

GroupWise Webmail



Accessing Email from
Off-campus

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GroupWise Webmail

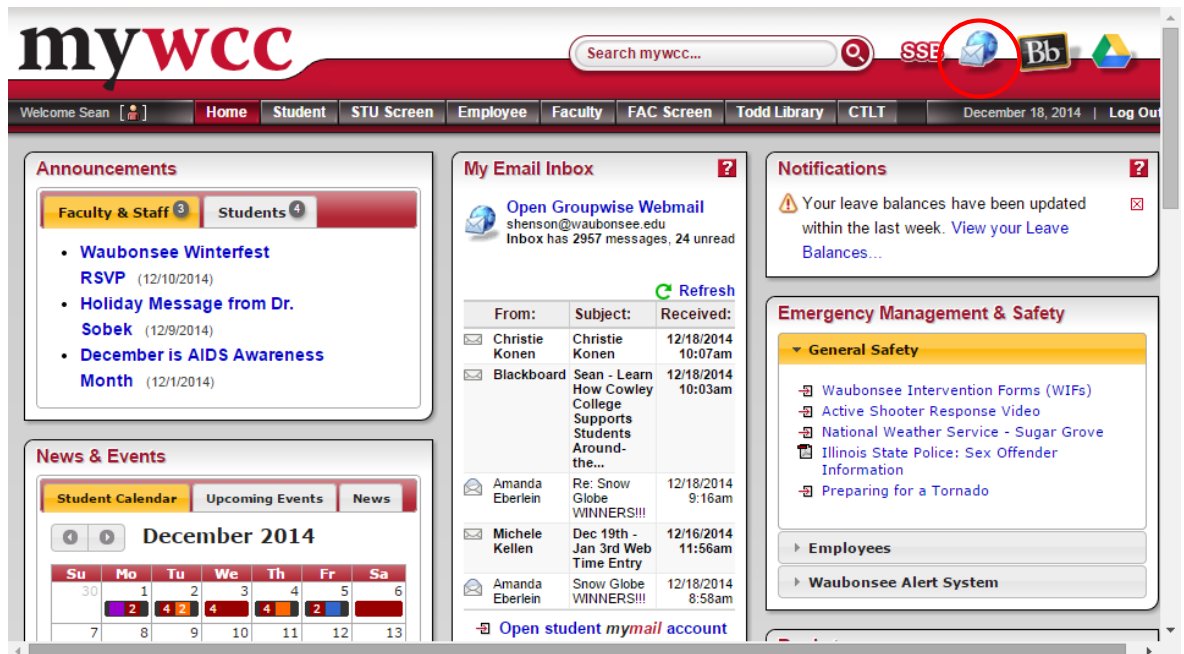
GroupWise WebMail is the version of e-mail that staff and faculty can access from off campus. Any time you are on campus, you can use the GroupWise Desktop application. Both applications are similar, but Webmail is not as comprehensive as the desktop version.

Logging Into GroupWise

1. Go to the mywcc web portal mywcc.waubonsee.edu.
2. To login, enter your **X Number** in the X Number field. Tab to the password field and enter your **password**. Click **Secure Login**

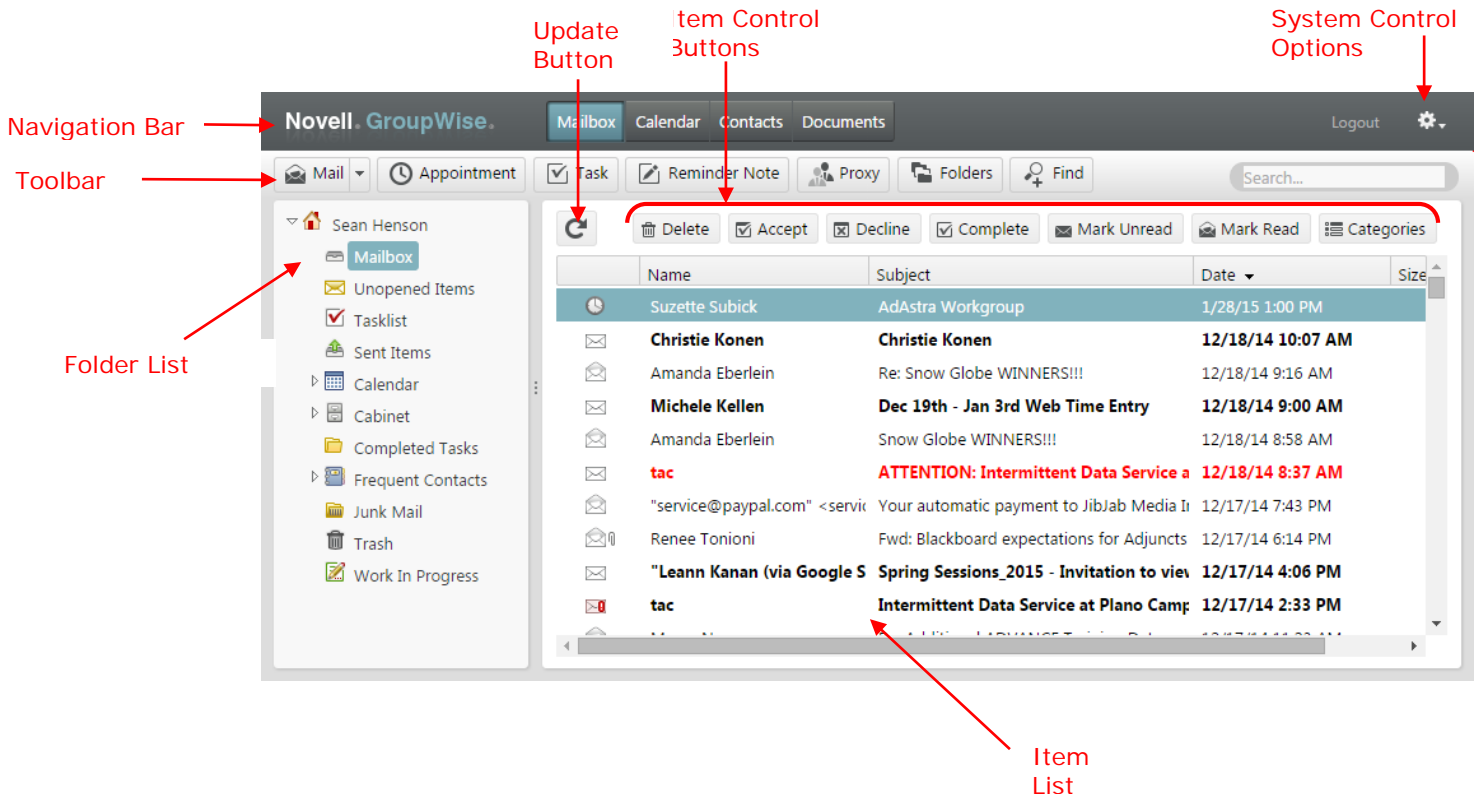


3. Click the Webmail icon in the upper left corner of the screen.



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4. GroupWise will open to your Mailbox window.

