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.bsdvt.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.