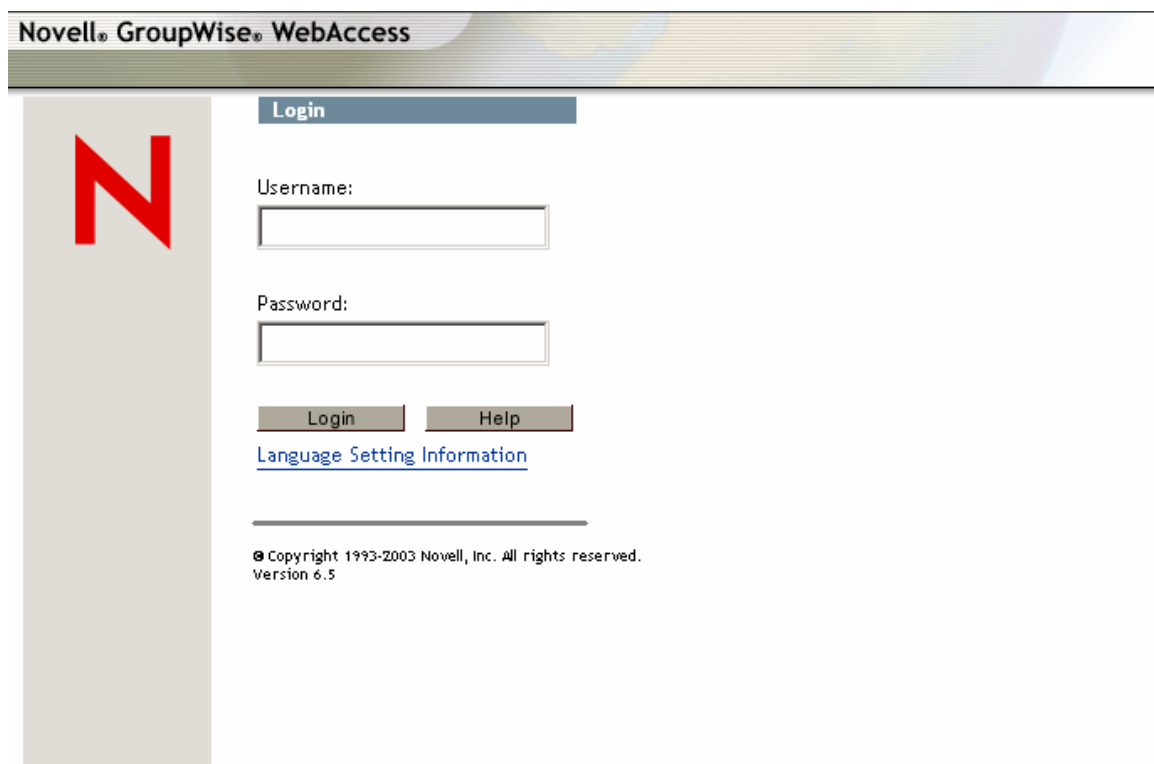


Introduction to GroupWise WebAccess

Go to the Iredell-Statesville Schools Homepage:

<http://www.iss.k12.nc.us>

Click on the link for [Staff email](#)

