GROOVE TOOLS AND TOOLSETS

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CALENDAR | Manage the schedule of events and meetings for members of a space.
CONTACT MANAGER | Share contact information with members of the space in this shared address book.
DISCUSSION | Conduct and maintain threaded, hierarchical discussions.
DOCUMENT REVIEW | Include files and comments to initiate a review cycle with selected members.
FILES | Store, share, and preview files. Launch co-edit/co-review sessions for Word and PowerPoint files.
FORMS | Organize data in a structured and customized way, allows you to look at data in different views.
MEETINGS | Set up meeting agendas, record meeting minutes, and assign action items.
NOTE PAD | Record multiple pages of presentation notes, instructions, or directions.
OUTLINER | List, move, promote, and demote brainstorming ideas organized in rows.
PICTURES | Store, share, and view .bmp and .jpg files.
PROJECT MANAGER | Set up projects with the help of a wizard, manage tasks, and assignments.
SKETCHPAD | Create sketches using lines, shapes, and even add text. Mark up a background image.
TEXT | Collaborate on content with other members in an ad-hoc manner. Write or edit a collaborative document.
WEB BROWSER | Store and share favorite links and co-browse Web sites.
WELCOME PAGE | Include a picture and a summary message for the space.

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DOCUMENTS | Manage your documents in this predefined set of tools including Welcome Page, Discussion, Files, Document Review, and Web Browser.
MEETING ORGANIZER | Prepare, conduct and record meetings in this predefined set of tools including Welcome Page, Meetings, Calendar, Web Browser, and Sketchpad.
PROJECT | Create a collaborative project in this predefined set of tools including Welcome Page, Project Manager, Meetings, Files, Web Browser, Discussion, and Calendar.
ADVANCED PROJECT | Use this toolset if you have Groove Workspace Professional Edition to benefit from the Dashboard tool that summarizes your meetings, assignments, and to dos.

INVITING MEMBERS FROM WITHIN THE SHARED SPACE

To invite members to your space, follow these steps:
A. Click Invite in the member panel of the space. The Send Invitation dialog box comes up.
B. Select one of your contacts from the drop-down menu or click Recipients to open the Add Recipients dialog box, see Section 6 (Create Space Wizard).
C. The selected contacts appear in the To: field of the Send Invitation dialog box. You can optionally assign a role.
D. Optionally type or record a message and click Invite.

NOTIFICATIONS

Groove posts notifications to inform you about the status of a variety of events, such as delivering or receiving invitations and instant messages. All notifications display in the bottom, right corner of the computer screen over the Groove icon for a few seconds and then disappear. You can redisplay most notifications by placing the mouse over the Groove icon in the system tray.

INSTANT MESSAGES

Groove has built-in multimedia instant messaging to provide quick interactions outside of shared spaces. Instant messages can be text, audio, and can contain file and URL attachments for context-based communication. Messages are stored in My Messages, see Sections 3 and 4.

To create an instant message, follow these steps:
A. Click Options and select Send Message.
B. Select one of your contacts from the drop-down menu or click Recipients to open the Add Recipients dialog box, see Section 8 (Create Space Wizard).
Note: You can send an instant message to multiple recipients.
C. Type or record a message and optionally attach a file and/or URL.
D. Click Send Message. Notification messages will inform you about the status of your message, indicating that it has been sent from your computer, delivered to the recipient, and opened by the recipient.
Note: You can also send messages by right-clicking on a person's name in a contact list or member panel and selecting Send Message. You can also select multiple recipients by pressing the Ctrl key (non-sequential names) or Shift key (sequential names).
STARTING GROOVE AND OPENING THE TRANSCEIVER

Double-click the Groove icon on your desktop or if Groove launches on startup, a Groove icon will appear in the system tray, click that icon and select Open Transceiver,... the Groove Login box will appear, type in your passphrase and the Groove transceiver (user interface) will open.

WELCOME PAGE OF GROOVE WORKSPACE

The Welcome Page of Groove provides an overview of Groove Workspace.

The two boxes on the right provide a preview of My Contacts and My Spaces.

The links under My Account in the lower left area provide one-click access to certain areas in Groove.

• MY MESSAGES
• MANAGE IDENTITY INFORMATION
• EMAIL CONTACT INFORMATION TO OTHERS – the best way to let others know your Groove information. Complete the Email Contact Information dialog box and recipients will receive an email with your contact details attached in a .vcg file.

MAIN MENU BAR AND QUICK ACCESS BUTTONS

Groove Workspace allows users to perform commands using the main menu bar, located on the top left of your screen. In addition to the main menu bar, there are also three quick access buttons, located in the top left area of the transceiver.

Go To (A) provides access to areas in Groove outside of shared spaces.

My Contacts (B) provides access to My Contacts, your personal Groove address book, and one-click access to any of your contacts’ vCards, electronic business/personal details.

My Spaces (C) provides access to My Spaces, the Create Space Wizard and one-click access to any of your shared spaces (an area within Groove where people work together).

