GroupWise WebAccess 7.0

- **WebAccess address: http://mail.durhamtech.edu:82/**

- **Or from www.durhamtech.edu look under Quick Links**

GroupWise WebAccess now looks more like the client on your office computer. GroupWise WebAccess enables you to access your GroupWise mailbox through a Web browser when you are away from your office. With WebAccess you can check your mail, send messages, check your calendar -- almost all of the things that you can do through GroupWise in your office.

Important notes:
- You must have access to the Internet to get to WebAccess
- You must have a password set in order to use WebAccess
  (To set up password: On your office computer, open GroupWise. From the Tools menu, choose Options. Double-click on Security. Enter password 2 times and click OK. Click OK again to exit Options).

Here's how to check your GroupWise email on the Web:

1. Go to the GroupWise WebAccess address: **http://mail.durhamtech.edu:82/**

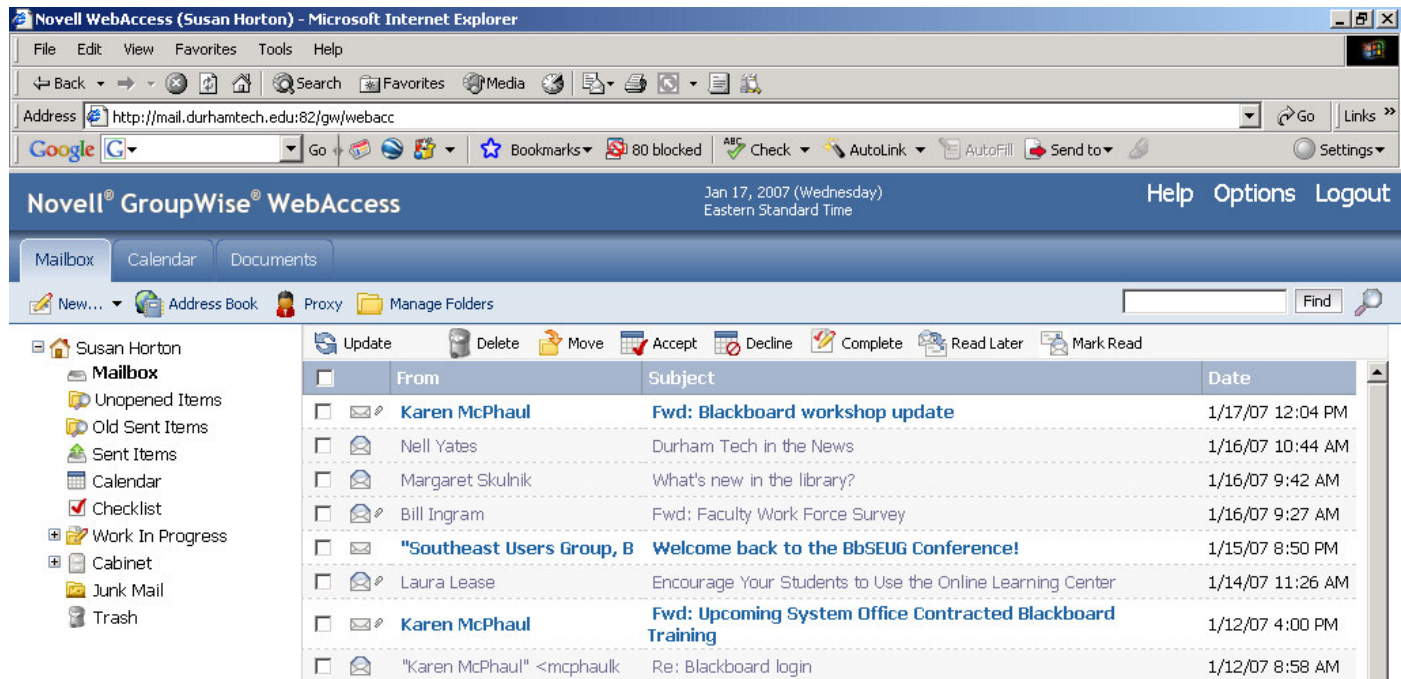2. The WebAccess login page appears:

Login Information
Username: Enter your user ID (ex: hortons) or your name as it appears in the GroupWise Address Book (ex: Susan Horton)
Password is required

Choose your Connection Speed
- High (Broadband) - DSL, cable, or the Internet from DTCC
- Low (Dial-up)

3. Your mailbox information is displayed:

Tips for using GroupWise WebAccess:

- Click any message to view it and read it. There will be buttons across the top of the opened message allowing you to close it, delete it, reply, forward, etc.

- To compose a new message, just click on the Compose button in the tool bar area. Address your message, compose it, and click the "Send" button.

Address Book Tips:

- When addressing a new message, there is no "auto-complete" feature as in regular GroupWise. You must type the person's name exactly as it is listed in the GroupWise Address Book or type their user ID. Or, you can click on the Address Book button to look up the person.

- The WebAccess Address Book is a bit different from the regular one. Use the drop down menu boxes to choose options for finding names. For example: the default is: last name, begins with. You can type one letter or a few letters of the person's last name to narrow the search. Click the "Search Address Book" button to start the search.

- When you find the person you want in the Address Book, click on the "To" button (or the "CC or "BC" buttons) to address the message. Then, click the Mail button to begin composing the message.