Getting Started

The GroupWise WebAccess Window

- **Browser Toolbar** – allow the user to navigate in the browser.
- **Nav Bar** – contains shortcuts to your Mailbox and Calendar.
- **Toolbar** – contains shortcuts for GroupWise WebAccess standard actions.
- **Folder List** – contains shortcuts to folders, views, and locations.
- **Item List** – displays the items in the selected folder.

Note: If you have pop-up blockers enabled for your browser, you should disable them while using GroupWise WebAccess.

Logging In

1. Enter the URL of your organization's GroupWise WebAccess on your Web browser.
2. Enter your username in the **Username** box.
3. Enter your password in the **Password** box.
4. Optional: Select a connection speed.
5. Optional: Select additional options.
6. Click the **Login** button.

Creating a Folder

1. On the **Mailbox** tab, click the **Manage Folders** button on the toolbar.
2. Enter a name for the folder in the **Folder Name** box.
3. Do one of the following:
   - To add the new folder to the same level as a folder, select **Down** next to the folder you want to add the folder next to.
   - To add the new folder in a folder, select **Right** next to the folder you want to add the folder to.
4. Click the **Add Folder** button.
5. Click the **Close** button when you are finished.

Note: To quickly create a folder, right-click the folder in the Folder List that you want to create the new folder in. Select Add Folder from the shortcut menu. Enter a name for the folder in the New Folder box and click the OK button.

Deleting a Folder

1. On the **Mailbox** tab, click the **Manage Folders** button on the toolbar.
2. Click on the **Delete Folder** tab.
3. Click the folder you want to delete.
4. Click the **Yes** button to confirm deletion.
5. Click the **Close** button when you are finished.

Note: You cannot delete default system folders.

Sharing a Folder

1. On the **Mailbox** tab, click the **Manage Folders** button on the toolbar.
2. Click on the **Share Folder** tab.
3. Click the folder you want to share.
4. Enter the name of the user you want to share the folder with in the **Name** box.
5. Click the **Add User** button.
6. Optional: To add or remove permissions for the user, check or clear the **Add**, **Edit**, and **Delete** boxes.
7. Click the **Save** button.
8. Click the **Close** button when you are finished.

Note: You cannot share default system folders.

Moving an Item

1. Check the box next to the item you want to move.
2. Click the **Move** button at the top of the Item List.
3. Select the folder you want to move the item to.

Deleting an Item

1. Check the box next to the item you want to delete.
2. Click the **Delete** button at the top of the Item List. (This places the item in the Trash folder.)

Note: You can also right-click the item and select Delete from the shortcut menu.

Working with the Trash Folder

1. Click the **Trash** shortcut in the Folder List.
2. Do one of the following:
   - To undelete an item, check the box next to the item and click the **Undelete** button at the top of the Item List.
   - To permanently delete an item, check the box next to the item and click the **Empty Selected Items** button at the top of the Item List. Click the **OK** button to confirm deletion.
   - To permanently delete all items in the Trash folder, click the **Empty Trash** button at the top of the Item List. Click the **OK** button to confirm deletion.

Changing Your Password

1. Click the **Options** shortcut at the top of the GroupWise WebAccess window.
2. Click on the **Password** tab.
3. Enter your current password in the **Type your old password** box.
4. Enter your new password in the **Type your new password** box.
5. Enter your new password in the **Confirm** box.
6. Click the **Save** button.
7. Click the **Close** button.

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Kathleen Armour

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