUE

RGB  
0 166 238



RED

RGB  
224 0 0



ORANGE

RGB  
230 120 20



TEAL

RGB  
50 118 109



GREEN

RGB  
98 158 31



YELLOW

RGB  
255 221 0



DK GRAY

RGB  
60 60 65



MD GRAY

RGB  
90 90 100



LT GRAY

RGB  
204 204 205

## Note:

The gray dotted-line box represents the margins or “working area” into which all text and most graphics and diagrams should conform.

## How to Add Novell Colors to Your OpenOffice Color Palette:

1. Go to the “**Tools**” menu
2. Select “**Options**”
3. Expand “**OpenOffice.org**”
4. Select “**Colors**”
5. Delete existing colors (one-by-one)
6. Add Novell Colors by giving them a name and entering RGB values
7. Click “**OK**”

# Graphics & Typeface



Download Icon Library at: <http://innerweb.novell.com/brandguide>

## How to Add Novell Icons to OpenOffice Gallery:

1. Go to the "Tools" menu
2. Select "Gallery"
3. In the Gallery window select "New Theme..."
4. With the "General" tab active name your new theme (ie.Red flat)
5. Select the "Files" tab.
6. Select "Find Files..."
7. Find the downloaded folder containing the icons named and click "Select"
8. Select "Add All" and then "OK"
9. Repeat for all icon groups

## Note:

**Icons/Lines:** This presentation refresh simplifies the current template and pushes focus on the content being presented. The icon library will continue to be utilized, but a refresh will be noticeable with the addition of the "Bubble" set of icons, and a subtle color shift. These icons are created to provide a professional, consistent look. When these icons are used sparingly, and in direct relation to the content on the slides, our presentations will communicate and work more effectively.

**Typeface:** Arial has been selected as the new typeface for all Novell communications. The following were considered.

1. Our typeface needs to be designed to carry information quickly to the reader.
2. It needs to be usable for Novell employees in company correspondence and presentations, as well as for outside vendors for marketing and promotion.
3. It needs to easily function on the Linux, Windows and Macintosh platforms.
4. And finally, Arial was created for these exact purposes.