# USING GROUPWISE 7 WEBACCESS

Start your web browser (Internet Explorer)...

1. Type gwmail.tbh.net into the Address bar, press Enter

2. If you get "There is a problem with this website's security certificate", click Continue to this website (not recommended) to continue

3. At the Logon screen, enter your TBRHSC network username

4. Enter your TBRHSC network password

5. Click Login

The main GroupWise window opens, with the Mailbox tab selected

Folder List   Item List
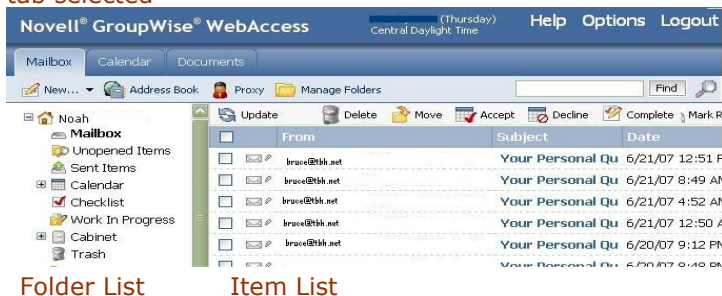
To Exit WebAccess:
1. Click Logout in the upper right corner

~ MAILBOX   FEATURES ~

Create a New Mail Message and Attach a File:
1. Click the New button
A separate Mail Message window opens…
2. Type the recipients name in the To field
3. Type the subject of your message in the Subject field
4. Type your message

Before you send your message…

If you are Sending an Attachment with your message:
5. Click the Attachments tab
6. Click the Browse button
7. From the Choose File dialog box, navigate to and select the file you want to attach
8. Click Open
9. Click Attach
Your file appears in the box below the Select File field.   10. Either click back on the Mail tab to make any additional changes to your message,
11. Or click Send

Add a Signature to a Message:
1. Click the Options button in the upper right corner of the main GroupWise window
2. Click the Signature tab
3. Click the Activate Signature check box
4. Type your signature
5. Either, Check to Automatically add signature Or, Prompt before adding
6. Click Save
7. Click Close

Read a Message:
1. Click the message you want to open from your Mailbox item list
A Mail Message window opens displaying the message…
2. From this window you can Close, Reply, Forward, Move, Delete, Print, etc., the message by clicking on the buttons on the toolbar

Working with Attachments:
1. Click the message item you want to open The attachment appears in the item's header.
2. Click one of the hyperlinks to [View], [Open], or [Save As] the attachment

View: Uses the GroupWise viewer to see the attachment

Open: Uses the appropriate program to open the attachment - if available

Save as: Allows you to download and save the attachment in the location of your choice

SETTING MESSAGE OPTIONS

You can set sending options for your message to request a reply, require return notification, or classify your message.   These options can be set for a single message or automatically for all messages you send.

Set Message Options for a Single Message:
1. In a new message, Click the Send Options tab
2. Click the Classification down arrow - to classify your message as Normal, Proprietary, Confidential, Secret, Top Secret, or For Your Eyes Only
3. Click a Priority option to assign to your message - High, Standard, or Low Priority
4. Click a Reply Requested option & set days - to inform your recipient when you require the reply
5. Click the Return Notification down arrows - so GroupWise will inform you when a message was opened or deleted, or when an appointment was accepted or declined

Set Message Options for All Messages:
1.Click the Options button in the upper right corner of the main GroupWise window
2. Click the Send Options tab
3. Specify options using the same method for setting options for a single message

MANAGING SENT ITEMS

In the Sent Items folder, you can delete, retract messages, and track message status. Only internal unopened mail messages will be retracted.

To Delete or Retract a Message:
1. Click the check box next the message item
2. Either, Click Delete From This Mailbox to delete from your sent folder,   Or Click Delete From All Mailboxes to retract the message from your recipients mailbox

To Check Status of a Message:
1. Right-click the message item
2. Click Properties

Folders allow you to organize your messages. After creating a new folder, you may need to click the Update button for the screen to refresh so that the new folder will appear. If needed, you can use the Delete Folder tab to remove folders from your list.

Create a Folder:
    1. Click the Manage Folders button on the Mailbox toolbar
    2. Click the Add Folder tab
    3. Type a name for the new folder in the Folder Name field
    4. Choose the location for the new folder. Down locations will be on the same level as the Mailbox folder Right locations fall within the folders next to them
    5. Click the Add Folder button at the bottom
    6. Click Close

Move Items between Folders:
    1. From the Mailbox, click & drag the icon next to the message item and drop it onto the a folder you created in the previous step

   Or

    1. Open the message item
    2. Click the Move button
    3. Select the destination folder
    The Move window closes.

If you don't have time to complete a mail message, you can save the message item to the Work in Progress Folder and finish it later.

Save a Message to Complete Later:
    1. In a new message, click the Save button

 The Folder List will open
    2. Click the option button next to the Work in Progress folder
    3. Click OK
    You are returned to the message you are composing…
    4. Close the message

    When ready to Finish the Message:
    1. Open the saved message
    2. Complete the message
    3. Click Send

~CALENDAR FEATURES~

Click the Calendar tab on the main GroupWise window to view your personal or group appointments by day, week, or month.
To Post a Personal Appointment:
    1. Click the down arrow on the New button
    2. Select Posted Appointment
    A separate Posted Appointment window opens…
    3. Type a Location, Start Date, Time, and Subject, as well as any details
    4. Click Post

To Schedule a Group Appointment:
    1. Click the down arrow on the New button
    2. Select Appointment

A separate Appointment window opens…
    3. In the To box, Type the names of those you would like to invite, OR click the Address Book button and select the names from there (make sure your name is included)
    4. Enter the Location, Start Date, Time, Subject, and other details
    5. Click Send

You can quickly find and select users, resources, and groups to address items to from the Address Book.

To Find an individual in the Address Book:
    1. Click the Address Book button from your new appointment window
    The Address Book window opens…
    2. From the 1st drop down arrow - select Name, First Name, Last Name, or Department
    3. In the second drop down arrow - select begins with, equals, does not begin with, or not equal
    4. In the third box - type the first character or characters of the name you are searching for
    5. Press Enter or click Search
    A list of matched names appear.

To Select individual(s) from the Address Book:
    1. Click the check box next to the name
    2. Click the To button
    The name is added to the To list. Repeat until all individuals are found and selected.
    3. Click OK
    The To field of your appointment is updated to reflect your selections.

If you are inviting others to a meeting and want to avoid a scheduling conflict, use Busy Search.

    1. After selecting names and a date & start time for the group appointment
    2. Click the Busy Search button
    A list of Available times will appear at the bottom of the Appointment window…

    3. Click the time of your choice
    The time and date fields are updated to reflect your selection…
    4. Click Send