

## REMOTE ACCESS TO GROUPWISE EMAIL

First connect to the Internet and open Internet Explorer.

In the Internet Explorer address bar type the following:

<http://216.56.10.6>

The screen shown below will now display....you may want to save this as a Favorite for your future use. Simply press the GO button.


Web Services Novell.

Select a service and a language

GroupWise WebAccess:

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The next screen shown will now display....enter your normal network logon name (this is the same name that you see on your work computer when first logging on). Next enter your normal network password....press the LOGIN button.



**Login**

Username:

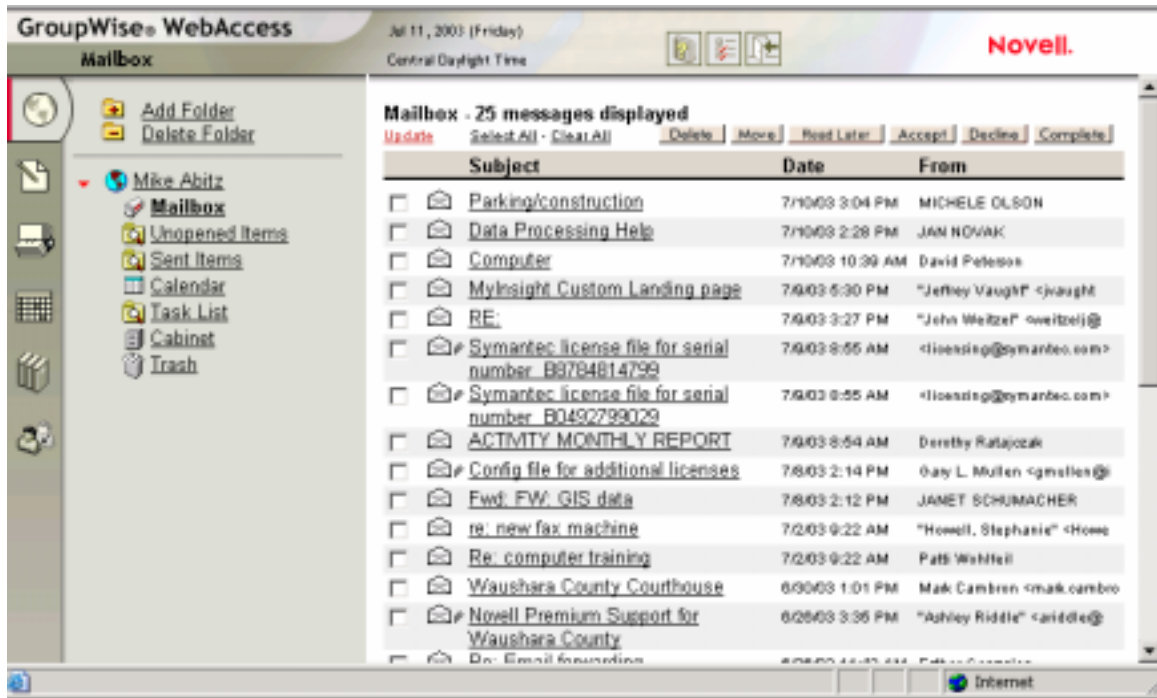
Password:

[Language Setting Information](#)

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**The next screen shown will display (the master GroupWise WebAccess screen). This display has all of the same functions as when using GroupWise at work but with a different look. You can view folders, read/create mail, access your calendar, etc. To read a piece of mail just click on its subject once...the mail will open and you will have buttons to perform all of the normal GroupWise functions (reply, delete, etc.)**



