

# GroupWise 7 WebAccess

GroupWise WebAccess is a platform-independent interface to access your GroupWise email and calendar using a web browser.

## Getting There

GroupWise WebAccess can be used on any Internet enabled computer by going directly to <http://www.gladstone.k12.or.us/gw/webacc> or via the Gladstone School District home page -> Employees -> GroupWise WebAccess

## Login Menu for WebAccess

- Type in your username and password and click **Login**.
- The **Basic Interface**, although limited in functionality, provides a reasonable response time with dial-up connections.

## Help Menu for WebAccess

Help Options Logout

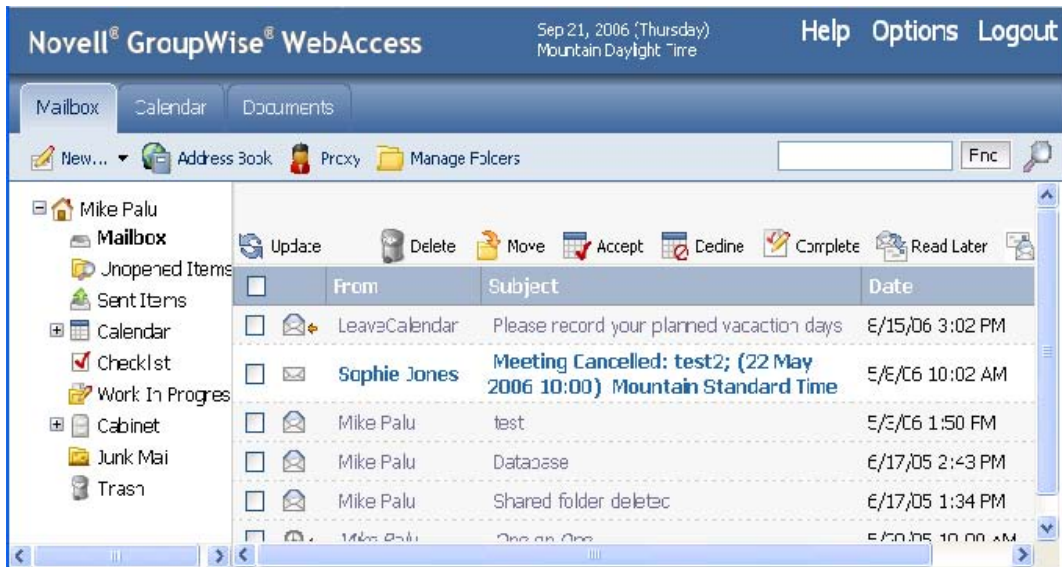
- GroupWise WebAccess provides an extensive help system built into the program. In GroupWise WebAccess, click on the **Help** link. You will see a new window open with options for Help Contents, Help Index and Search.

## Unopened Items Folder

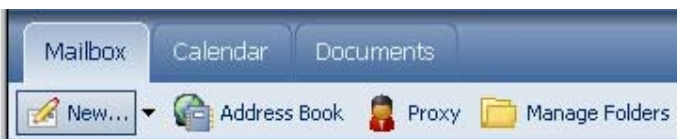
- The Unopened Items folder is a time saving feature of GroupWise. Many people have rules that send new messages to folders in the mailbox. Rather than opening each folder to read these messages, the Unopened Items folder will allow you to view all unread messages in one convenient location.