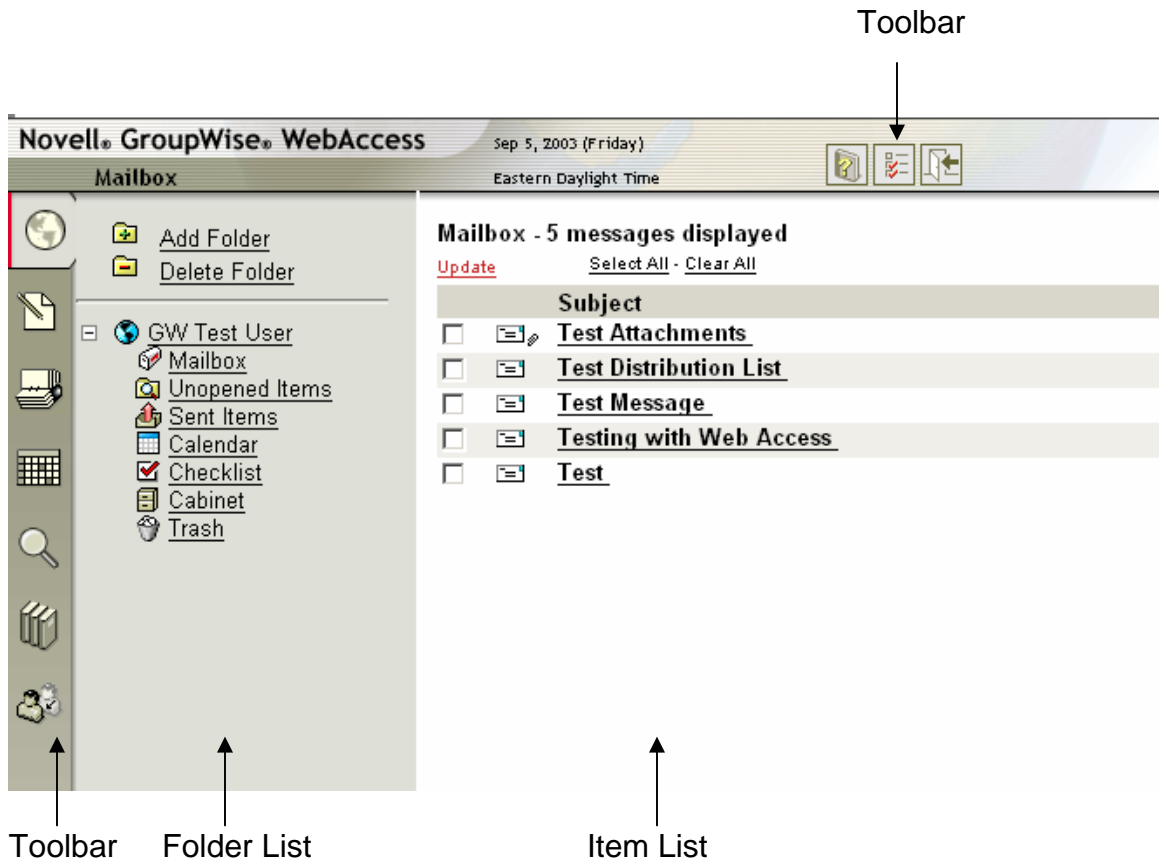


The screenshot shows the Novell GroupWise WebAccess login interface. At the top, there is a header bar with the text "Novell® GroupWise® WebAccess". Below the header, on the left side, is a large red letter "N" logo. To the right of the logo, there is a "Login" button. Below the button, there are two input fields: "Username:" and "Password:". Below the password field, there are two buttons: "Login" and "Help". Below the buttons, there is a link for "Language Setting Information". At the bottom of the page, there is a copyright notice: "© Copyright 1993-2003 Novell, Inc. All rights reserved. Version 6.5".

Enter your Username and password.

Click on the  button.