MY ACCOUNT

Click the Go To button and select My Account. You will see six tabs at the bottom:

• Identities
• Messages
• Account
• Computers
• Communications
• Skins

Identities – presents your vCard (contact information) and this is where you decide how you are listed (Name Only or Full vCard) in your local directory, as well as the public directory on www.groove.net, so others can find you.

Note: In managed environments, only the personal information can be edited.

My Messages – stores all of your incoming and outgoing instant messages in different views. This is where you can create, re-send, send a response to, or delete instant messages.

Account – manage your account; for example, change your passphrase or put your account on multiple computers.

Computers – lists the computers where your account is installed.

Communications – shows the status of your data transmissions for shared spaces and instant messages, and allows you to pause communication.

Skins – change the look and feel of the Groove transceiver.

MY CONTACTS

Groove is all about working together with other people.

To add people to My Contacts, click Add Contact and select Groove Contact. The Add Contacts dialog box opens:

A. Click the drop-down menu to select where you want to search for co-workers you work on projects with:

• Known Groove Contacts – people you have had Groove interaction with before
• Local Network Directory – people who are on the same subnet chose to list their information in this directory
• Company Directory – people who work at the same company
• Groove.net Directory – people who listed themselves in this public directory

B. Enter a [partial] name to search by.

C. Highlight the name and click Add.

D. Repeat the search for additional contacts.

E. Click OK.

CREATE SPACE WIZARD

In Groove, most of the work is done in shared spaces created by individual users via the Create Space Wizard. The wizard walks you through the selection of tools (means of organizing content), the naming of the space and sending invitation(s).

To create a shared space follow these steps:

A. Click Files and select Create Shared Space. The Create Space Wizard opens.

B. Select a number of tools or choose a toolset (predefined set of tools).

Note: Any part of a shared space can be modified after creation by adding, deleting, reordering or renaming tools, as well as adding or removing members, and changing the name of the space.

C. Name the space to describe the project or activity.

D. Invite people at this time or just create the space.

E. If you select Invite no one at this time, the space gets created, you can add content to the space, and then invite people from within the space.

F. In the next step, you can optionally assign roles (level of access to the space and its contents). The default setting of Participant usually works fine. Click Next to complete the wizard, the space gets created and invitations are sent out.

Tip: The yellow and red unread mark displays next to a space, tool, or entry where there is new information that you have not yet opened.
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MY MESSAGES – stores all of your incoming and outgoing instant messages in different views. This is where you can create, re-send, send a response to, or delete instant messages.

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To add people to My Contacts, click Add Contact and select Groove Contact. The Add Contacts dialog box opens:

A. Click the drop-down menu to select where you want to search for co-workers you work on projects with:
  - KNOWN GROOVE CONTACTS – people you have had Groove interaction with before
  - LOCAL NETWORK DIRECTORY – people who are on the same subnet chose to list their information in this directory
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B. Enter a (partial) name to search by.

C. Highlight the name and click Add.

D. Repeat the search for additional contacts.

E. Click OK.

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To create a shared space follow these steps:

A. Click Files and select Create Shared Space... the Create Space Wizard opens.
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Note: Any part of a shared space can be modified after creation by adding, deleting, reordering or renaming tools, as well as adding or removing members, and changing the name of the space.
C. Name the space to describe the project or activity.
D. Invite people at this time or just create the space.
E. If you select Invite no one at this time, the space gets created, you can add content to the space, and then invite people from within the space.
F. If you select Invite people to your shared space, click Add and select one of your contacts or click Add Recipients... on the next screen.

Note: Besides inviting people found in directories, the drop-down menu also provides an option to invite by email. Email recipients will receive the invitation in the form of a .grv file. Complete the Add Recipient dialog box, the Invitee appears in the wizard, click Next to continue.

F. In the next step, you can optionally assign roles (level of access to the space and its contents). The default setting of Participant usually works fine. Click Next to complete the wizard, the space gets created and invitations are sent out.

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   - **LOCAL NETWORK DIRECTORY** – people who are on the same subnet chosen to list their information in this directory
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INVITING MEMBERS FROM WITHIN THE SHARED SPACE

To invite members to your space, follow these steps:

A. Click Invite in the member panel of the space. The Send Invitation dialog box comes up.
B. Select one of your contacts from the drop-down menu or click Recipients to open the Add Recipients dialog box, see Section 6 (Create Space Wizard).
C. The selected contacts appear in the To: field of the Send Invitation dialog box. You can optionally assign a role.
D. Optionally type or record a message and click Invite.

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Groove posts notifications to inform you about the status of a variety of events, such as delivering or receiving invitations and instant messages. All notifications display in the bottom, right corner of the computer screen over the Groove icon for a few seconds and then disappear. You can redisplay most notifications by placing the mouse over the Groove icon in the system tray.

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To create an instant message, follow these steps:

A. Click Options and select Send Message.
B. Select one of your contacts from the drop-down menu or click Recipients to open the Add Recipients dialog box, see Section 6 (Create Space Wizard).

Note: You can send an instant message to multiple recipients.
C. Type or record a message and optionally attach a file and URL.
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Note: You can also send messages by right-clicking on a person's name in a contact list or member panel and selecting Send Message. You can also select multiple recipients by pressing the Ctrl key (non-sequential names) or Shift key (sequential names).
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