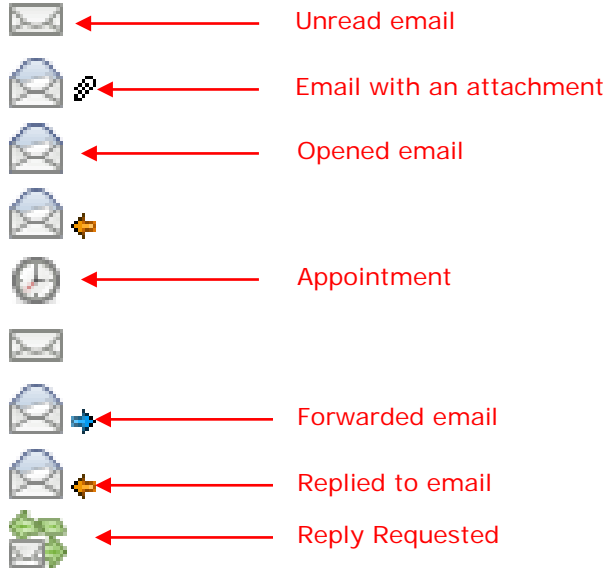


Navigation Bar	Tabs for quick access to your Mailbox, Calendar, and Documents folders.
Toolbar	Used to quickly perform common functions such as creating an email or creating an appointment or accessing your address book.
Folder List	Allows you to navigate between different GroupWise displays such as your Mailbox and Calendar. It also contains a Filing Cabinet that allows you to create folders to help organize emails after they are read.
Update Button	Refreshes the screen with the latest information.
Item Control Buttons	Buttons to perform tasks related to the item currently selected, such as deleting an email or accepting an appointment.
System Control Buttons	Buttons to access GroupWise Help, System Options, or Logout.
Item List	Displays items related to the folder currently selected in the Folder List.

Mailbox

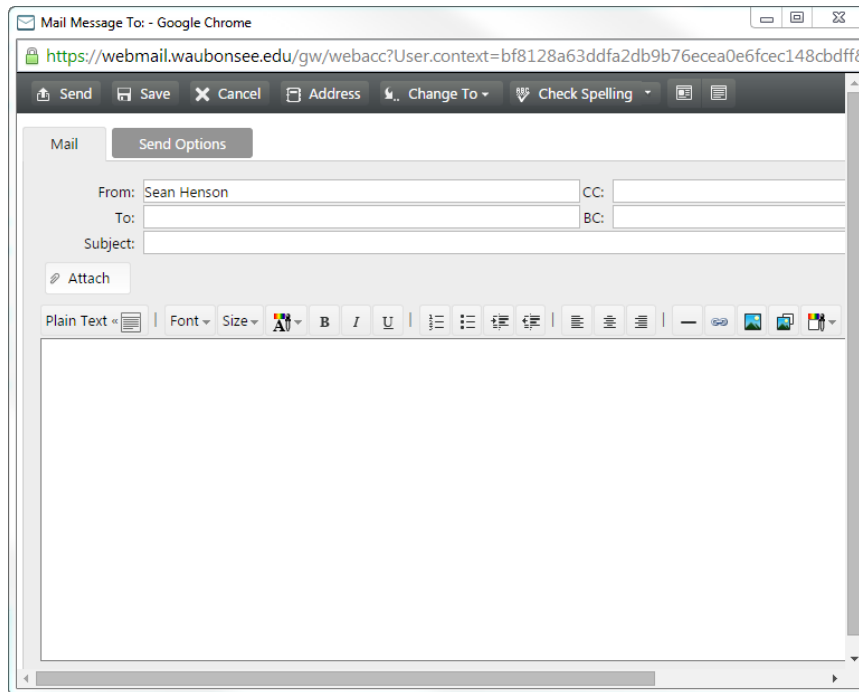
Your mailbox contains all incoming items. To open the Mailbox, click on the Mailbox tab at the top of the screen or click Mailbox in your Folder List.

Mailbox Icons



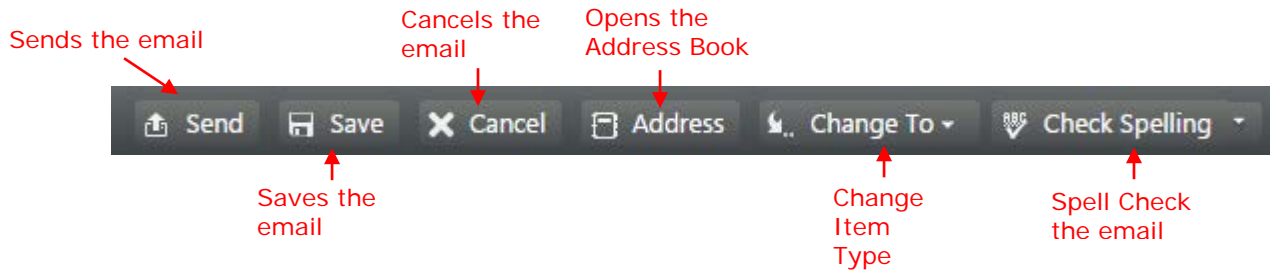
Creating a New Mail Message

1. Click the **Mail** button on the Toolbar and a new Mail Message window will appear with the cursor blinking in the To: field.



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Toolbar



2. You can now enter the email's header information. Enter the names of the users you want to send this email to in the **To:**, **CC:** or **BC:** fields. BC: stands for blind copy, so the individuals blind copied on an email are hidden from everyone else receiving the email.