Web Access Environment



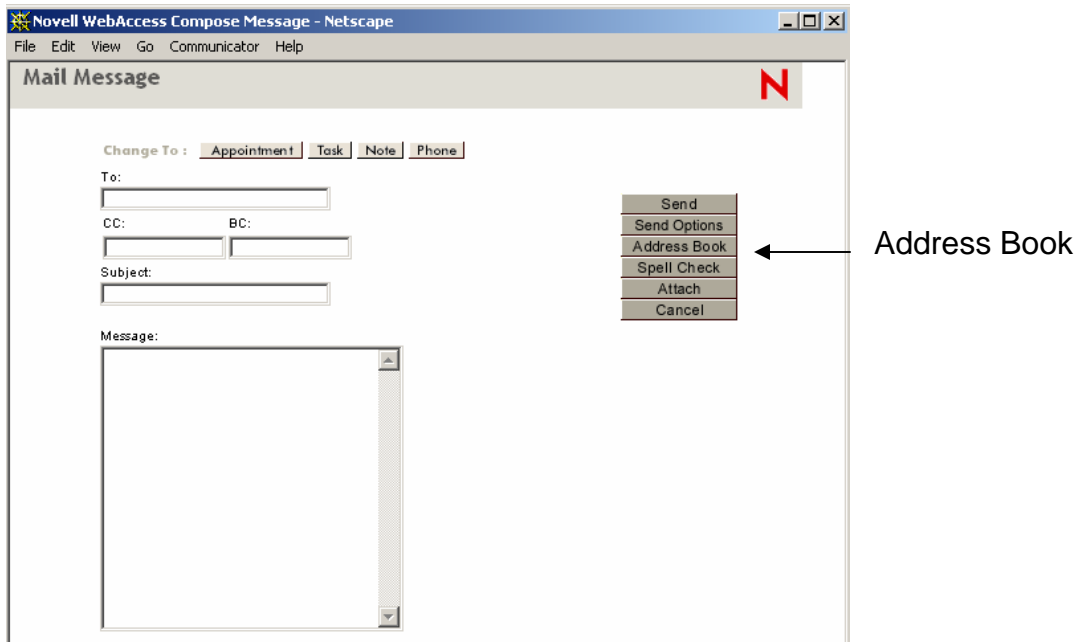
Toolbars allow you to navigate to major areas with GroupWise Web Access: Mailbox, Compose, Address Book, Calendar, Search, Proxy, Help, Options, and Exit.

Folder List displays a list of the system and personal folders allowing you to view incoming messages and messages that you have sent.

Item List displays the items that are located in the currently selected folder. Click on a folder name to select it.

Sending a Message

1. Click on the Compose icon




2. Enter in the addresses of the people that you want to send the message to in the **To:** field. The address can be a GroupWise user ID, GroupWise full name, or external email address. Separate multiple addresses with a comma. Click on the **Address Book** button to use the Address Book.
3. Enter a Subject and the message that you want to send. You can include website addresses (URL's) in both the Subject and Message boxes.
4. Click **Spell Check** to spell check the message. For this feature to work, your browser must be enabled for Java. If any errors are found by GroupWise, select one of the action buttons. **Replace** **Skip** **Close**
5. Click **Send Options** to select a security setting (classification), assign a priority (high, standard, low), request a reply, or select to receive return notification.
6. Click on the **Send** button.

Sent Items

You can view the items that you have sent using the Sent Items folder.

1. Click on the **Sent Items** folder to view your sent messages.
2. Click on the **Subject** of the message to open the message.
3. You can view the properties of a message that you have sent by clicking on the **Properties** button and then the **Other Properties** button.


Retract Sent Items

1. Click the  **Sent Items** icon in the Folder List.
2. Click the item in the Item List to open it.
3. To delete the item from your Mailbox only, click **Delete From This Mailbox**.
4. To retract the item from your Mailbox and from all recipients' Mailboxes, click **Delete From All Mailboxes**.

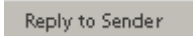


A mail message is retracted only if the recipient has not yet opened it. An appointment, note, or task is retracted even if the recipient has already opened and accepted it.

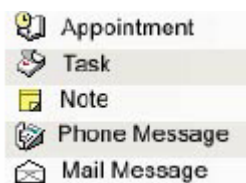
Reading Messages



There are five types of messages you can receive in your GroupWise mailbox. If they are unread the subject will appear in **bold**. If you wish to only view items which you have not read, you can select the  **Unopened Items**

folder from the Folder list.

1. To read a message, click on the subject of the item listed. The message will open in a new window.
2. Click  or  to open a Reply form. Reply to Sender sends a reply to the sender only. Reply All sends a reply to the sender and all recipients of the original item.
3. Type your message. You can include Web addresses (URL's) in the Message box.
4. Click .

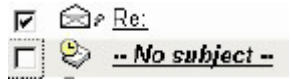



Once read, the message items will look like this.

To check for new mail, click on the **Update** link at the top of the item list.


Delete Items

You can either delete items when you open them to read, or delete them from your mailbox.

 Select the check box next to the message and choose **Delete** from the action buttons at the top of the page. If you wish to delete all messages at one time, click on **Select All** and choose **Delete**.

