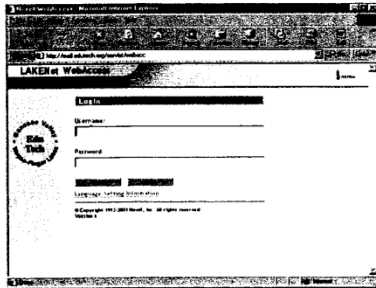


GroupWise Web Access



Logging In

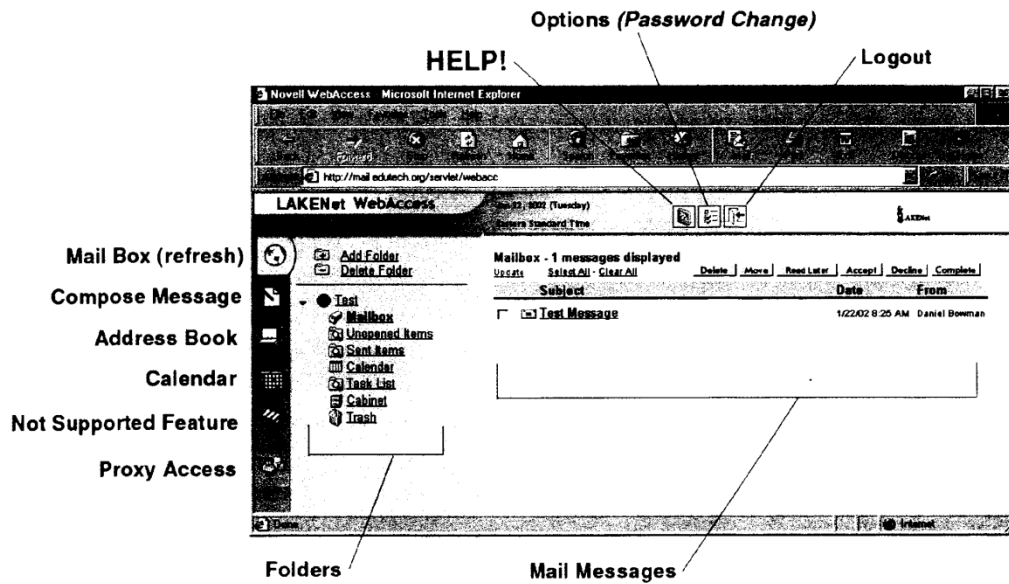
You start GroupWise Web Access as you would any other home page on the Internet. Use your Web browser to go to the web page your administrator gives you.



From the Web Access login page, **enter your username and password that your administrator gave you.**

After you've entered your username and password, **click Login.**

Main Screen




GroupWise Web Access

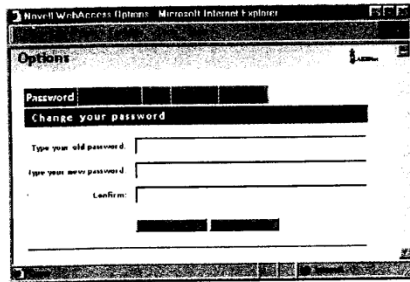


Logging Out

From the GroupWise Web Access main window, click the Exit button. 


Changing your password

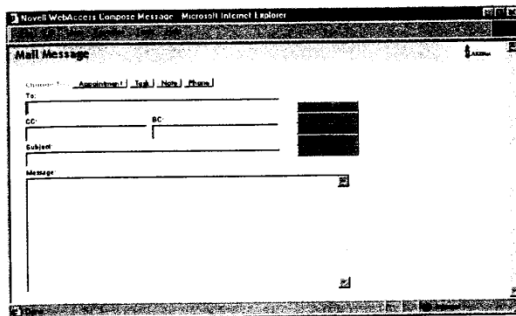
1. From the Web Access main window, click  Options.



2. Type your old password.
3. Type your new password > retype the new password to confirm it.
Important: Remember that your password is case-sensitive.
4. Click OK.

