

GroupWise 6 Upgrade Worksheet

Procedure	Reference	When to Accomplish	Done?
GroupWise 6 Administrator Training	Novell Class 370 (GroupWise 6 Administration) http://www.novell.com/education/train_product/gw6.html	Within 2 months prior to scheduled upgrade	
Read the GroupWise 6 Installation Guide	http://www.novell.com/documentation/lg/gw6/index.html	Within 14 days prior to scheduled upgrade	
Prepare existing systems to meet minimum requirements for GroupWise 6.	http://www.novell.com/documentation/lg/gw6/index.html	Well in advance of the scheduled upgrade	
Download latest GroupWise 6 Support Pack (currently GW6SP1)	http://support.novell.com/produpdate/patchlist.html#gw	Within 1 week prior to scheduled upgrade	
Perform eDirectory health checks (time synchronization, partition continuity, and schema synchronization)	Novell Class 991 (Advanced NDS Tools & Diagnostics) http://www.novell.com/education/train_product/nds_edirectory.html	Immediately before extending the schema	
Extend the schema for GroupWise 6	http://www.novell.com/documentation/lg/gw6/index.html	Any time before the upgrade (but after eDirectory Health Checks)	
Download and install latest ConsoleOne (currently 1.33)		Any time before the upgrade	
Install ConsoleOne Snap-In Files for GroupWise 6	http://www.novell.com/documentation/lg/gw6/index.html	Any time before the upgrade (but after installing new ConsoleOne)	
Check GroupWise System Health Analyze/Fix Structure for all user and message databases Recover Database for all domains and post offices		Immediately before upgrade	
Backup existing system Take down all agents and gateways Full backup to tape Full file copy to alternate location		Immediately before upgrade	
Upgrade primary domain	http://www.novell.com/documentation/lg/gw6/index.html	Only AFTER all preparation steps have been completed	
Upgrade post offices and/or secondary domains	http://www.novell.com/documentation/lg/gw6/index.html	Only AFTER primary domain has been upgraded successfully	
Upgrade GWIA	http://www.novell.com/documentation/lg/gw6/index.html	Only AFTER the GWIA parent domain has been upgraded	
Upgrade WebAccess	http://www.novell.com/documentation/lg/gw6/index.html	According to your plan (based on mixed PO versions)	
Rollout new GroupWise 6 Client	http://www.novell.com/documentation/lg/gw6/index.html	Any time AFTER user's post office has been upgraded	
Remove NetWare Administrator Snap-In Files for GroupWise 5		Immediately after upgrade	