A screenshot of the email header form. The form is titled 'Mail' and has a 'Send Options' tab. It contains fields for 'From:', 'To:', 'Subject:', 'CC:', and 'BC:'. The 'From:' field is filled with 'Sean Henson'. The 'To:' field is empty. The 'Subject:' field is empty. The 'CC:' and 'BC:' fields are empty.

3. Any time you are addressing an email, you can open your Address Book to enter the users' names that should receive the email. Click the **Address Book** button from within this email to open the Address Selector window.

A screenshot of the Address Selector window. The window has a title bar 'Address Selector'. It contains a search field with a plus sign on the left and the text 'Type contact name to find matches in all addresses'. To the right of the search field is a 'Find' button. Further right are three buttons: 'To', 'CC', and 'BC'. Below the search field and buttons are two large empty rectangular areas.

Note: To do a general keyword search, you can type in the field and click **Find**. You can also click the **Plus** for a more advance search

- To use the advanced search, select the field that you want to look in and the address book search. Type the criteria into search field. In this example, the users with the last name starting with Hen will become available. Select a user and click the **To** button to place the person in the To Field, **CC** to place them in the CC field and so on. The name will move to the right of the screen. You can search for as many names as you need using the search field.

The screenshot shows the 'Address Selector' dialog box. At the top, there are three buttons: 'To', 'CC', and 'BC'. Below them is a search interface with a dropdown menu set to 'Last Name' and a search field containing 'Hen'. A second dropdown is set to 'begins with'. Below the search field is a dropdown for 'Novell GroupWise Address Book' and another for 'All Types', followed by a 'Find' button. A table of results is displayed below the search field:

Name	Email
Richard Hentschel	rhentschel@waubonsee.edu
Sean Henson	shenson@waubonsee.edu
Steven Henry	shenry1@waubonsee.edu
James Hennessy	jhennessy@waubonsee.edu
Stuart Henn	shenn@waubonsee.edu
Lisa Henson	lhenson@waubonsee.edu

At the bottom of the dialog are 'Save Group' and 'Remove' buttons. On the right side, there is a large empty box for recipient selection and 'OK' and 'Cancel' buttons at the bottom right.

- If you create a list of recipients that you will commonly be emailing, you might want to save them as a Group. Click the **Save Group**.

The screenshot shows the 'Address Selector' dialog box with search criteria 'Last Name' and 'begins with' set to 'yak'. The search field contains 'yak'. The results table shows one entry:

Name	Email
Maureen Yakovac	myakovac@waubonsee.edu

The 'To' button is highlighted in blue. On the right side, the recipient selection area shows 'To' with a list of names: Sean Henson, Maureen Yakovac, and Christine Corrigan. Below this list is a 'Save Group' button, which is circled in red. Other buttons include 'Remove', 'OK', and 'Cancel'.

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6. The Save Group window will open. Select the personal address book where you would like the group to be saved. In the Group Name field type the name associated with this group. Click **Save**.

(Now, whenever you want to send an email to these three people in this format, you simply add the group name to the **To:** field of the email and everyone in the group will receive it.)

Save Group

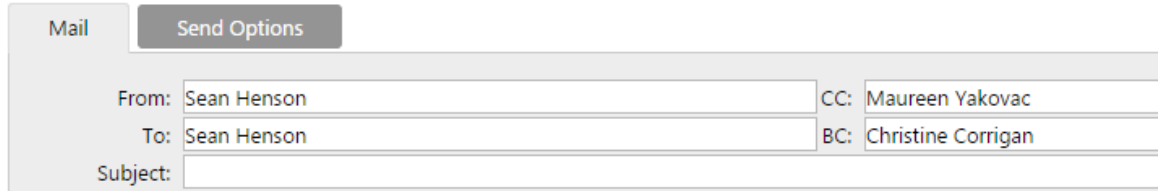
Address Book:

Group Name:*

New Description:

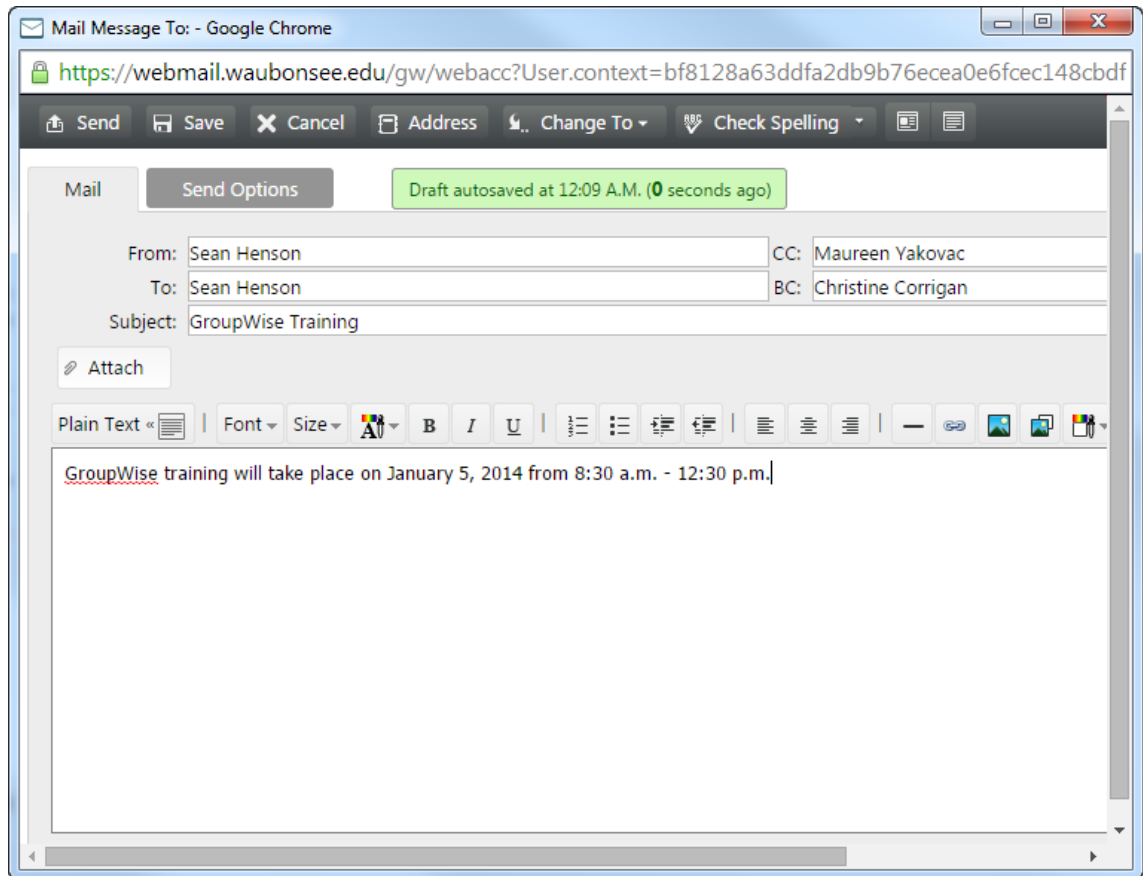
* Required fields are marked with an asterisk.