 The action buttons will also enable you to move the selected message into a folder, Reset to Unread, Accept, Decline, or Complete various tasks or appointments.

Delete Sent Items


Open the  **Sent Items** folder and select the message to be deleted.

Select **Delete From This Mailbox** to delete from the folder.

Select **Delete From All Mailboxes** to delete from the recipient's mailbox, within the ISS email system if they have not yet opened it.

Undeleting an Item


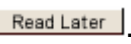
You can undelete an item you deleted unless you have emptied the Trash. An item emptied from the Trash cannot be undeleted.

1. Click the  **Trash** button in the Folder List.
2. Select the item, click **Undelete** at the top of the Item List.
3. The item is moved from your Trash to the folder from which it was originally deleted.

Delete Items


Marking an Item Unread (Read Later)

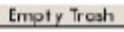
If you have opened and read an item, you can mark it as unread. This will change the item's icon in the Item List back to that of an unopened item. You might want to mark an item as unread if that item requires further action or if you don't want it to get lost among the other opened items in your Item List.

1. Click the  Mailbox icon in the Folder List.
2. Locate the item in the Item List.
3. Select the item, click .

Using **Read Later** does not change the status of the item in Properties. For example, if you have opened an item, then marked the item unread, the sender of the item still sees the item status as opened in Properties.

Trash

All message items which are deleted are stored in the  Trash for seven days before being purged. You are also able to recover or empty items from the Trash manually by opening the folder and selecting one of the following options.

If you decide to **Empty Trash** you will receive the following warning:

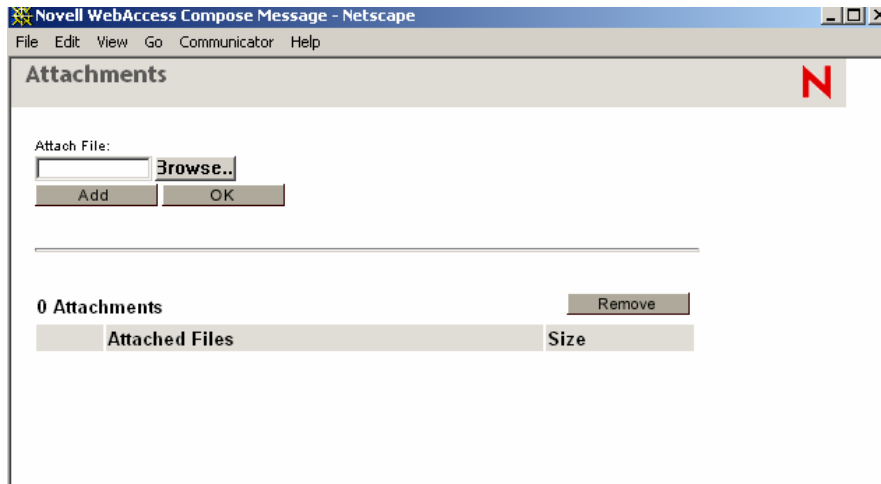


If you are sure, select **OK**.

