



Introduction to GroupWise

Academic Computing Support Services

815.599.3403

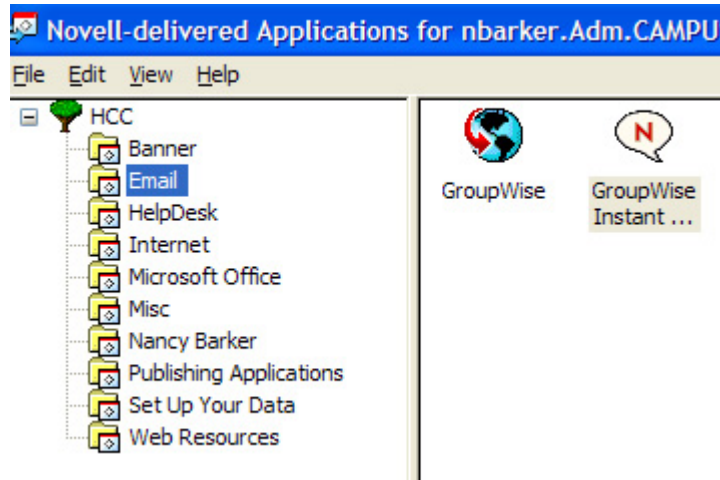
Get Started – effective Pre-Summer Session 2007

New summer accounts will be

GroupWise is the program used at Highland for email and to schedule appointments. It is similar to Outlook in functionality. You can access it from a computer on campus or [at home](#) while connected to the internet.

From on campus, start the GroupWise client software by:

1. Clicking once on the Novell –Delivered Applications Window (NAL)
2. Click once on the email folder on the left side
3. Double-click on the GroupWise icon on the right side



FACULTY and STUDENTS:

Your username is your first initial, middle initial, last name – no spaces. For example:jajones would be the username for John A. Jones. Since the network and GroupWise passwords are synchronized, when you login for the first time (on campus) and change your network password, the GroupWise password will also be changed.

If you only use GroupWise from off-campus, your initial password is your six-digit birthdate, You will be prompted to change it and the new password must be at least eight characters long.