- Click **OK** on the Address window and the names you selected will appear in the appropriate fields in the header of the email.



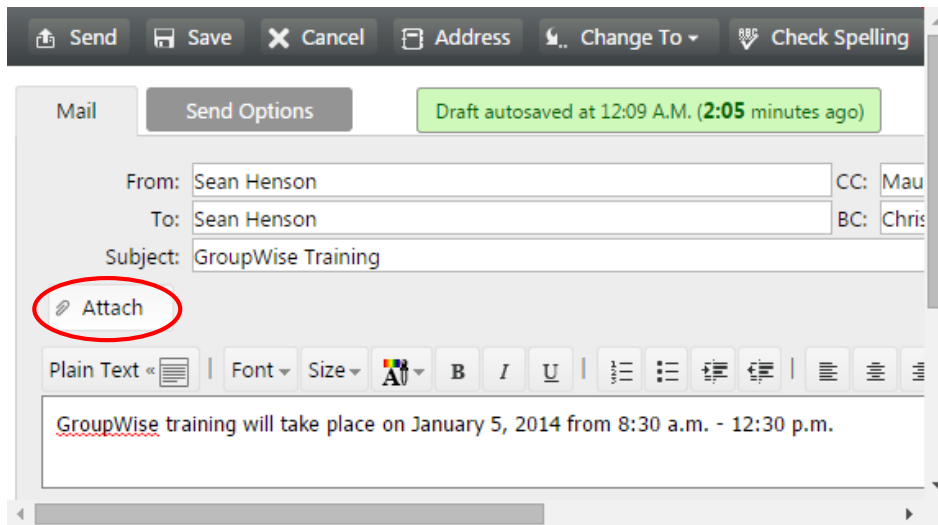
The screenshot shows the 'Mail' header form in GroupWise Webmail. It includes a 'Send Options' button and fields for 'From', 'To', 'Subject', 'CC', and 'BC'. The 'From' field is filled with 'Sean Henson', 'To' with 'Sean Henson', 'CC' with 'Maureen Yakovac', and 'BC' with 'Christine Corrigan'. The 'Subject' field is currently empty.

- Enter a subject in the **Subject** field of the email to identify the purpose of the email.
- Type the body of your email message.

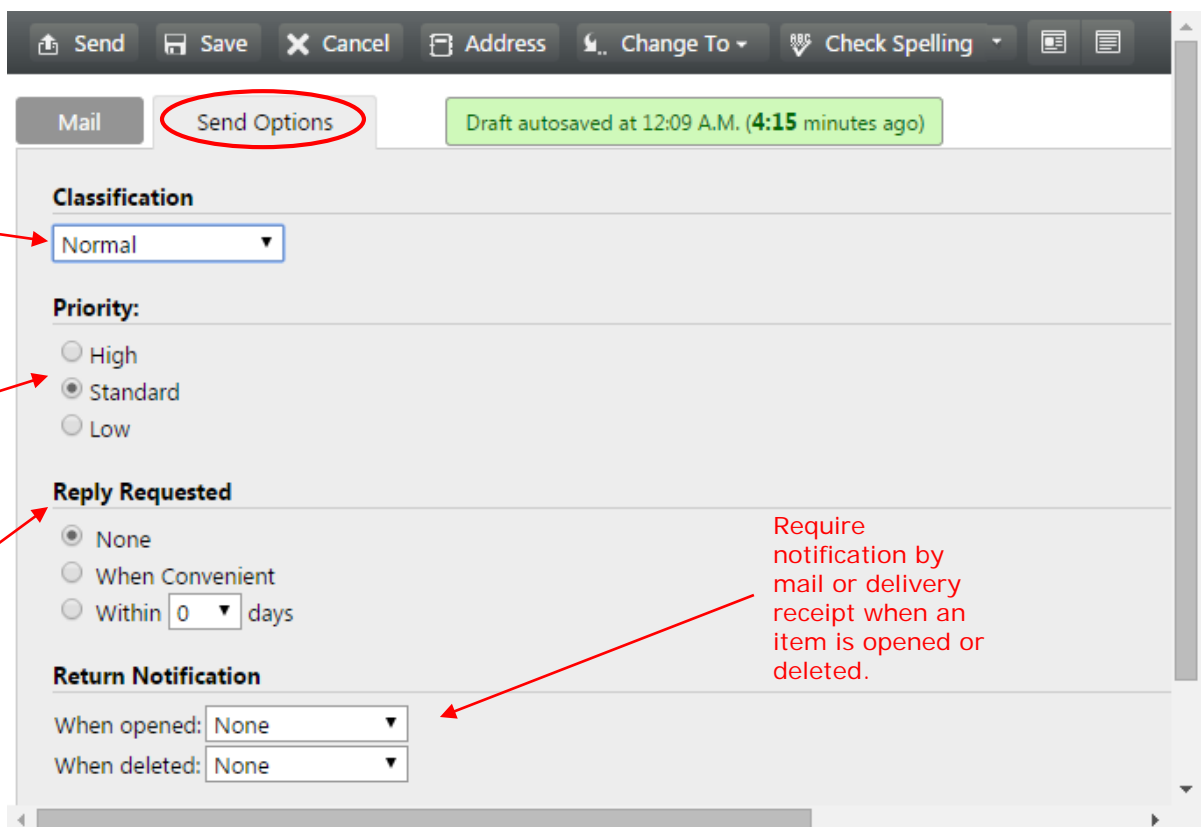


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10. If you have a document you would like to attach to the email, click the **Attach** button on the email and navigate to find the file you want to attach.

