

About the Icons Appearing Next to Your Items

The icons that appear next to items you receive and send reveal information about the items. For example, the icons indicate whether the item is a mail message, a draft item, and so forth. You can also see whether the item has a file attached, whether an item you sent could not be delivered to some recipients, and more.

Icon	Description
	Appears next to an item you have sent. It indicates that GroupWise* could not deliver the item to one or more recipients.
	Appears next to a task or an appointment you have sent. Next to a task, it indicates that at least one recipient deleted the task without marking it Complete. Next to an appointment, it indicates that at least one recipient deleted or declined the appointment without accepting it.
	Appears next to an item you have sent. Next to an appointment, it indicates that not every recipient has accepted the appointment. Next to a task, it indicates that not every recipient has completed the task. Next to other item types, it indicates that not all recipients have opened the item or that not all recipients have deleted the item.
	One or more attachments are included with the item.
	One or more sound annotations are included with the item, or the item is a voice mail message.
	Draft item.
	Appears next to an item you have sent. It indicates that GroupWise successfully delivered or transferred the item to all the recipients.
	Posted item.
	Specific version of a document.
	Official version of a document.
	Unopened discussion topic posted in a shared folder.
	Opened discussion topic posted in a shared folder.
	Unopened workflow item.
	Opened workflow item.
	Unopened mail message with a low, standard, or high priority.
	Opened mail message with a low, standard, or high priority.
	Unopened appointment with a low, standard, or high priority.
	Opened appointment with a low, standard, or high priority.
	Unopened task with a low, standard, or high priority.
	Opened task with a low, standard, or high priority.
	Unopened reminder note with a low, standard, or high priority.
	Opened reminder note with a low, standard, or high priority.
	Unopened phone message with a low, standard, or high priority.
	Opened phone message with a low, standard, or high priority.
	The sender has requested that you reply to this item. The item can be a low, standard, or high priority.

Related Concepts

* Novell trademark. ** Third-party trademark. For more information, see Trademarks.