

User Services

February 17, 2000

Pegasus Mail to Groupwise Migration

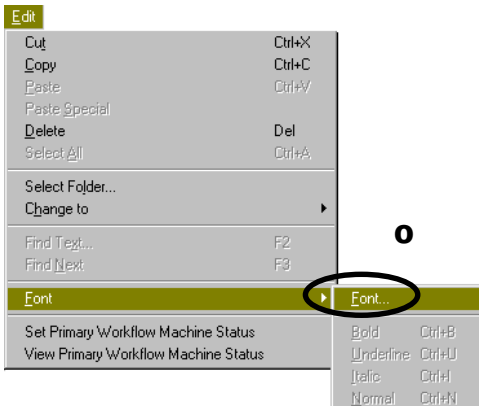
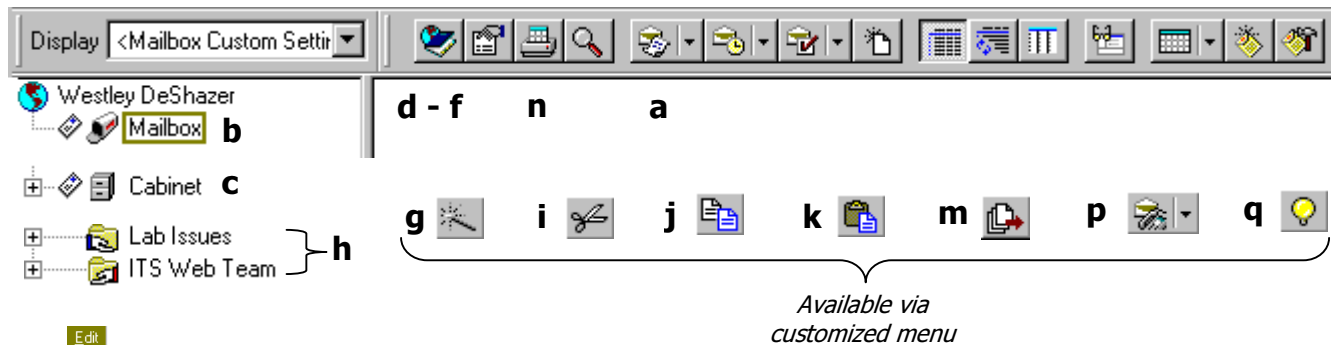
Many users, before using Groupwise, used an e-mail-only application, such as Pegasus Mail to handle their e-mail. To aid you in your transition, use the following charts to translate what you already know from Pegasus Mail to what you need to know in Groupwise.