## The GroupWise 7 WebAccess Interface

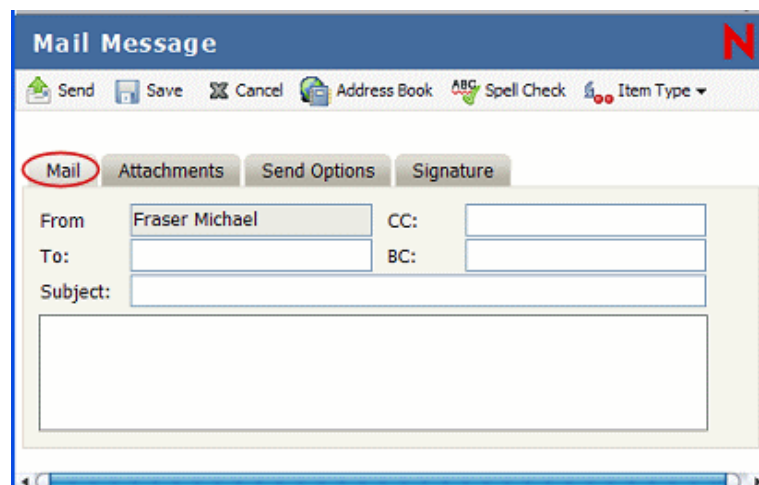
- When you log in, the **Mailbox** tab is displayed by default. Here, the left column lists all the folders; clicking a folder name will display the folder items in the right column.
- To perform an action (Update, Delete, Accept, and etc.) to an item, check the box next to the item and then click one of the action icons above the item list.



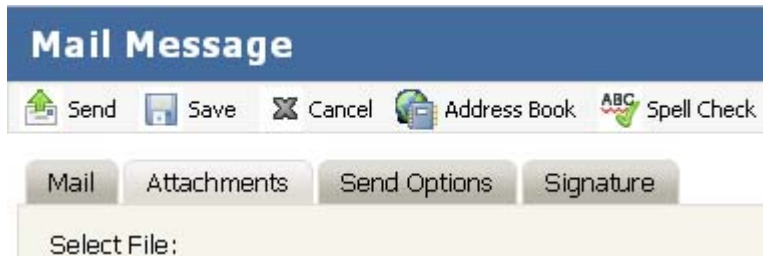
- To send a new message: click **New**. This will open a new **Mail Message** window.



- When you begin typing into the To: , CC: or BC: box, the recipient will autocomplete from the Novell Address book.
- To send an email to someone out of the district, click on the Address Book icon and select the appropriate address book.

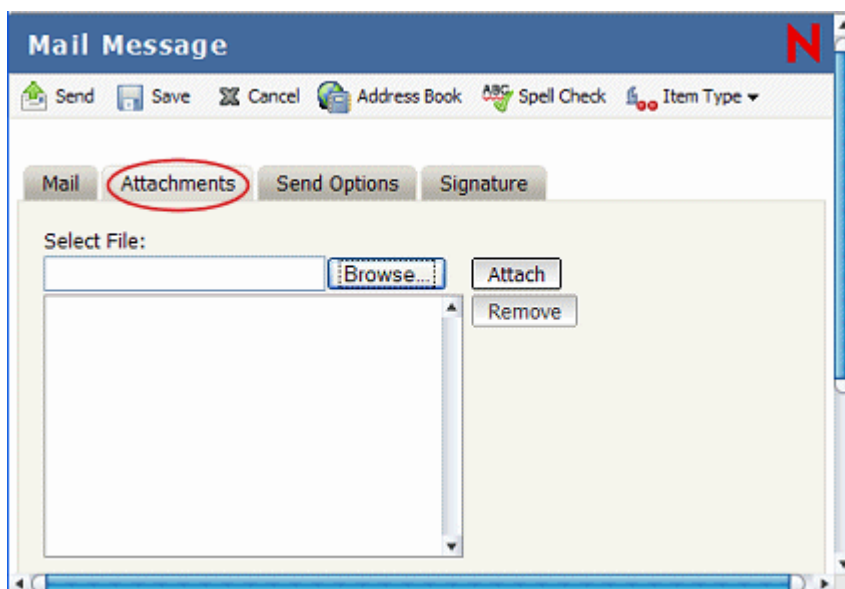


- **NOTE: Tabs** across the top of the New Mail window provide for Attachments, Send Options and Signature file inclusion.



## Attachments

- The Attachments tab allows you to **browse** on your computer to locate the file you want to **attach** to the mail message.

