Using Novell GroupWise 7 WebAccess

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Logging In to GroupWise WebAccess

1. Open a internet browser and go to http://mail.cedarcrest.edu
2. Type your email username into the "Username" field. Press Tab.
3. Type your GroupWise password into the "Password" field.
4. Click Login or press Enter.

Note: After 10 minutes of inactivity, GroupWise WebAccess automatically logs you out of your e-mail session. You will need to log in again to resume your session.

The GroupWise WebAccess Main Window

When you open GroupWise WebAccess, you see the main window, shown below. The main window is the starting point for many of the tasks you can accomplish with GroupWise WebAccess.

Toolbar

The GroupWise WebAccess toolbar consists of three buttons along the top of the WebAccess screen:

- Options: click the check list to manage your GroupWise options, including proxy access, rules, and your GroupWise WebAccess password. See Options for more detailed instructions.
- Logout: Close your GroupWise WebAccess session.
Options
Many of the new features in GroupWise WebAccess can be found on the Options screen. From Options, you may change your GroupWise WebAccess password, designate proxies to your account, create rules for managing mail, add or edit your e-mail signature, and choose your time zone.

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<th>Options</th>
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<td>General</td>
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Changing Your GroupWise Password

1. From the GroupWise WebAccess main window, click Options.
2. Type your old password.
3. Type a new password, and retype the new password to confirm it. Remember that your password is case-sensitive.
4. Click OK.

Note: Once you create a new password in GroupWise WebAccess, you must use that password every time you access GroupWise, on the Web or on Loyola's network.

The Folder List
The Folder List displays the folders used to organize the items you send and receive. You can add additional folders to further help you organize your items.

- Mailbox: contains all new messages you receive, unless you create a rule to route some new messages to a different folder.
- Unopened Items: displays all new messages you have received, regardless of what folder they are stored in.
- Sent Items: stores copies of messages you have sent from your GroupWise account, whether you send them from GroupWise WebAccess or from the GroupWise network client.
- Calendar: displays the appointments, tasks, and notes on your GroupWise calendar.
- Checklist: Lists items you have moved to this folder. Use the Checklist folder to create a task list.
- Cabinet: by default, houses all subfolders you create to hold your GroupWise messages.
- Trash: holds all messages you delete from other folders.

Click the red arrow next to any folder to view its subfolders. Click any folder to view its contents. Messages residing in the selected folder appear on the right frame of the GroupWise WebAccess main screen.
Mail Messages

Addressing a Message

Regardless of the type of message you compose, you must address the message in order for GroupWise to send it. Here are some basic instructions about addressing a GroupWise message, as well as an explanation of the different address fields To, CC, and BC.

Typing in an E-mail Address using the Address Book

GroupWise WebAccess accepts full Cedar Crest addresses (e.g., jsmith@cedarcrest.edu), Cedar Crest usernames (e.g., jsmith), and full external e-mail addresses (e.g., johnny@hotmail.com or janesmith@aol.com). The Address Book consists of the GroupWise system address book which includes all Cedar Crest College addresses, the Frequent Contacts address book, and any shared addresses you have on the system.

Inserting an E-mail Address from the GroupWise Address Book

1. From the GroupWise WebAccess main window, click Compose.
2. Click Address Book.
3. Enter the recipient's first and/or last name and click Search.
4. Click the check box next to the intended recipient's name and click To, CC, or BC.
5. Repeat steps a and b until you have included all intended recipients' names.
6. Click the red X next to any recipient you wish to delete from the list.
7. Click OK

Address Fields

- **TO:** address a message to someone if they are the primary recipient(s) of your message.
- **CC:** carbon copy recipients who need to receive the message, but need not respond to it.
- **BC:** blind copy recipients who would like to receive the message, but prefer to remain anonymous.

Composing a Mail Message

1. From the GroupWise WebAccess main window, click Compose.
2. In the "To" field, type the e-mail address(es) of the message recipient(s).
   - Separate each e-mail address with a comma. OR
   - Insert the e-mail address(es) from a GroupWise address book (see Addressing a Message).
3. Type a subject line that describes your message.
4. Type a message.
5. Click the Attach button to attach a file to your message (see Adding an Attachment).
6. Click Spell Check to correct the spelling of your message.
7. Click Send to send the message to the recipient. OR
8. Click Cancel to cancel the message without sending it.
Adding an Attachment

An attachment is any file you send or receive with an e-mail message. The file could be a Word document, a Web page, an image, or any other file on your computer or disk. When you send an attachment, the recipient can open it just like any other file, edit it, print it, and save it to their computer or disk.