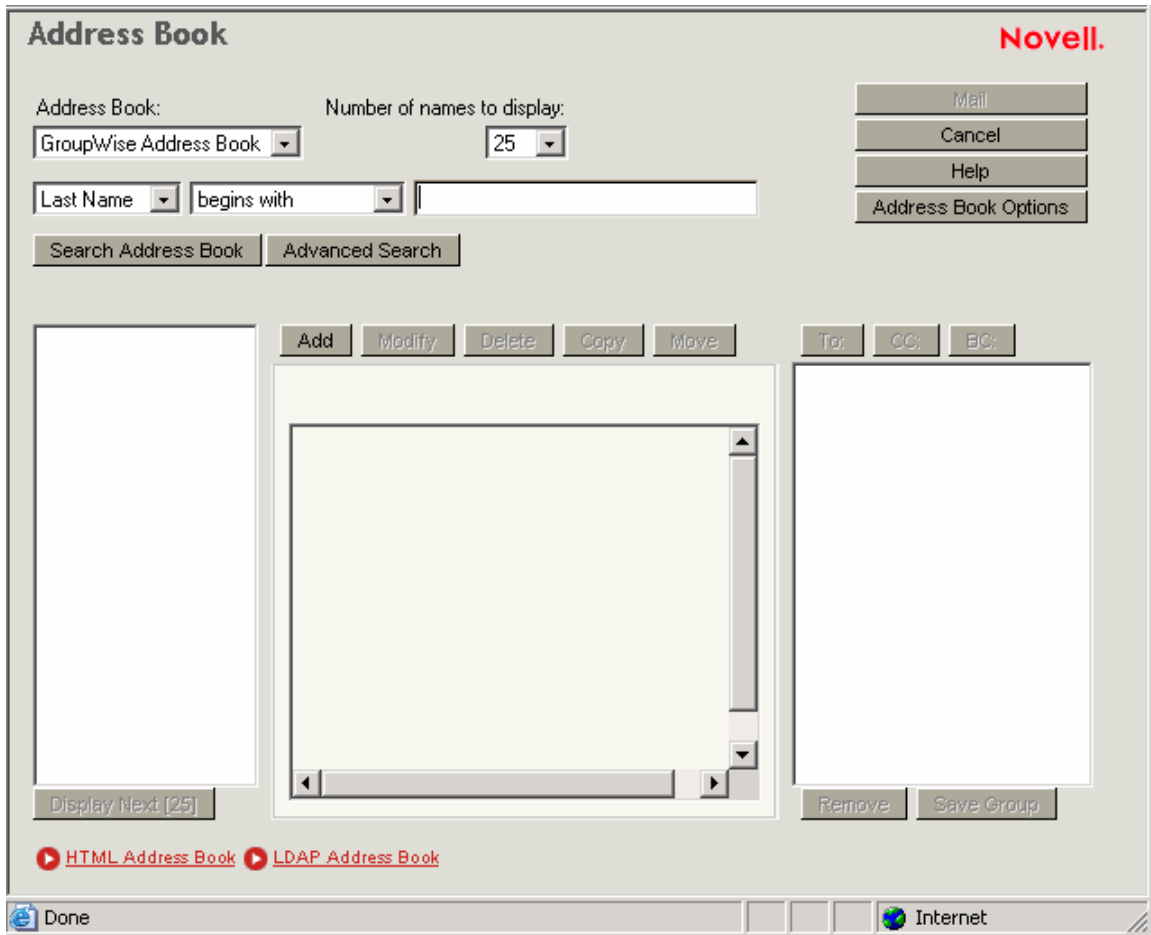
When finished using remote GroupWise, always press the EXIT button...the right most icon shown below. After that you can disconnect from the Internet.