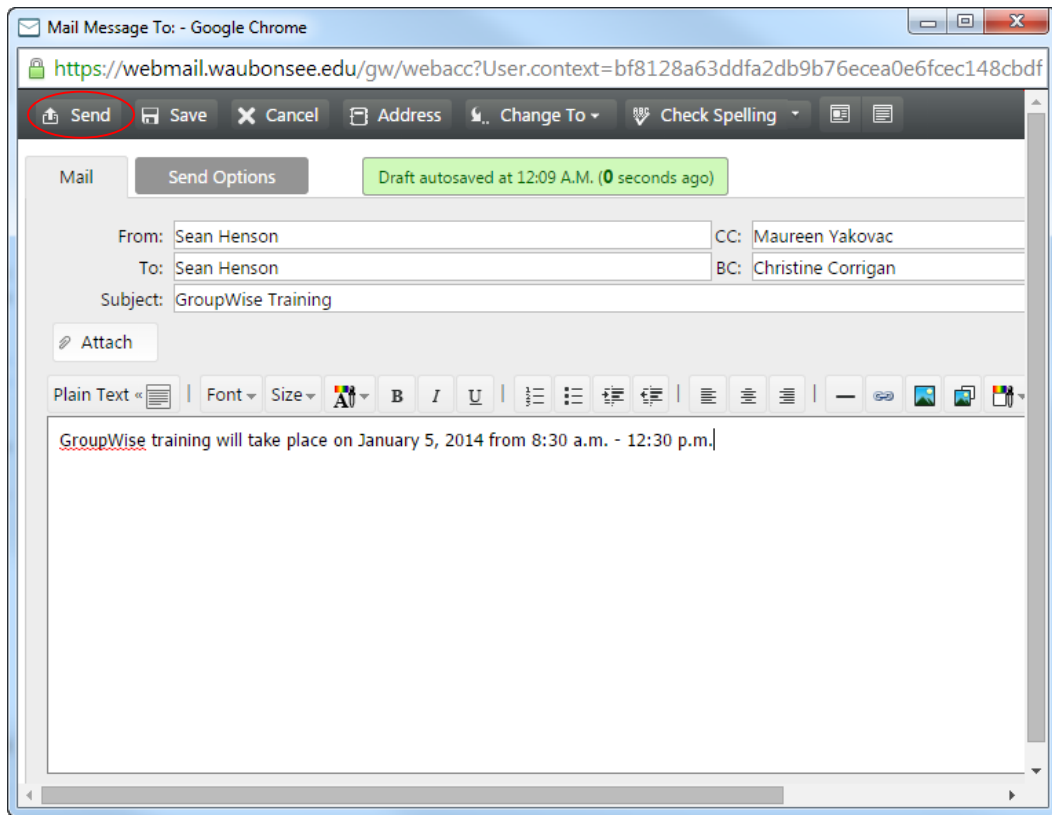


11. Click the **Send Options** tab. If you want to change any of your default Send Options.

A screenshot of the GroupWise Webmail interface showing the 'Send Options' tab. The 'Send Options' tab is circled in red. A green notification bar indicates 'Draft autosaved at 12:09 A.M. (4:15 minutes ago)'. The 'Classification' section has a dropdown menu set to 'Normal'. The 'Priority' section has radio buttons for High, Standard (selected), and Low. The 'Reply Requested' section has radio buttons for None, When Convenient, and Within 0 days. The 'Return Notification' section has dropdown menus for 'When opened' and 'When deleted', both set to 'None'. Red arrows point from text annotations to these elements:

- 'Classify your message as Normal, Proprietary, Confidential, Secret, Top Secret, or For your eyes only.' points to the 'Classification' dropdown.
- 'Assign High, Standard, or Low Priority to your email.' points to the 'Priority' radio buttons.
- 'Click to request a reply and set a time when you require the reply.' points to the 'Reply Requested' radio buttons.
- 'Require notification by mail or delivery receipt when an item is opened or deleted.' points to the 'Return Notification' dropdowns.

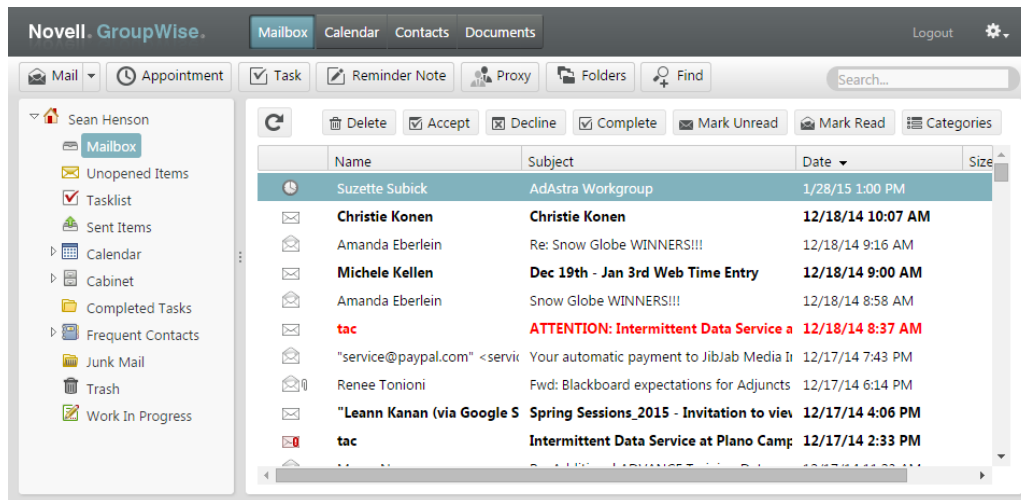
12. Click the **Mail** tab to return to your email and click **Send** to send the email.



