

## Getting Started with GroupWise 7.0 ® Web Access Quick Guide

**SYSTEM REQUIREMENTS-** GroupWise Web Access works reliably with Firefox 1.5 or above, Internet Explorer 6.0 or above, and Netscape 7 or above. **Please note that GroupWise Web Access will not work with the AOL browser. Once AOL is started, one of the above listed browsers can be opened for GroupWise Web Access.**

### STARTING GROUPWISE

1. Open Firefox, Explorer or Netscape. Type **mail.bsdtv.org** in the browser location bar (where you type Internet addresses.)
2. A log-in page will open.
  - In the **Username** field type your network log-in name. This is the first initial of your name, followed by the next seven letters of your last name. It is the same log-in you use on the BSD network, except there is no suffix (no **.staff**).
  - In the **Password** field, enter your GroupWise password. For security, it is recommended that your password contain both letters and numbers. It is also better to have a different password for e-mail than for network access. See directions for changing your GroupWise password.
  - Click the **Login** button.

### CHANGING YOUR PASSWORD

Once you have opened your **GroupWise Web Access Mailbox**, you can change your password:

1. Click on **Options** located at the top right of your **Mailbox** window.
2. Click the **Password** tab.
3. In the corresponding fields, type your old password, your new password, and confirmation of your new password.
4. Click **Save**.
5. Click **Close**.

### READING YOUR MAIL

1. Click on the subject line of the message you wish to view.
2. A **Mail Message** window will open where you can view your message.
3. Click **X** (Close) in the top left corner of the **Mail Message** window to return to your **Mailbox** window.

### REPLYING TO A MESSAGE

1. In the **Mail Message** window, click **Reply** if you wish to reply only to the person who sent your message. If you wish to reply to the sender and all those copied on the original message, click the dropdown arrow next to the **Reply** button and select desired option.
2. Type the text of your message then click **Send**.

### COMPOSING AND SENDING A NEW MESSAGE

1. Click **New** located in the far left column of your **Mailbox** window.
2. In the **To** field, type in the e-mail address of the person(s) to whom you are sending a message, as well as those of anyone you wish to copy in the **CC** (carbon copy) field or blind copy **BC** (blind copy) field.
3. Type a short, informative subject name in the **Subject** field.
4. Type the text of the message in the **Message** field.
5. Click **Send**.

### USING SPELL CHECK

#### **\*NOTE JAVA MUST BE ENABLED IN ORDER TO USE SPELL CHECK**

1. From within your composed message window, click **Spell Check** and a **Speller** window will open.
2. **Replace** errors with suggested corrections, **Skip** the errors, or **Close** the **Speller** window.

### GENERAL NOTE

Timing Out– if you do not use the mail page for a while, you may need to reenter your log-in name and password.

**TO END SESSION-** click **Logout** located at the top right of your **Mailbox** window.