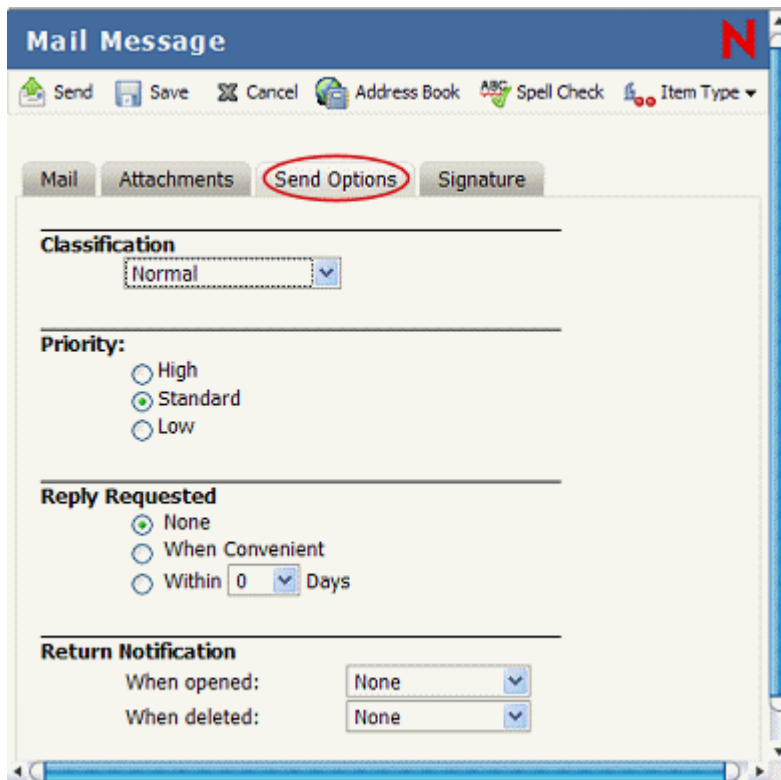


## Spell Check

- Click the Spell Check button to switch to the Speller view.
- As misspelled words are found in the email, the process stops with the options to Replace, Skip or Close.
- When the spellcheck is complete, click Close to return to the email.

## Send Options

- The Send Options tab allows set-up options such as Classification, Priority level, Reply requests and Return notification.



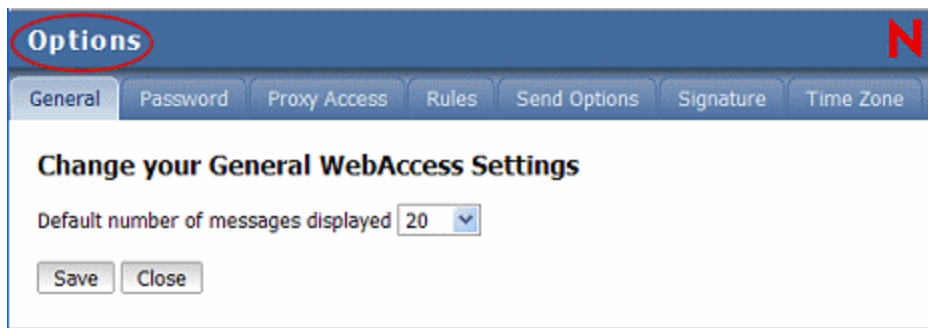
## Signature File

- The Signature tab allows you to design the signature to be attached to your e-mails.