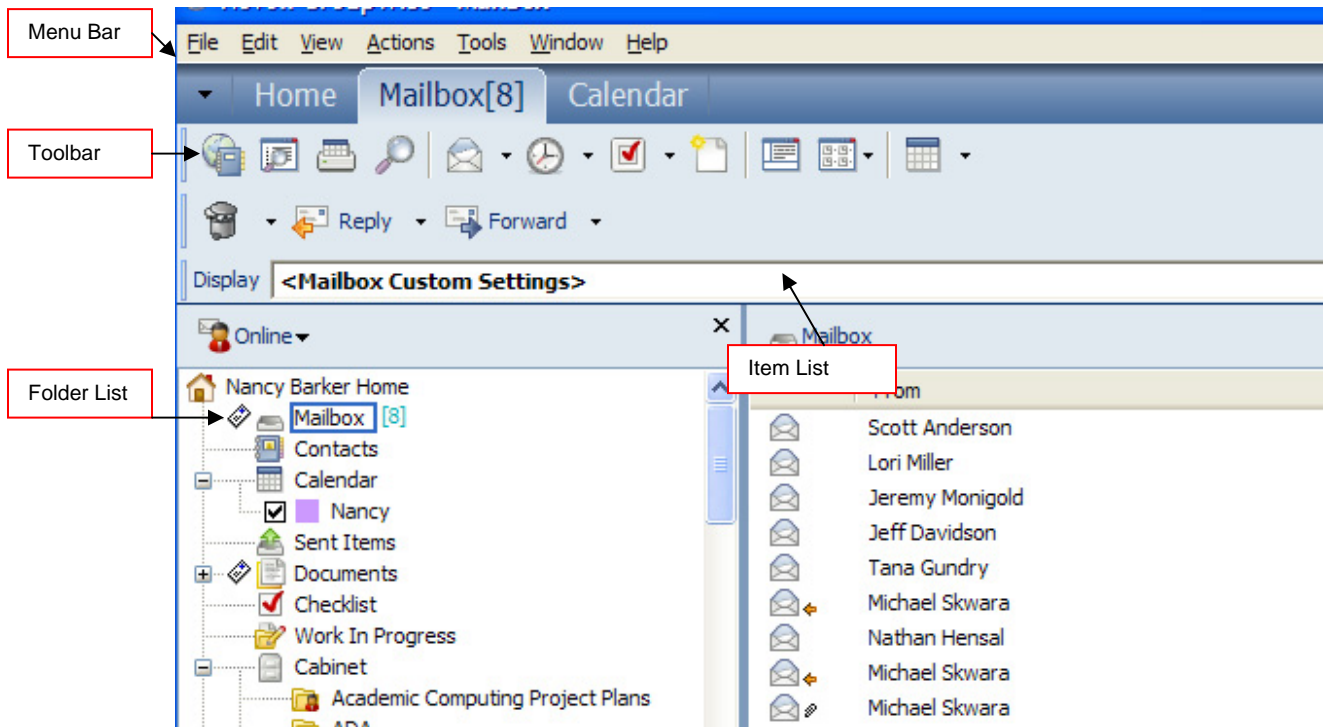
Tips for Good Passwords

A good password is at least 8 characters long and contains a combination of letters and numbers.

I forgot my password – what do I do?

Call the Academic Computing Help Desk at 599-3403 or email <mailto:mloginhelp@highland.edu>. They cannot look up your GroupWise password but they can arrange for it to be reset.

Overview



The Main Window is the starting point to send and read email, schedule appointments, review your Calendar, work with your address book, etc.