1. Let's begin with a comparison of the toolbars:

Pegasus Mail 2.54

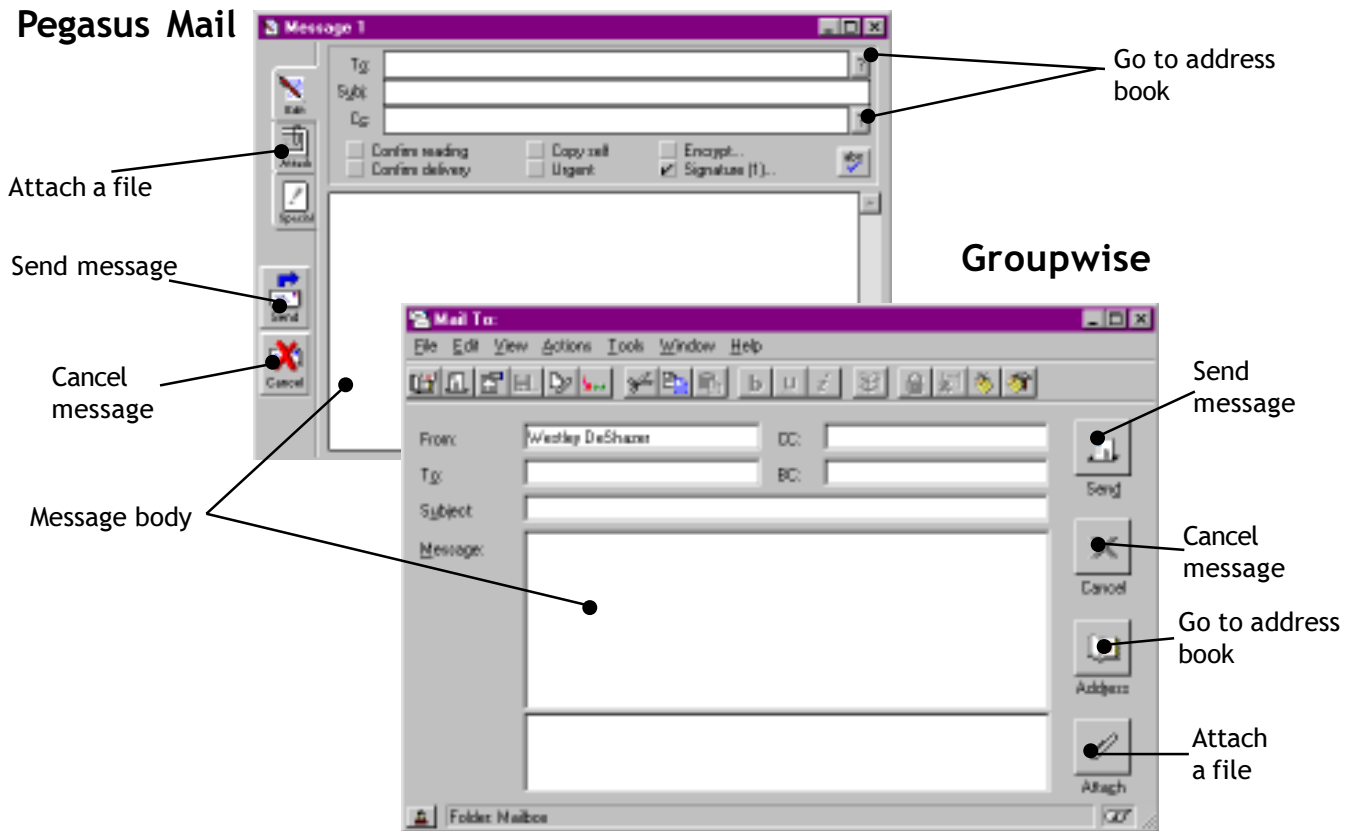


Groupwise 5.5

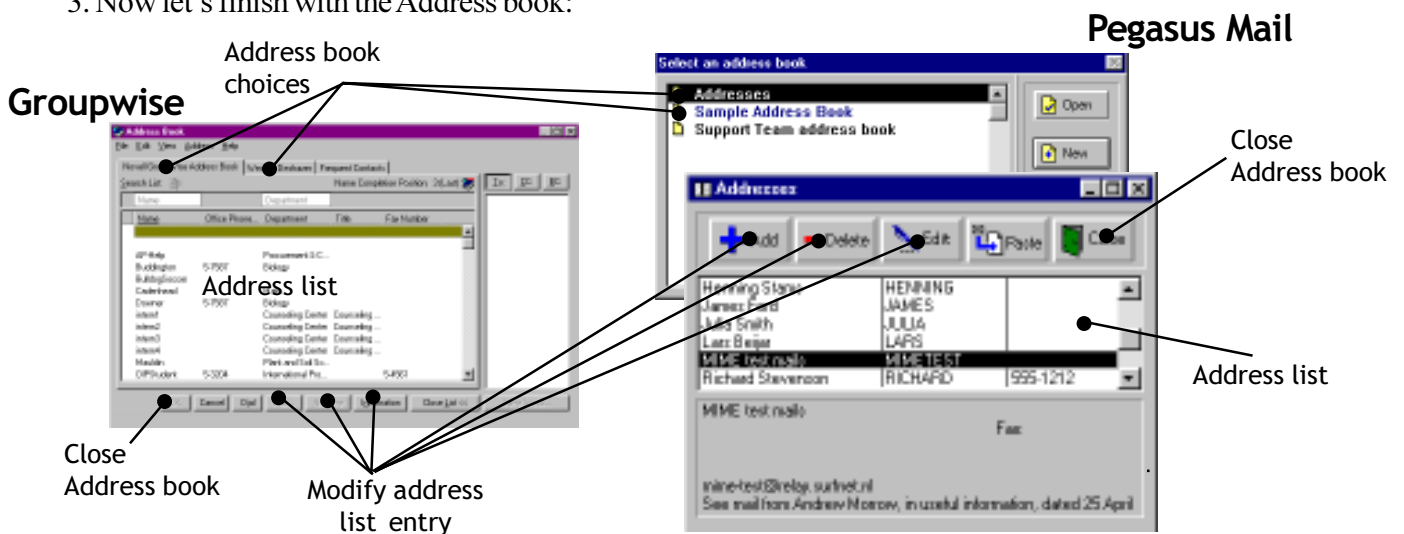


LEGEND			
a – Compose message	b – Incoming mail	c – Other mail folders	d – Address book
e – Mailing lists	f – Local users list	g – Rules/Filters	h – Shared/notices
i – Cut	j – Copy	k – Paste	l – Save to disk
m – Import file	n – Print	o – Change font	p – Phone message
q – Manual/Guide			

2. Let's continue with mail composition:



3. Now let's finish with the Address book:



Contact Information

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User Training and Support

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Helpdesk

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