

GROUPWISE 7.0

HOW CAN I ACCESS MY GROUPWISE EMAIL ACCOUNT FROM OFF CAMPUS?

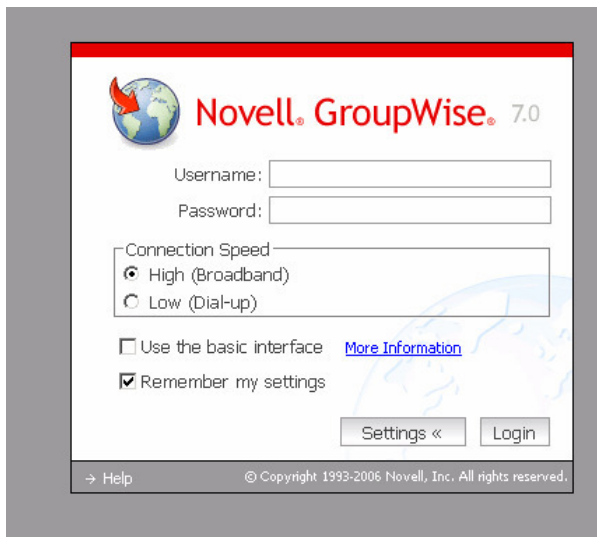
In order to access your GroupWise email from a remote location (off the campus network), it will be necessary to first set a password for GroupWise while on campus.

Setting a GroupWise Password

- Log into the network
- Open the GroupWise Program (**START > GROUPWISE > GROUPWISE**)
- Click on **TOOLS > OPTIONS**
- Double-click on the **SECURITY** icon
- On the **PASSWORD** tab, the first field (Old password) should be grayed out. If it is not grayed out, that means you have already set a password.
- Click in the **NEW PASSWORD** field.
- Type in your password
 - You make it up and no one else will know what it is
 - It is case sensitive
 - If you forget it, it will have to be cleared out by a request to the Help Desk
 - It can be the same or different than your network password
- Click in the **CONFIRM PASSWORD** field
- Type in your password a second time exactly as you did the first time
- Click **OK**
- Click **CLOSE**

Accessing GroupWise via the Internet

- Open your browser (Internet Explorer 6.0+ or Netscape Navigator)
If you are using America Online (AOL) as your Internet Service Provider, minimize AOL, and then open your browser. GroupWise WebAccess will not work through AOL.
- In the **ADDRESS** line, type **mail.dbq.edu** (no http:\ or www necessary)



You should now be in your GroupWise Mailbox.

