

# Explore the latest features and capabilities in the newest OpenText™ GroupWise release

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## What's new over the last two years?

### Windows Client

#### Travel time

Add a selected amount of time around an appointment for travel or preparation.

#### Zoom integration

Generate a Zoom meeting URL while creating an appointment.

#### Intelligent scheduling

Automatically select an unreserved resource from a group.

#### Multifactor authentication

Organizations can take advantage of the security that comes with multi-factor authentication when using Open.nText Advanced Authentication.

#### Mail merge

For bulk email processing, mail merge can accommodate mass email needs.

#### Alternate from addresses

Users can select which "from" address they would like to add to their outgoing message.

#### Folder colors

Folders and calendars can be assigned their own colors for quick identification.

#### Emoji support

Convey emotion to a statement, or signoff with emojis now added to the Windows client.

## Administration

### Folder management

Bulk manage user folders (\*EM or MM license required).

### Rule management

Bulk manage user Rules (\*EM or MM license required).

### Proxy management

Bulk manage user Proxy Settings (\*EM or MM license required).

### Personal and shared address books

View and modify a user's contact information in personal and shared address books. Export personal address books.

### Shares

Manage a user's shared folder, calendars, and address book.

### Categories

View and modify users' categories.

## Web Client

### Read item toolbar

Additional controls now available in Read View such as Reply, Reply All, Forward, etc.

### Forward as attachment

Web client now has Forward as Attachment.

### Improved name completion

Additional user information is display during name completion.

### Edit/duplicate calendar items

Web client supported editing of calendar items, and duplication of all item types.

## Resources

For more information, see GroupWise 18.5.0 release notes. Visit the [GroupWise product page](#).

[Learn more >](#)

### Create/edit/delete address books

The web client address book features have been extended with create/edit/delete capabilities.

### Retract sent item

Users can retract an item sent by them. This is only valid in the internal system, external systems and opened/read messages are unaffected.

### Resend sent item

Users can update a sent item resend it. Recipients who have yet to read the message will have theirs updated without notification. Those who have opened will be notified of the change. External systems receive updated message.

### Signatures

The ability to create and edit multiple signatures has been added. Both HTML and Text based options. Users may select which signature to use at send time.

### Contact management

The address book has received an upgrade. Addresses can be added and removed from personal address books.

### Multi-item view

Within the web client on a supported desktop browser, users may now open multiple messages at a time, either to read or compose or both.

### Global signatures

A global signature can be configured and added to all messages.

### Print support

Messages are rendered and printable right from the desktop and some mobile devices where supported.

### Reply formatting

Administrators can add header information to messages. This is helpful for archive compliance solutions. These features have been present on the Windows client for some time. They have now extended to the Web client.

### Resend & retract

A prominent feature that has been available through the Windows client has now been brought to the Web client. Users may retract items they have sent. They can also initiate a resend of a previously sent item.

## Did You Know?

OpenText™ GroupWise gives you modern email, messaging, calendaring, contact management, and scheduling for today's mobile world. With a dynamic, flexible interface, you can easily meet your organization's requirements.