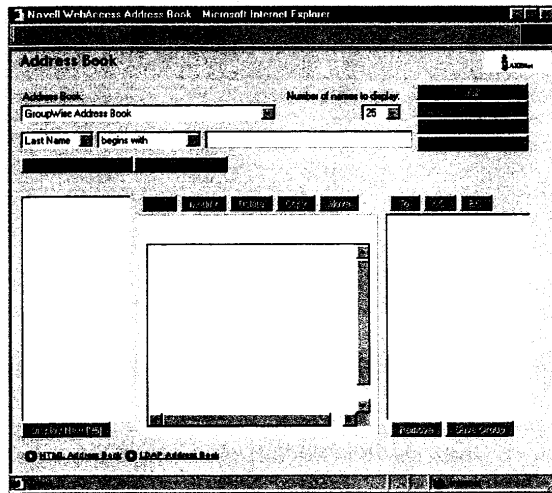
Sending a Mail Message

1. From the GroupWise Web Access main window, click the Note button. 



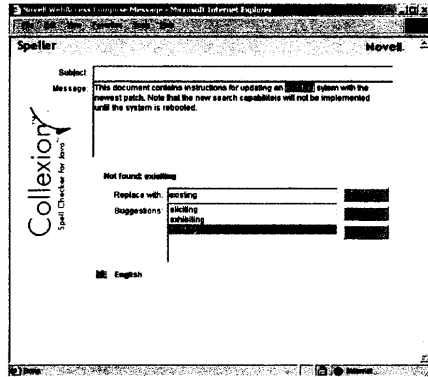
2. Type a recipient's address in the To, CC, or BC box. Separate each address with a comma. OR Click Address Book to add recipients in the To, CC, and BC boxes.

GroupWise Web Access



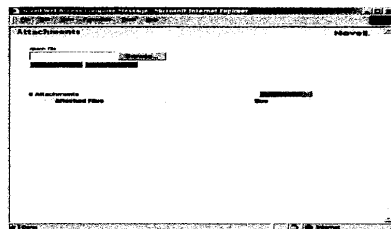
- In the Address Books list, select the address book you want to search. By default, the Address Book opens to the GroupWise address book which is a list of all the users with email accounts at your district.
 - To list the first entries (25 by default) in the selected address book, leave the search conditions boxes empty. or To search for a specific entry, use the search conditions boxes to define the Address Book fields and information you want to search.
 - GroupWise WebAccess supports the * (asterisk) and ? (question mark) wildcards. When searching a field, you can use * to represent multiple characters and ? to represent one character. In the Java Address Book, for example, if you define a "First Name begins with jo*" condition, the search will return all entries whose first names start with JO (John, Joel, Jose, and so forth). If you define a "Last Name contains s?n" condition, the search will return all entries whose last names contain S and N separated by one character (Sanders, Johansson, Larsen, and so forth).
 - Highlight the user in the address book and add them to the appropriate recipient field by clicking the To, CC, and BC boxes. Repeat for all the people you wish to send the message to.
 - Click Mail to return to the mail message
3. Type a subject and message. *You can include Web site locations or addresses (URLs) in both the Subject and Message boxes.*
 4. (Optional) Click Spell Check to spell check the message.

GroupWise Web Access



- When Spell Checker stops on a word and suggests replacements, click the word you want in the Suggestions box > click Replace or Edit the word in the Replace With box > click Replace or If you don't want to change the word, click Skip.
- Sometimes Spell Checker offers no replacement words. If this happens, click Skip, or edit the text manually in the Replace With box. The WebAccess dictionary and word lists cannot be modified.
- When there are no more words to check, click Close.

5. (Optional) Click Attach to attach files to the message. You can attach one or more files to an item to send to other users



- Click Browse next to the Attach File box to find the file you want to attach > select the file > click Open.
- If you have difficulty finding the file you want, you may be viewing HTML files only. To view all types of files, click All Files in the Files of Type box in the browser dialog box. Or Type a filename in the box if you already know it.
- Click OK. Or Click Add > add additional files > click OK.
- Click Send.

6. Click Send.