Attachments

Adding

1. Click on the **Compose** button to start a new message.
2. Click on the **Attach** button.



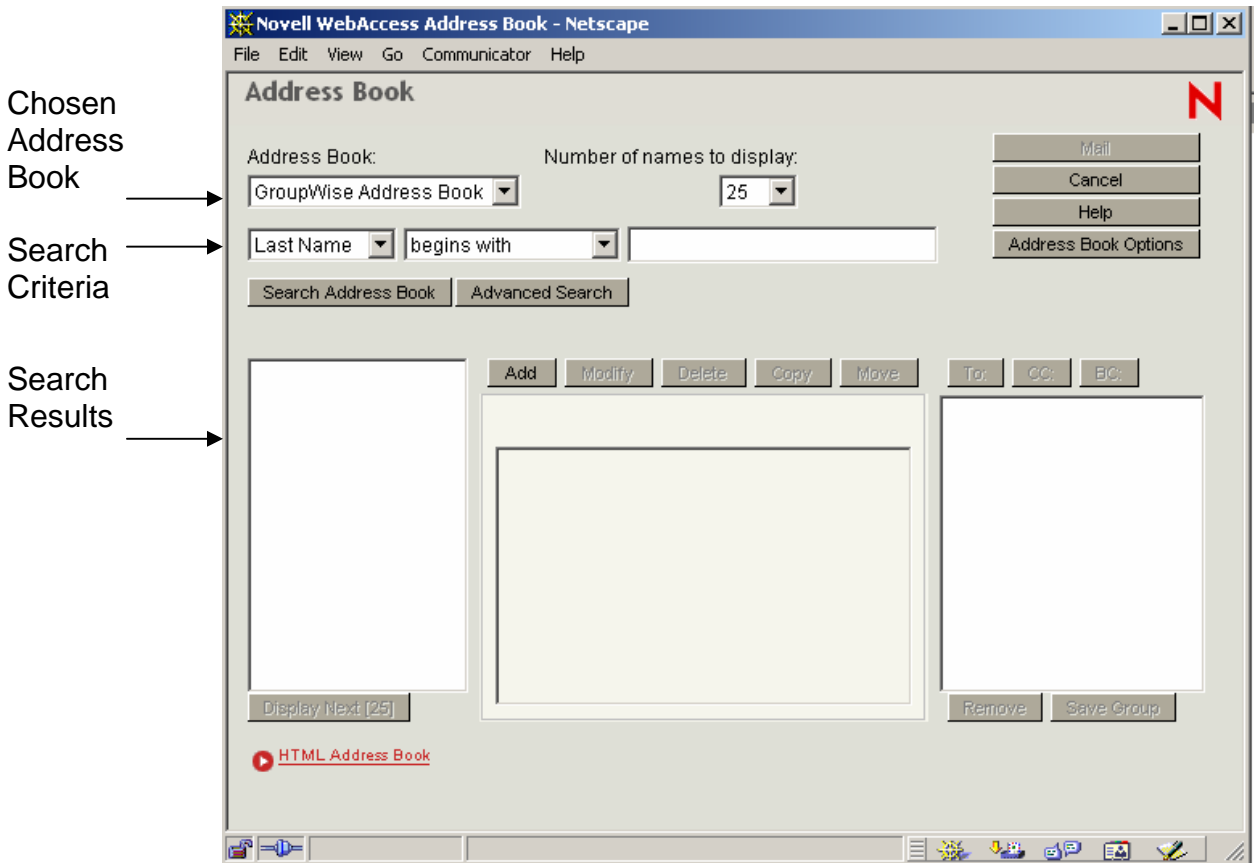
3. Click on the **Browse..** button and locate the file you want to attach. Make sure the **Files of Type** is set to **All**.
4. Double click on the file.
5. Click on the **Add** button; the file will then be listed at the bottom of the screen.
6. Repeat steps 3-6, if you want to attach additional files.
7. Click on the **OK** button.
8. Finish your message as you normally would.
9. Click on the **Send** button.

Saving

1. Open the message.
2. Each attachment will be listed at the top of the window.
3. Click on the **Save As** link next to the attachment.
4. Choose **Save this file to disk** and click the **OK** button. Ensure that the **Save as Type:** is displaying the correct file extension. If it is not, select **All Files** from the drop down menu and type in the correct file name and extension in **File name:** box e.g. **test.doc**.
5. Choose where you would like to save the file and click on the **Save** button.



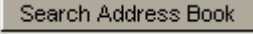




Address Books

GroupWise Web Access includes an HTML version of the Address Book and a Java version. When you open the Address Book, the Java version is displayed. You can switch between versions after you have opened the Address Book. The Address Book consists of the GroupWise system address book, one or more personal address books, the Frequent Contacts address book, and possibly shared address books.