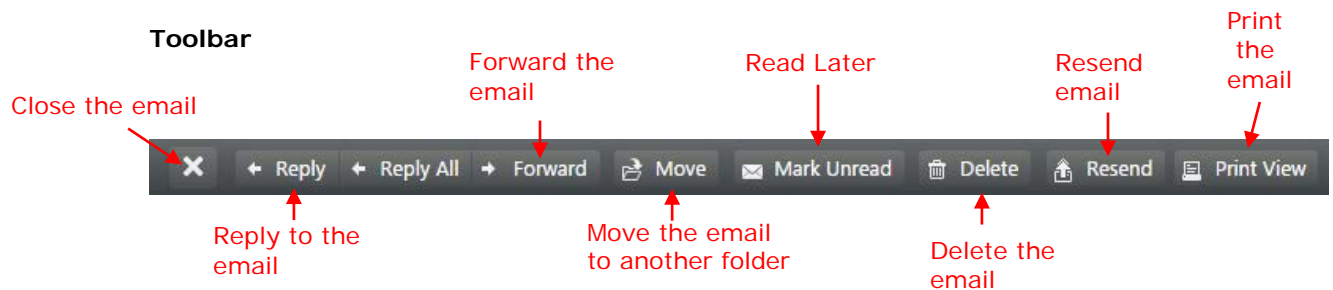
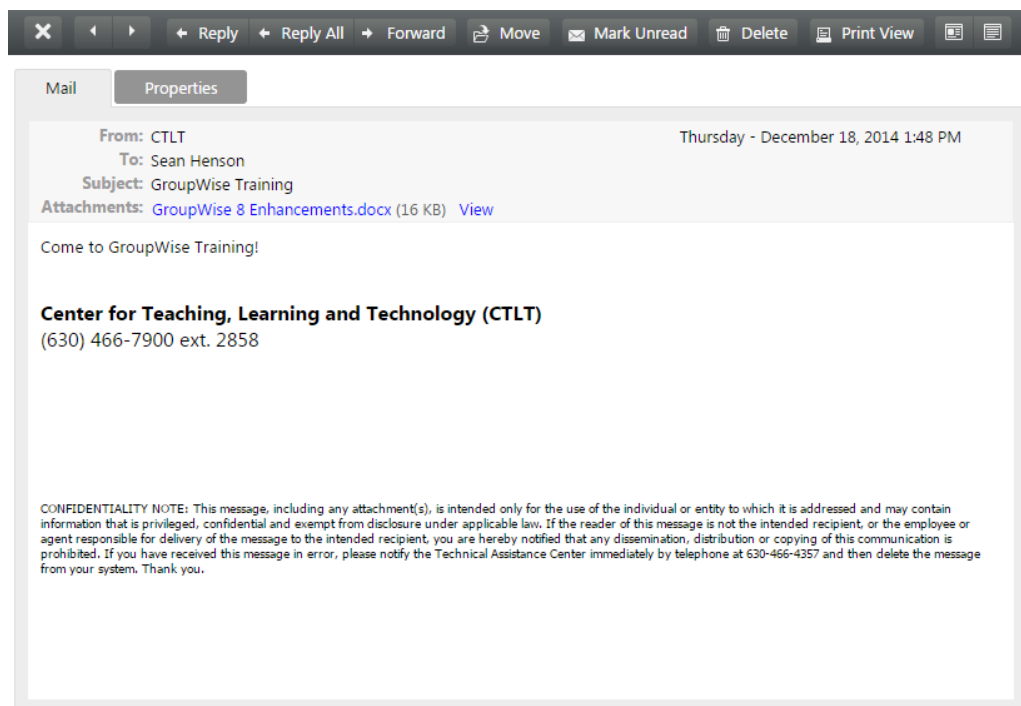
GroupWise Webmail

Opening an Email

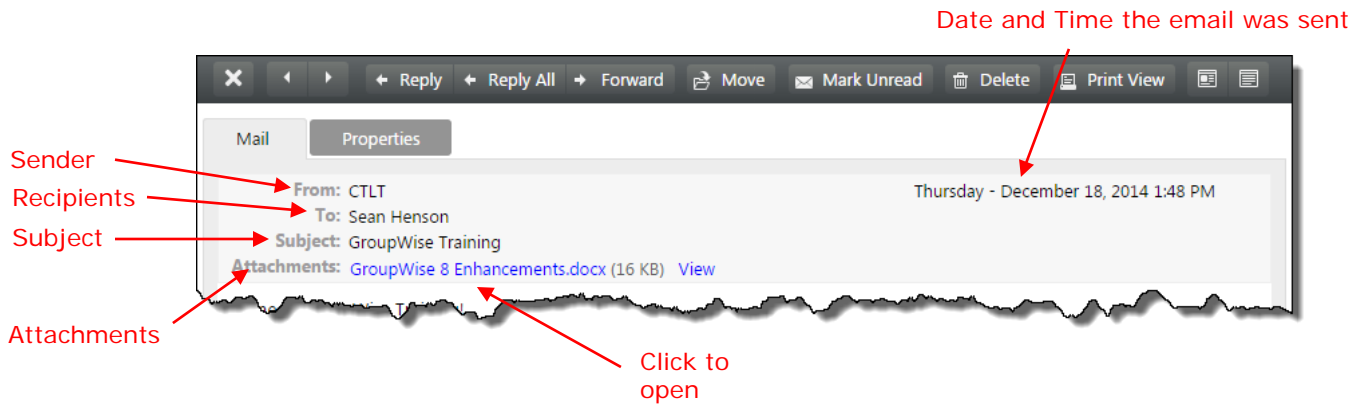
1. When you receive an email, you can open it by clicking on the email from within your Mailbox.



The email will open and appear as follows:



- The header of the email will contain sender and recipient information and the subject of the email.

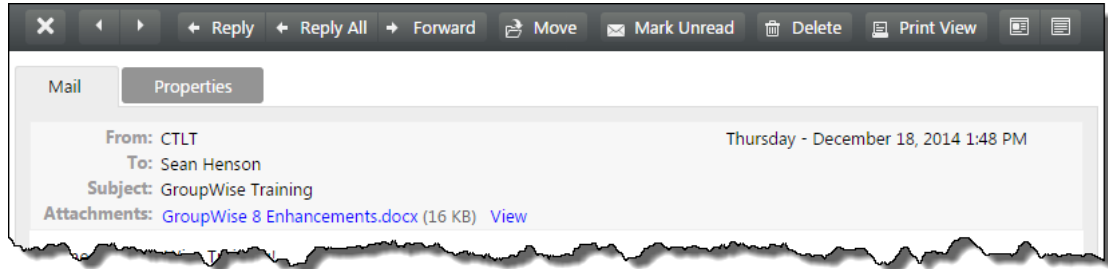


- To open an attachment, click the title of the file and the attachment will open.

