



GWEmailer

(GroupWise Bulk Email Utility)

Setup and User Guide

This Guide

Welcome to GWEmailer, a GroupWise bulk email utility. GWEmailer is best suited to situations when you want to email the identical information, like a newsletter or a technical bulletin, to each recipient. GWEmailer allows the user to format the content as plain text or html and allows the inclusion of attachments.

GWEmailer allows GroupWise users to send a single e-mail to many recipients by simply pointing to a text file containing their e-mail addresses (usually based on the contents of a web-based "request for information" or on e-mail addresses exported from a database). With GWEmailer, importing users into GroupWise address books is no longer required.

This Guide includes the following information:

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Installing GWEmailer

Requirements:

- Microsoft Windows 9.x/ME, NT4, 2000 Professional, XP Professional. GWEmailer can also run on Windows NT4, 2000 and 2003 server desktops.
- GroupWise client software for one of the following GroupWise versions:
 - GroupWise 5.5, and / or GroupWise 5.5 Enhancement Pack
 - GroupWise 6.0, and / or GroupWise 6.5
 - GroupWise 7.0
- GroupWise email account.
- GWEmailer licence file.

Installation steps:

1. Download and save the GWEmailer installer file **gwemailer-setup.exe** to a temporary directory.
2. Run **gwemailer-setup.exe** and follow the default prompts to complete the installation.

3. GWEmailer normally installs into C:\Program Files\Omni\GWEmailer. Copy your **gwereg.dat** licence file into the GWEmailer installation directory. If you do not copy in a licence file, you will see the following window when you run GWEmailer.



Demo mode in GWEmailer limits you to an input file with a maximum of five addressees.

4. After the installation, you should have the following menu structure:



Building Input Files

GWEmailer needs one input file that contains the email addresses to send the email to. This file is normally saved as a .TXT file and contains a single email address per line.



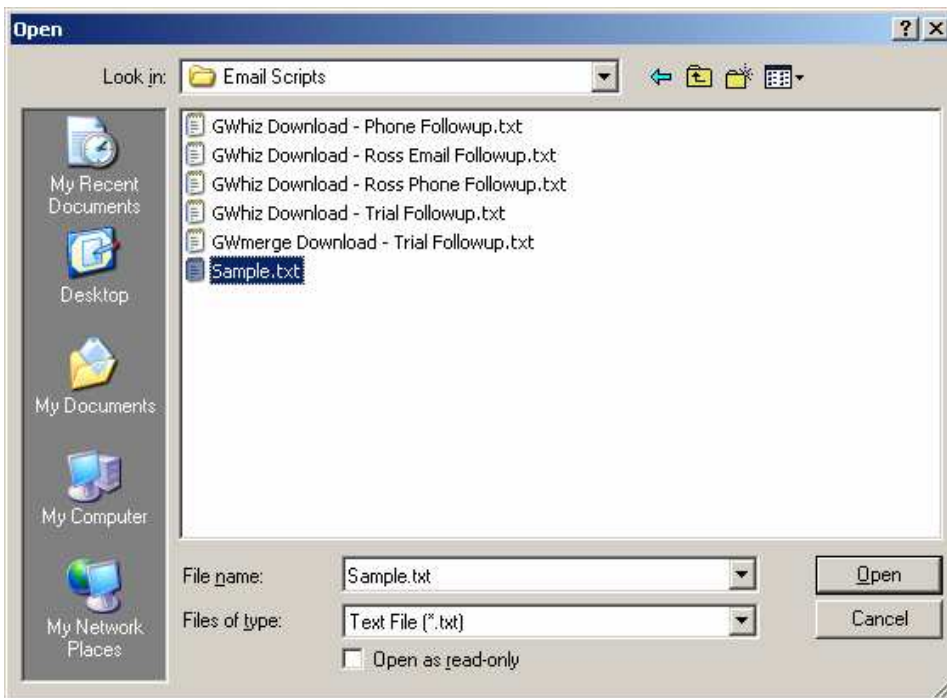
Sending Email Using GWemailer

Producing customized mass email is a cinch using GWemailer:

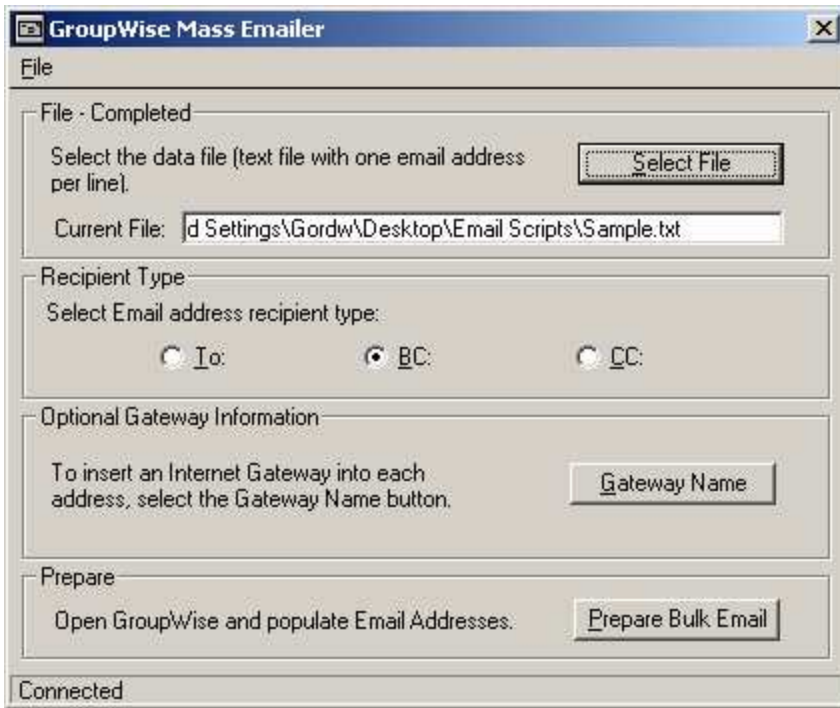
1. Start GWemailer. It is a single input form application that is designed to import the email addresses into your GroupWise client without adding those email addresses to your address book..