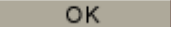






Address Books

Searching

1. Open the Address book by either clicking on the  button in the main window  or within the Compose window.
2. Choose the Address book name that you want to search.
3. Choose the field that you want to use to search (Last Name will probably give you the best results).
4. Enter the text that you want to use in your search.
5. Click on the  button.
6. The search results will appear in the text box located in the bottom left side of the window.
7. Click on the name of a person to view information about that person.
8. To add one of the names listed, click on the name to select it.
9. Click on the    button above the text box on the right to add the entry.
10. Click on the  button once you have added all of the names to compose a message to the list of people.


Additional Options

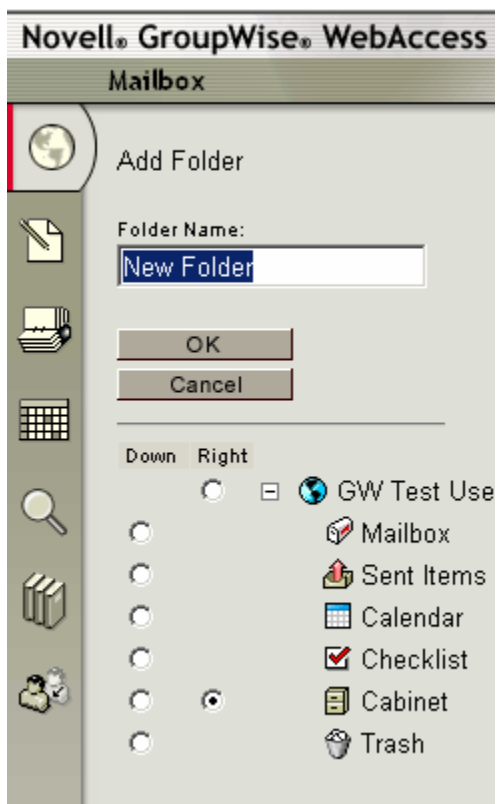
1. **Adding new addresses:** you can add an address in your Personal Address Book by selecting the  button, adding the required details and selecting .
2. **Creating Groups:** if you mail several people continuously, you can create a group for them. Locate them in the address book, add them to the **To:** field and select **Save Group**. You can now save to your Personal address book.
3. Amend: you also have the options to     Personal Address Book information, as well as amend your Personal Address Books.

Personal Folders

Personal folders are generally used to organize incoming and outgoing mail in your account. Sharing a personal folder allows you to share messages with other GroupWise users without forwarding the message to each person.

Creating a New Personal Folder

Click on the **Add Folder** link above the folder list.  [Add Folder](#)



Novell® GroupWise® WebAccess

Mailbox

Add Folder

Folder Name:
New Folder

OK
Cancel

Down Right

GW Test Use

- Mailbox
- Sent Items
- Calendar
- Checklist
- Cabinet
- Trash

Enter a name for the new folder

Choose the radio button that describes

where you want the new folder located. If

you choose **Down**, the folder will be placed

below the existing folder and if you choose


Right, it will be placed inside the existing

folder.

Click on the **OK** button.

Personal Folders





Sharing a Folder

1. Click on the folder name of the folder that you want to share to open it.
2. Click on the  [Share folder](#) link.

Shared Folder N

To share this folder, add users to the list below

Name

Shared List	Status	Read	Add	Edit	Delete
 pchristopher@iss.k12.nc.us		x	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 seller@iss.k12.nc.us		x	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 klipski@iss.k12.nc.us		x	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 bthorson@iss.k12.nc.us		x	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Click on the button and use the Address Book to add people.
4. By default, everyone that you add has **Read** and **Add** permissions to the folder, you can add or remove permissions by checking and un-checking the boxes List below each option for each person.
5. Click on the button. A message will be sent to each user that you have added letting them know that they now have access to this folder.
6. Click .

After you have added a shared folder recipient, the Status Column displays **Pending** until the recipient accepts or declines the shared folder.

Personal Folders


Accepting a Shared Folder

1. Click the Mailbox icon in the Folder List.
2. Click the Shared Folder notification to open it.
3. Click Accept Folder to open the Accept Shared Folder dialog box.
4. Select the location where you want the folder to be placed.
5. Click OK to add the folder.



Posting an Item to a Shared Folder

1. Open the shared folder you want to post the item to.
2. At the top of the Item List, click Post Item to This Folder to display a Message form.
3. Type a Subject and message.