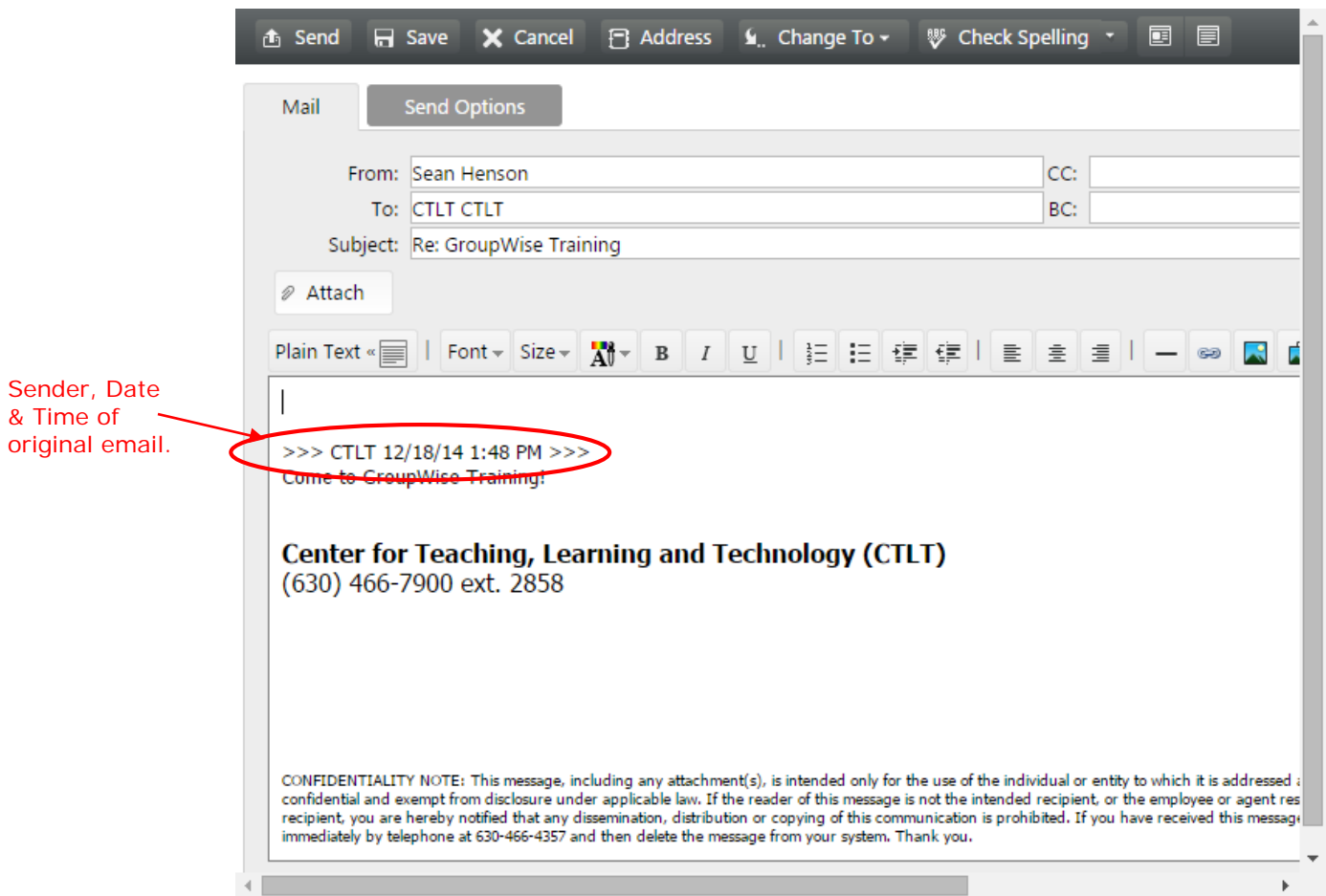
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Replying to an Email

1. To reply to an email, **Reply** or **Reply All** on the email toolbar.



2. A new email will appear with the original message at the bottom. Notice that the attachment is not brought forward.



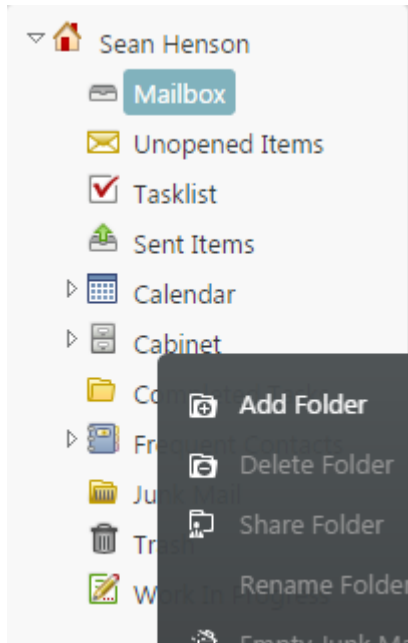
3. Now you would simply complete the email and click **Send**.

Email Management

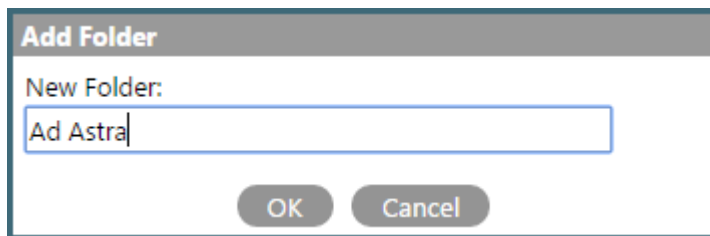
When you receive an email in your Mailbox, you should read it and then determine what to do with the email. You might reply to some and delete others, but you should try to manage your Mailbox. An easy way to manage your emails is create folders to organize incoming mail. Your Cabinet is a great tool to use for this. You can create folders under your Cabinet to store emails from specific users or related to a specific task or event.