2. Click "Select File" to find and select the data file.



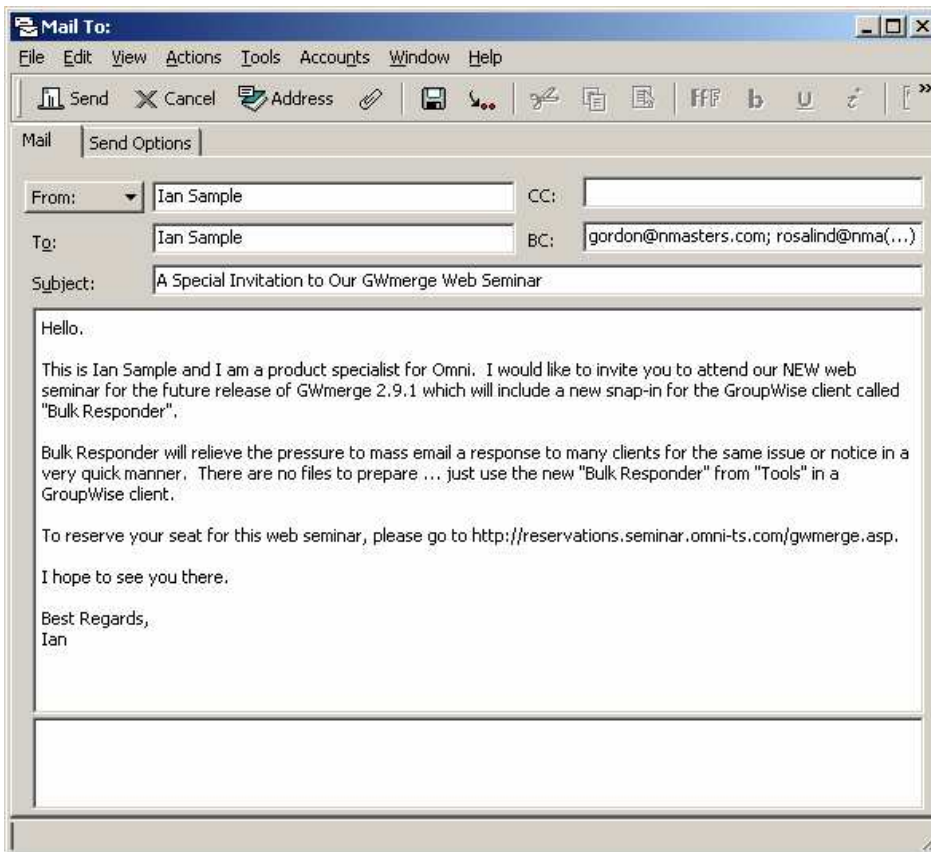
3. Select the recipient type, and add optional gateway information if required.



4. Click "Prepare Bulk Email". A completed window should appear.
5. Click "OK" to close the Completed window.



- Complete your email in your GroupWise client "Mail To:" window.



- Send your email normally.

Uninstalling GWemailer

Use the Add/Remove Programs from the Windows Control Panel to select and remove GWemailer.

Support for GWEmailer

Most problems result from either an improperly formatted input data file, or from corrupted licence files. Please record any error message that may appear and refer to the online web forum for GWEmailer before contacting Omni technical support.

Support and Maintenance Agreements

Full email and telephone support is available Monday to Friday between 7:00 a.m. and 6:00 p.m. Mountain Time (UTC -7) for customers who have a valid support and maintenance agreement. Limited email support may be available during extended hours. Email and telephone support is also available to customers who are evaluating GWEmailer. If required, support will be provided to resellers, then customers with valid support and maintenance agreements, and finally to customers evaluating products.

You can contact support using any of the following methods (please make sure you provide as many details as possible so we can better help you):

Technical Support Email: support@omni-ts.com

License Support Email: licensing@omni-ts.com

Product Documentation: www.omni-ts.com select **Support** and follow the link for **Documentation** and select **Messaging Documentation**

Product FAQ: www.omni-ts.com select **Products** and choose **Messaging**. Select **Bulk Email Utility** and click on **Frequently Asked Questions**

Support Forum: www.omni-ts.com/Forum and select **GroupWise Bulk Email Utility (GWEmailer)** forum

Phone: **1-780-423-4200**

Fax: 1-780-423-4711

Free Help

Free support is available for customers who purchase licences without support and maintenance agreements and for customers using a freeware product distributed by Omni. Free support is limited to information available from the product documentation in .pdf format that is available for public download, online documentation at the GWEmailer product website, and the online GWEmailer web forum. Telephone and email support can be provided on a fee per incident or fee per hour basis, whichever is greater.