Checklist Folder



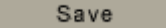

Use the  Checklist Folder to create a task list. You can move any item to this folder and arrange them in the order you want. You can mark items **Complete**. You can also assign items a due date.

Moving an Item to the Checklist Folder


1. Locate the item in the Item List.
2. Select the item, then click .
3. Click the  Checklist Folder.

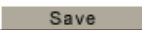

Personal Folders

Assigning a Due Date

1. Click the  **Checklist** Folder.
2. Locate the item in the Item List.
3. Click the item to open it, then click .
4. Click **Activate Checklist Due Date**, select a due date, click  then click .

Checklist







 Complete
 Activate checklist due date
Due Date:


 

Marking or Unmarking a Checklist Item Complete

Checklist - 5 messages displayed

[Update](#) [Select All](#) - [Clear All](#)

		Subject
<input type="checkbox"/>	✓	 <u>Test Message</u>
<input type="checkbox"/>	✓	 <u>Test</u>
<input type="checkbox"/>	✓	 <u>Testing with Web Access</u>
<input type="checkbox"/>	✓	 <u>Test Distribution List</u>
<input type="checkbox"/>	✓	 <u>Test Attachments</u>

Click the  **Checklist** Folder.

Locate the item in the Item List.


Click the check box to the left of each item, click **Complete** at the top of the Item List. Items that have been marked **Complete** have a check mark next to them.

Deleting a Folder

Select  **Delete Folder** locate the folder you wish to delete and select it.

1. You will see the following warning: **Delete folder: This folder (and all of its messages) will be deleted. Are you sure you would like to delete this folder?** If you are sure, select **Delete**. The folder will now be deleted.

Calendar

Click on the  button on the toolbar or click on the Calendar in the Folder list to view your calendar.

Using the **HTML Calendar** (default), there are 3 views that are available using Web Access:

Day – Default view; Shows you the calendar for today

Week – Shows you the current week Sunday through Saturday

Month – Shows you the current month

Using the **Java Calendar** there are 2 views that are available using Web Access:

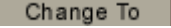
2 day view – Default view; shows you the calendar for yesterday and today

Month – Shows you the current month calendar.


To switch to the Java Calendar, click on the Java Calendar link at the bottom of the HTML Calendar view.

Changing Date Viewed using the HTML Calendar

Using the calendar displayed, click on the date that you wish to view. Click on the arrows at the top of the calendar to change the month.

Select the date that you want to view from the drop down menus and click on the  button.

Sending an appointment

1. From within the Calendar view, click on the **Appointment** link under Create.
2. Enter the addresses of the people that you want to send the appointment to. Your name will automatically be added.
3. Enter the date, time and any other information to the appointment.
4. Click on the  button.

Calendar


Deleting an appointment using the HTML Calendar

1. Check the box(s) next to the appointment(s) that you want to delete
2. Click on the button.



You can set the calendar to **Day**, **Week**, or **Month** view up to the year 2050. All information regarding Appointments, Notes, or Tasks will be displayed on the right hand side of the screen. You can change the date either within the calendar or by using the pull down menus to jump easily between months and years by selecting . The button will always enable you to return to the current date. The **Create** icons will enable you to add an , or . If you require a structured view of each day, select the Java Calendar. Within the Java Calendar you can also launch a separate Month Calendar.

Signature

1. Click on the  button.
2. Click on the **Signature** tab.
3. Check the **Activate signature** option.
4. Enter the text for your signature.
5. Choose if you want to automatically add to all items or if you want to be prompted to add for each item.
6. Click on the **Save** button.
7. Click on the **Close** button.

Options



General Password Proxy Access Rules Send Options **Signature** Time Zone

Add your signature to outgoing messages

Activate signature

Susan Jones
4th Grade
Ashton Heights Elementary School
sjones@iss.k12.nc.us


Automatically add signature

Prompt before adding signature

Save

Close

Logging Out

Click on the  button to log out of GroupWise when you are finished and close all web browser windows before you leave the computer.