1. From the GroupWise WebAccess main window, click **Compose**.
2. Click **Attach**.
3. From the Attachments screen, click **Browse**.
4. Click the down arrow next to the "Look in" field.
5. Click the drive where the file resides, and double-click folders to open them.
6. Double-click the file you wish to attach.
7. From the Attachments screen, click **Add**.
8. Repeat steps 3 through 8 until you have attached all desired files.
9. To remove an undesired file, click the check box next to the file name, then click **Remove**.
10. Click **OK**.

Retracting a Message

If you have sent a message in error, you may retract it in a few simple steps. Remember, if the recipient has already opened the message, there is no point in retracting it. Instead, you may want to send a second message explaining the error.

1. Click **Sent Items** in the GroupWise WebAccess folder list.
2. Click the check box next to the message(s) you want to retract.
3. Click **Delete From All Mailboxes**.

NOTE: You cannot retract appointments in GroupWise WebAccess.

Receiving a Message

When you log into GroupWise WebAccess, the program automatically opens your GroupWise Mailbox. All the messages currently in your Mailbox folder appear in the right frame of the screen. The message type is indicated by an icon on the left of each message.

- unread mail message
- opened mail message
- appointment
- task
- Reminder Note

Each of these icons may appear in red, white, or gray, indicating the message priority.

- **Red** - high priority
- **White** - normal priority (most common)
- **Gray** - low priority

Messages containing attachments include a paper clip icon next to their usual icon.
Opening a Message

Open a message by clicking its subject line. The message will open in a new window. Close the message by clicking the Close button at top of the message screen, or by clicking the red X at the right hand corner of the message window.

Opening an Attachment

When you open a message which includes an attachment, you will notice a paper clip icon beneath the subject line of the message. The file’s name and size appear to the right of the paper clip.

To view the attachment in HTML:

Click [View]. If the attached file was not originally coded in HTML, it will not format correctly. You will be able to read the content, however.

To open the attachment in its native application:

Click [Save As]. When you are asked "Would you like to open the file or save it to your computer?" click Open. If you would like to save the file at this point, click the Save as button in the file’s native application. Direct the file to the proper drive and folder, then click Save.

To save the attachment:

1. Click [Save As].
2. When you are asked "Would you like to open the file or save it to your computer?" click Save.
3. Click the down arrow next to the "Save in" field.
4. Click the drive where you want to save the file.
5. Double-click folders to open them.
6. If you wish, rename the file in the "File name" field.
7. Click Save.
8. When the file has finished downloading, click Open to view the file in its native application.

Responding to a Message

Once you have opened a mail message, you may want to reply to the sender or share the message with another recipient. To do so, simply click one of the reply options at the top of the message screen.

Reply to Sender - sends a reply to the sender of the original message; includes the original message text.

Reply All - sends a reply to the sender and all recipients of the original message; includes the original message text.

Forward - sends the original message to the recipient(s) of your choice.

Type your own message in the Message field, and add an attachment if desired (see Adding an Attachment). You may also add additional recipients (see Addressing a Message), or delete existing recipients. To delete a recipient, highlight their e-mail address in the address field, then click Delete.

Deleting a Message

Once you have read and responded to a message, you may want to delete it. Deleting a message sends it to your Trash folder.

If the message is open:

1. Click the Delete button at the top of the message window.
2. The message window closes. To remove the deleted item from your Mailbox, you may need to click Update.

If the message is not open:

1. From the GroupWise WebAccess main window, click the check box next to the message.
2. Click the Delete button.
Undeleting a Message

If you have deleted a message in error, or subsequently find you still need it, you may move it from the Trash folder back to its original folder by undeleting it.

If the message is open:
1. Click **Undelete**.
2. In the GroupWise WebAccess folder list, click the message's original folder.

If the message is not open:
1. In the GroupWise WebAccess folder list, click the Trash folder.
2. Click the check box next to the message you want to undelete.
3. Click **Undelete**.
4. In the folder list, click the message's original folder.

Checking the Status of a Message

GroupWise WebAccess records which recipients have opened the messages you sent them.

To check the status of the messages you have sent:
1. Click **Sent Items** in the GroupWise WebAccess folder list.
2. Click the subject of the message you want to check.
3. Click **Properties**.