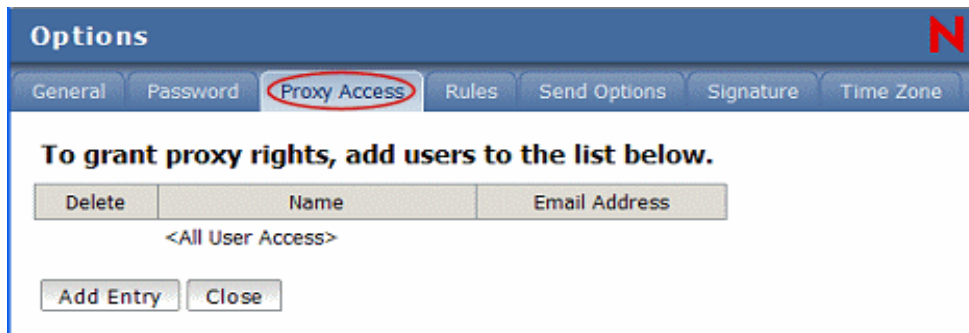


## Mailbox Options

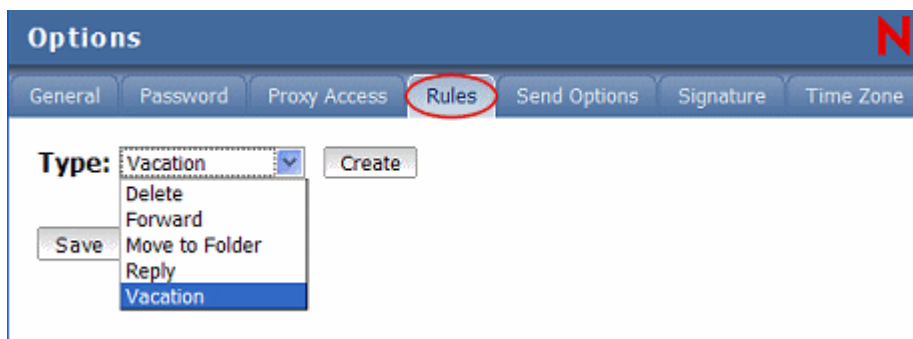
- The Options link allows you to configure numerous settings for your WebAccess e-mail.



- **Proxy Access** gives you the power to allow other specific users, access to your e-mail or calendar.



- With **Rules** you can set specific functions for incoming and outgoing messages.

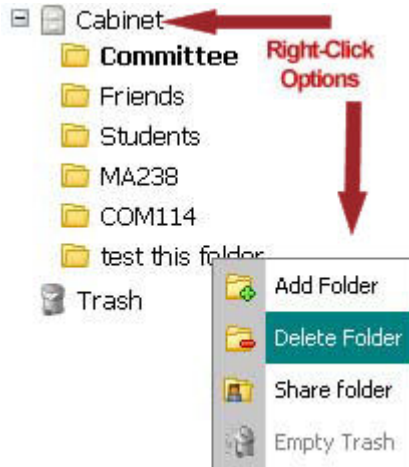


- **Time Zone** options indicate the time zone you are currently in.



## Viewing Folders

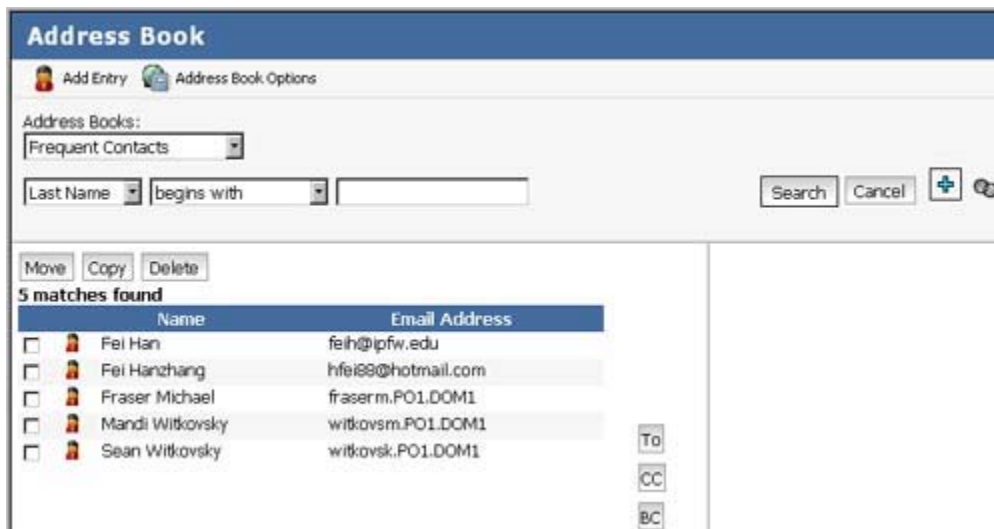
- Click the **plus sign** in front of the Cabinet to expand and display the list of folders.
- You can add, delete or share folders using the new Right-Click capabilities of GroupWise 7.