Look Around

1. Click on some of the commands on the Menu bar.
2. Put the tip of your mouse pointer over each of the buttons on the toolbar.
3. Right-click in various locations to see different shortcut menus that appear.

Send an Email Message

Click File, select New, then Mail to open the new mail window.
OR

Go to the GroupWise toolbar.

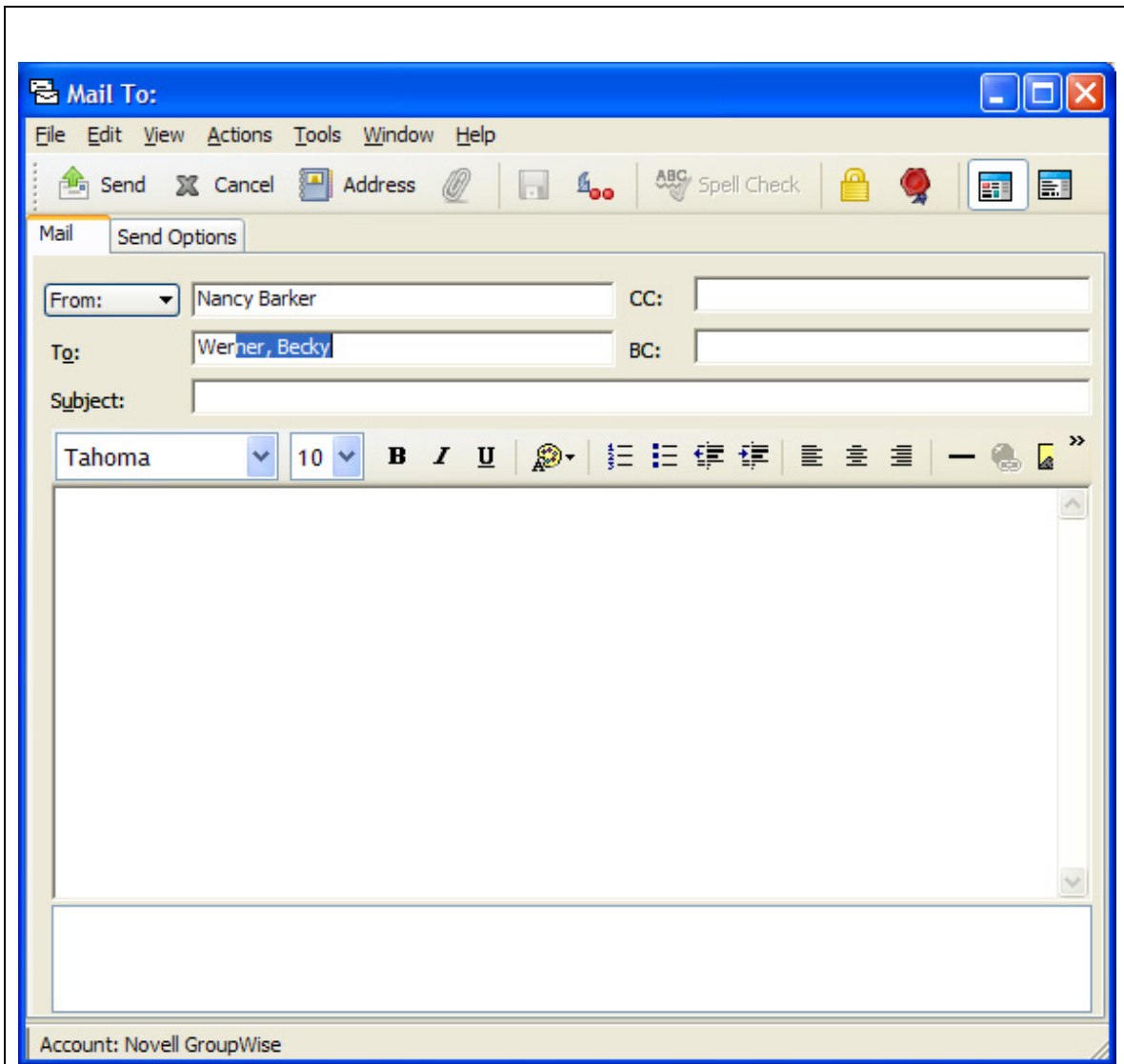
Click on the Create New Mail button.