Folders

GroupWise WebAccess provides you with default folders to hold your received and sent messages. However, those folders can become crowded very quickly, making it difficult to find the message you want to read or respond to.

For that reason, GroupWise allows you to create your own folders in which to store messages. By moving messages into specific personal folders, you can organize your messages by topic (e.g., new car), by sender (e.g., Henry), or even by date (e.g., 7/19/02). Your Mailbox and Sent Items folders will become more manageable and your messages will be easier to locate.

Creating a Folder

1. Right-click on the Cabinet or on a folder (to create a sub-folder) and click **Add Folder**.
2. Type the name of the new folder.
3. Select the place in the folder list where you want to add the folder.
4. Click **OK**.

Moving a Message into a Folder

1. Click the check box(es) next to the message(s) you want to move.
2. Click **Move**.
3. Click the name of the folder to which you want to move the messages.
Deleting a Folder
1. In the GroupWise WebAccess folder list, click Delete Folder.
2. To view subfolders, click the red arrow next to their parent folder.
3. Click the name of the folder you want to delete.
4. Click Delete.

Address Books
Cedar Crest GroupWise WebAccess provides 3 distinct address books:

- **GroupWise Address Book**: contains the e-mail address of every GroupWise user at Cedar Crest.
- **Frequent Contacts**: contains all e-mail addresses of messages you send and receive.
- **Personal Address Book**: contains addresses you add to your address book; this bears your name.

All addresses and address books appear in both GroupWise WebAccess and the GroupWise network client.

Searching an Address Book
From the GroupWise WebAccess main window, click Address Book.
1. In the "Address Book" field, select the address book you wish to search. To search for a Cedar Crest address, click "GroupWise Address Book."
2. Enter the first and/or last name of the entry you want to find.
3. Click Search or Search Address Book.
4. To list the entire contents of an address book, leave the name fields blank and click Search or Search Address Book.

Adding an E-Mail Address
You may add an e-mail address, and other contact information, to Frequent Contacts or to your personal address book.
1. From the GroupWise WebAccess main window, click Address Book.
2. In the Address Book, click Add (or Add Entry) to display the Add Address Book Entry form.
3. Select the personal address book where you want to add the entry.
4. Fill in the information fields, including at least one of the asterisked fields.
5. Click OK.

Copying an E-Mail Address
Some e-mail addresses you want to add may exist already in the GroupWise Address Book. Instead of adding that existing information by hand, simply search for that address entry and copy it from the GroupWise Address Book to Frequent Contacts or to your personal address book.
1. From the GroupWise WebAccess main window, click Address Book.
2. In the "Address Book" field, select GroupWise Address Book.
3. Enter the first and/or last name of the entry you want to find.
4. Click Search or Search Address Book.
5. Click the check box next to the entry you want to copy.
6. Click Copy.
7. In the "Copy to Address Book," select an address book to copy the entry to.
8. Click OK.
Creating a Personal Group

If you e-mail the same group of e-mail users on a regular basis, creating a personal group will make that task easier and more efficient. A personal group allows you to address messages to a single group address, instead of multiple individual addresses. Each member of the group receives the same message. You can create a personal group using addresses from any GroupWise address book, or from a combination of address books.

1. From the GroupWise WebAccess main window, click Address Book.
2. In the "Address Books" list, select the address book that contains the entries you want to add to the group.
3. Click Search or Search Address Book.
4. Enter the first and/or last name of the entry you want to add. Double-click the user icon to add it to the To list.
5. Repeat steps 2 through 4 for every entry you want to add to the personal group.
6. Click Save Group.
7. From the "Personal Address Books" list, select the address book in which you want the personal group to reside.
8. Name the personal group and include a brief description if desired.
9. Click Save.

Using GroupWise Help

The GroupWise Help feature lists topics to help you use GroupWise WebAccess and the GroupWise network client. To use help, follow these simple instructions:

1. From the GroupWise WebAccess main window, click Help.
2. Click a topic heading to view its contents.
3. Click a specific topic to view GroupWise instructions. GroupWise WebAccess displays the instructions on the right frame of the Help screen.

Using the Help Index

1. From the GroupWise WebAccess main window, click Help.
2. Click Index.
3. Click the letter which corresponds to the topic heading you want to view.

For example: to read about Folders, click F.
4. Click a specific topic to view GroupWise instructions.

Exiting GroupWise WebAccess

From the GroupWise WebAccess main window, click Exit.