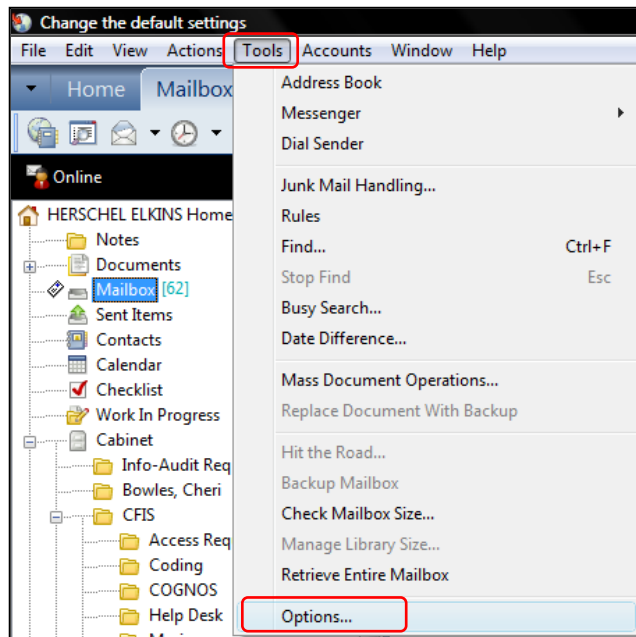


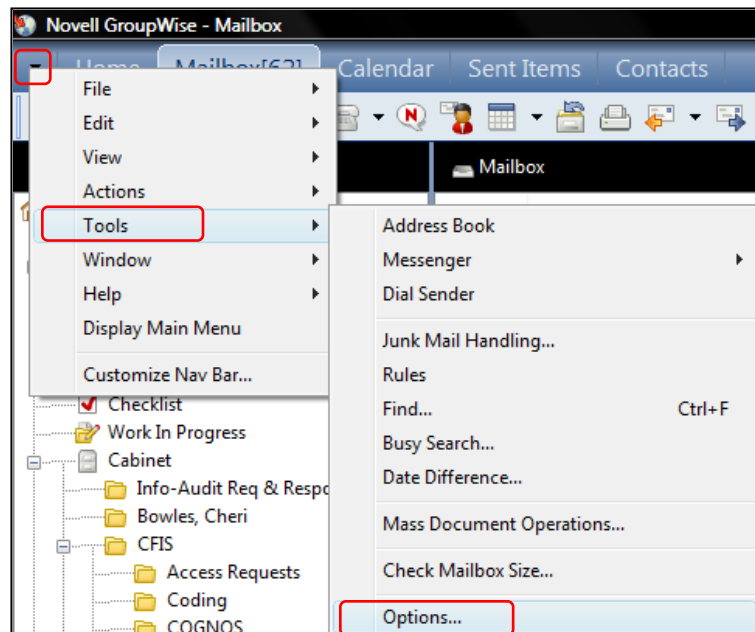
Set GroupWise Default Mail View to HTML

Follow the instructions below to set the default mail view to HTML.

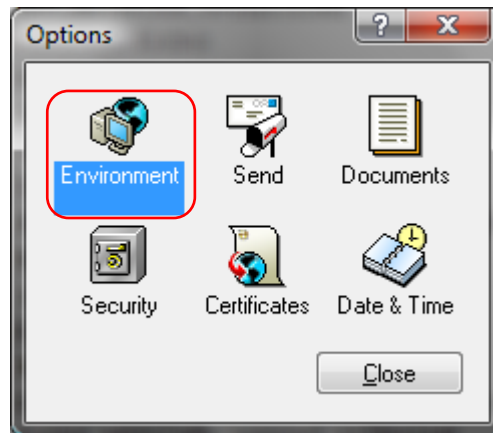
- 1) In GroupWise, click the menu item Tools then Options as shown below



- 2) If the menu is hidden, click the Nav Bar options button to display the menu items then select Tools as shown below.



3) From the Options window, double-click Environment as shown below



4) From the Environment window, click the Views tab. On the views tab, Under the Default Read View & Font, click the HTML radio button then click Ok and Close as shown below