The Mail TO window will open

AutoFill Recipient Name

1. Begin to type in a name, last name first, into the TO: line.
2. GroupWise will automatically complete the recipient's address by referring to the GroupWise Address book.
3. Verify that the correct name is in the TO box before you send the message.
4. NOTE: Autofill pulls names from the Frequent Contacts book first.

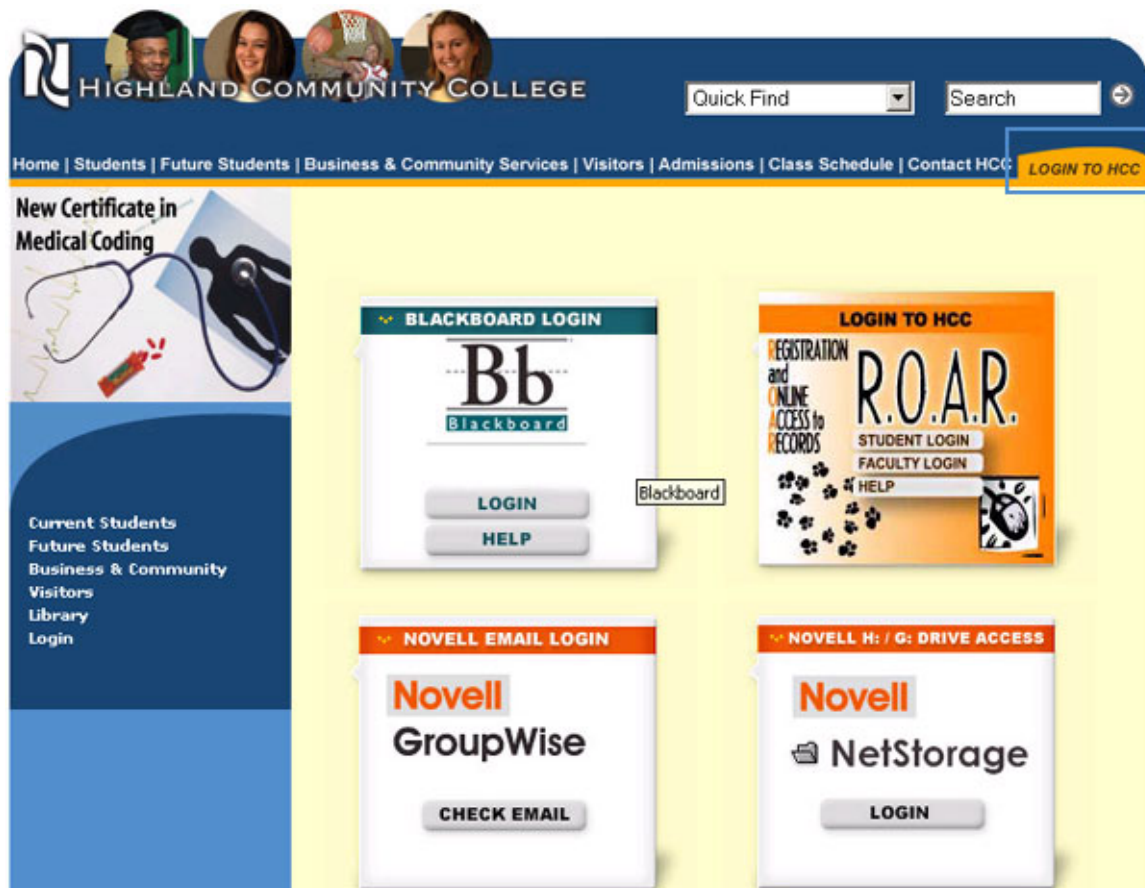


Web Access

GroupWise Web Access allows you to log into your email account and calendar from any place off campus if you are connected to the Internet.

Log In

1. Use Internet Explorer to go to the Highland website at <http://www.highland.edu>
2. Click the orange "Login to HCC" button on the far, right side.
3. Click the large, Novell GroupWise icon.
4. Click YES when asked to verify that you are entering a secure connection.



NOTE: You can add this page to your Favorites (or create a bookmark) for quicker access.

Web access to GroupWise is looks significantly different from the on campus version. It works similar to the Hotmail or Yahoo mail programs.

Time Out

If you log in to GroupWise Web Access and then do not have any other activity for 20 minutes, you will be automatically timed out. This includes if you take more than 20 minutes to compose the content of a mail message.

Change Your Password

1. Click on the Options button located in the top center of the screen.



2. Click on the Password tab.

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

Change your password

Type your old password:

Type your new password:

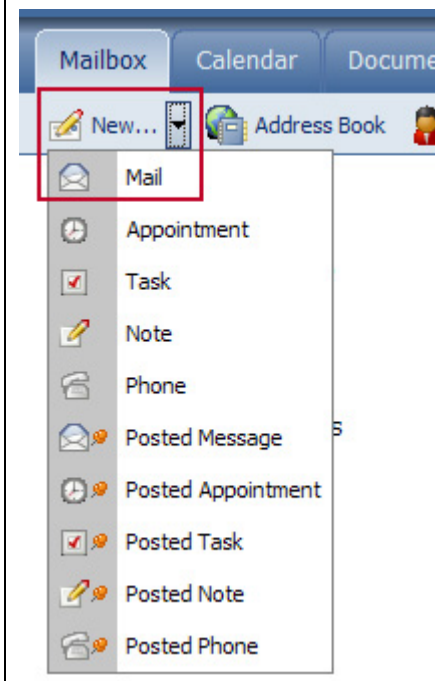
Confirm:

Save Close

3. Enter your old password and press the TAB key.
4. Enter a new password and press the TAB key.
5. Enter the new password a second time to confirm.
6. Click on the SAVE button.

Send a Message

Click on the New... icon drop-down list.



Enter the addresses of the people that you want to send the message to in the TO field. Start by typing the first name and the address book will attempt to “fill in” the email address from your Frequent Contacts list. You may also click the Address Book button and search for the address. Separate multiple addresses with a comma.

Mail Message

Send Save Cancel Address Book Spell Check Item Type

Mail Attachments Send Options

From: Nancy Barker CC:

To: Becky.Werner@highland.edu BC:

Subject:

Click this button to always a
To let an individual popup th