## Address Book

### Displaying All Personal Addresses

- Open the Address Book from the toolbar icons above the mailbox window.
- Select the desired address book from the drop down list.
- Click Search Address Book.
- The names in your Address Book will appear.



## Creating Groups

If you mail several people continuously, you can create a group for them.

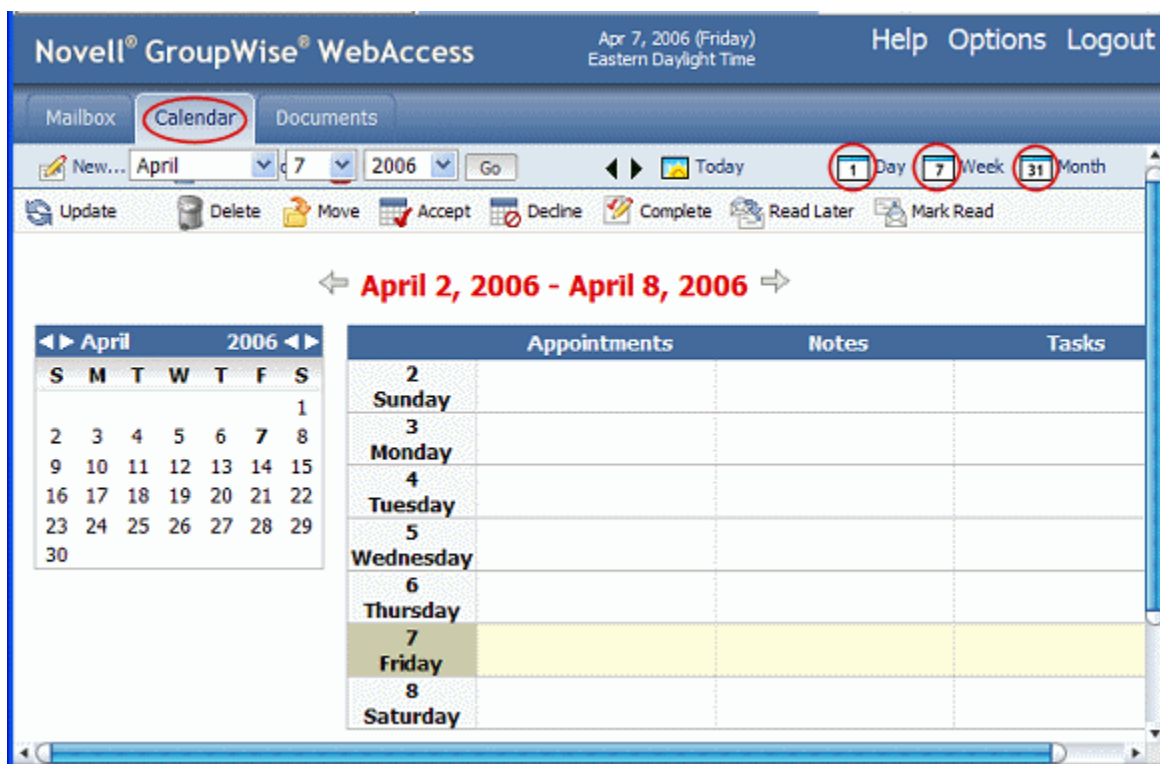
Locate them one by one in the address book, then add them to the To:, CC: or BC: field and select Save Group when finished.

Save them to your Personal address book for quick access.

## The WebAccess Calendar

### Display Options

- The Calendar tab allows you to manage events, and display them in Day, Week, and Month views.
- You can also move directly to a selected date by clicking on it in the month view calendar at the left. Also use the calendar option to navigate forward and back by months using the arrows in the upper left of this calendar.



**Note:** This document is intended to be a general introduction to GroupWise WebAccess ver. 7. For a detailed step-by-step user guide, please see [http://www.gladstone.k12.or.us/DO/gw7\\_userweb.pdf](http://www.gladstone.k12.or.us/DO/gw7_userweb.pdf), or use the Help button located in the upper-right corner of the GW 7 WebAccess interface to access help topics.