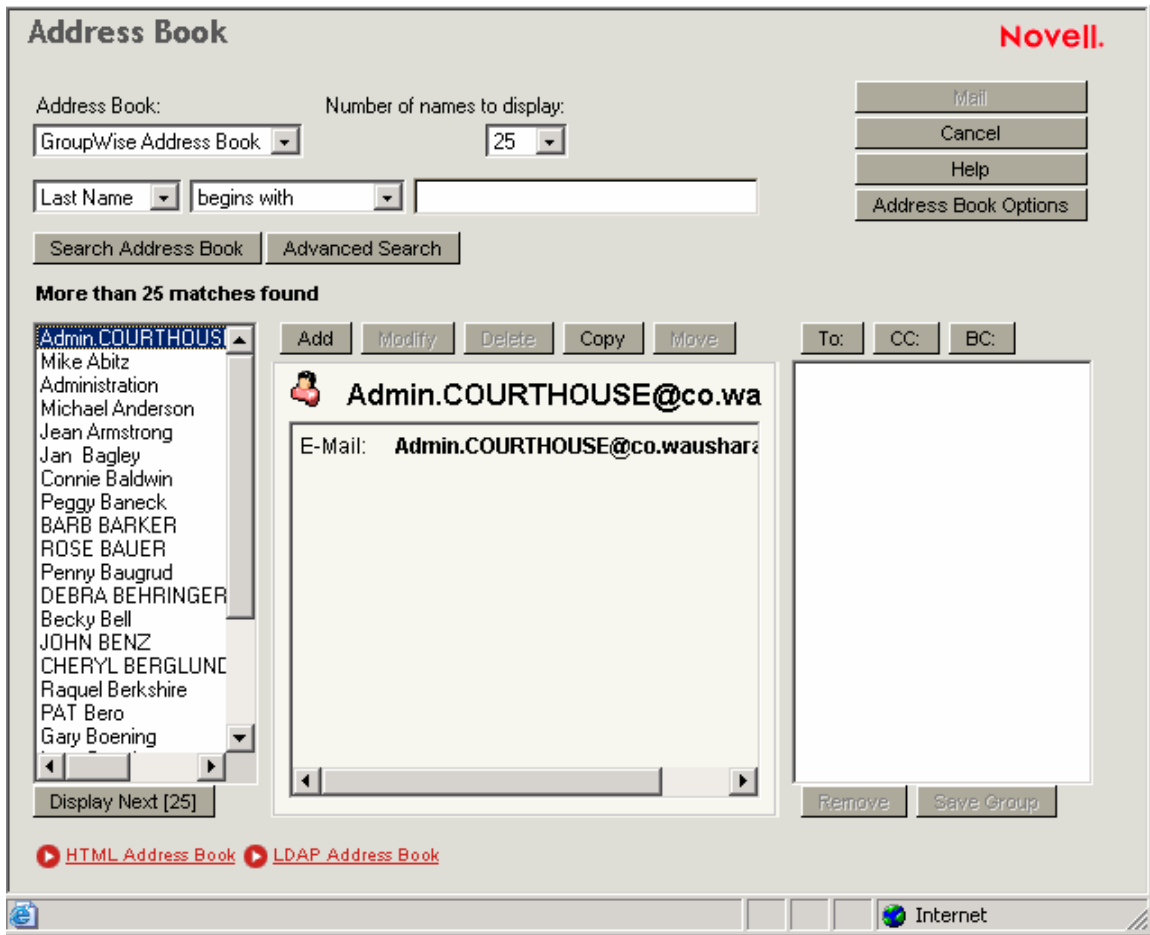
To create a new piece of mail, click on the second icon from the top in the list of icons on the far left side (see screen print shown below). You will then see a screen similar to new mail creation when at work.



**When you press the ADDRESS BOOK button when creating a new piece of mail you will see the screen shown below. You can select your address books by clicking on the down arrow in the Address Book: box.**



**When you have the right address book selected, press the SEARCH ADDRESS BOOK button and the actual address entries will display for that book (see the screen print shown below).**



**Double-click on each entry you want to send mail to...it will appear in the box on the lower right. When you have the mail recipients selected just press the MAIL button at the top left of the display and you will be returned back to your new piece of mail. Press the SEND button when ready.**

**Any questions or problems just call me....at work my direct line is 920-787-6586. My home number is 920-787-5397.**