Contacts Folder
The Contacts folder, by default, represents the Frequent Contacts address book in the Address Book. (You can change the folder properties so that it represents a different address book in the Address Book.) Any modification you make in the Contacts Folder will also be made in the Frequent Contacts address book.

From this folder, you can view, create, and modify contacts, resources, organizations, and groups.

Checklist Folder
Use the Checklist folder to create a task list. You can move any items (mail messages, phone messages, reminder notes, tasks, or appointments) to this folder and arrange them in the order you want. Each item is marked with a check box so that you can check off items as you complete them.

If you want another folder to work the way the Checklist folder does, right-click the folder, click Properties, click the Display tab, then select Checklist from the Setting Name drop-down list.

Junk Mail Handling
Use Junk Mail Handling to decide what to do with unwanted Internet e-mail that is sent to your GroupWise e-mail address.

Junk Mail Handling allows you to block or junk unwanted Internet e-mail. When you block e-mail, the e-mail address or Internet domain is added to a Block List. When you junk e-mail, the e-mail address or Internet domain is added to a Junk List. You can also add addresses and domains directly to the Block and Junk Lists.

E-mail that is junked is moved to a Junk Mail folder. E-mail that is blocked never arrives in your mailbox.

A Trust List allows you add addresses and domains that you never want to block or junk.

Categories
You can assign a category to any item, including contacts. Categories provide you with a way to organize your items. You create and add categories and assign identifying category colors. The colors display in the item list and in the Calendar.

You can assign more than one category to an item, and specify which category is the primary one. The color of the primary category will be used to identify the
item. To assign a category to an item, right-click the item, click Category, then click the category name.

Four default categories (Follow-Up, Low Priority, Personal, and Urgent) are available for you to immediately assign to items. You can modify and delete them if you choose, as well as continue to create new categories.

You can filter on categories by using the Show menu next to the new Filter icon.

You can add a Category column heading and sort your item list by category.

**My Subject**
You can add a personal subject to items in your item list. This subject displays in the item list and in the Calendar. When you open the item, you can see the original subject.

**Sent Items**
The Sent Items folder is now a system folder. You can file sent items to other folders.

Pending sent items are displayed in bold in the Item List.

**Filter Enhancements**
The new Filter icon is two overlapping circles, one shaded and one white. The Filter icon is now located in the top right of the item list header. The Filter dialog box has been simplified. To access the previous Filter dialog box, click Advanced Filter in the Filter dialog box.

**Attachment Enhancement**
If the attached item is a file, single-clicking the attachment displays it in the message field of the open item. Double-clicking the attachment either opens it in the application with which it is associated, or displays it in the viewer.

If an attached item is a forwarded or embedded message, single-clicking the attachment opens the attached message in the message field of the open item. When an attached message is displayed in the message field, the item header includes a link called Parent Message. If you click this link, the message field will display the “parent message,” meaning the item one level up.

**From Drop-Down List in a Compose View**
In an item you are composing, you can select a Proxy name or the account from which you want to send this item by clicking the From drop-down list.

**Toolbar Enhancements**
The toolbar at the top of a folder or item is now context-sensitive; it changes to provide the options you need most in that location.

**Address Selector**
When you are composing an item and click Address from an item view toolbar, a simple address book called the Address Selector dialog box is displayed. If you want to open the system address book, click Address Book in the Main Window toolbar.
**Address Book Enhancements**

The Address Book has been reorganized to display address books in an Address Book List in the left pane of the Address Book view. You can expand and collapse each address book by clicking + and -.

Groups display below each expanded address book. Contacts, resources, organizations, and groups display in the right pane of the Address Book view.