Create a New Folder

1. Select **Cabinet** in the Folder List and right-click and select **Add Folder**.

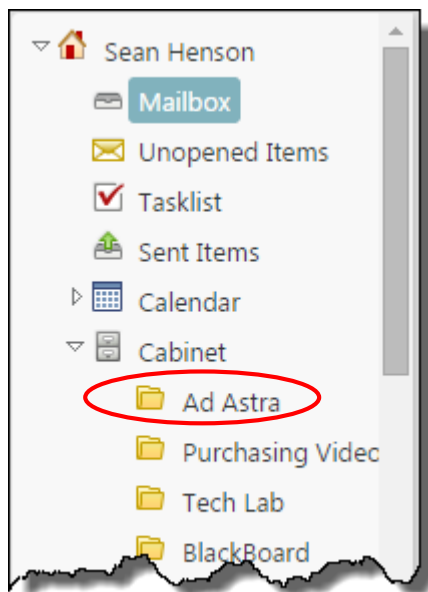


2. The New Folder window will appear. Type a name in the available field and click **OK**.



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3. The new folder will appear in the Folder List.

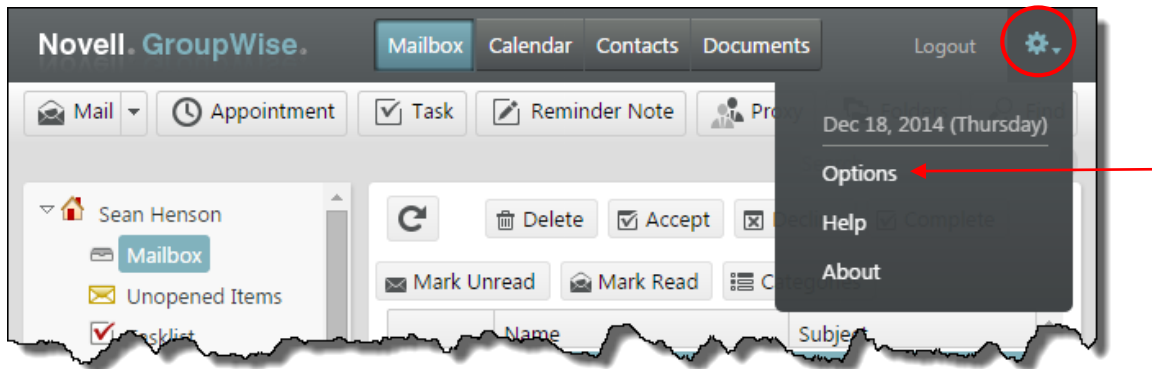


4. To add an email to the new folder, click and drag the email to folder in the cabinet.

GroupWise Options

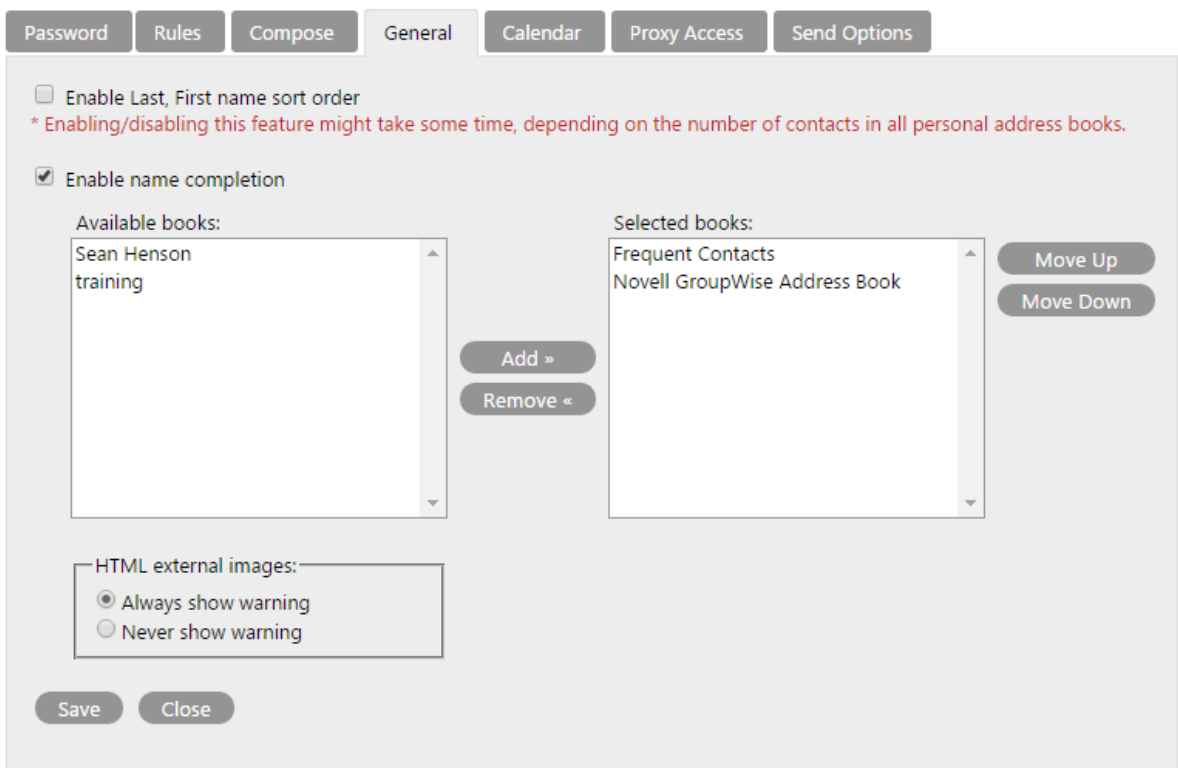
GroupWise options allow you set system defaults, create a signature, and write rules.

To access options, click the gear icon on the navigation bar and select **Options**.



General Tab

The General tab allows you to determine which address books the auto-complete uses when adding addresses to an e-mail. Click **Save** to save the changes made to the tab.



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Password Tab

The Password tab has been disabled. Please change your password from the Quick Link portlet in mywcc.

Proxy Access Tab

The Proxy Access tab allows you to grant proxy access and rights to users. Click **Add Entry** to give someone rights to your GroupWise account.

Delete	Name	Email Address
<All User Access>		
Delete User	Meyer, Christine	x00000206.wccpo.wccdom@waubonsee.edu
Delete User	Barrett, Spring	x00000681.wccpo.wccdom@waubonsee.edu
Delete User	Johnson, Robert	rjohnson1@waubonsee.edu
Delete User	Leann Kanan	x00040010.wccpo.wccdom
Delete User	Amanda Eberlein	aeberlein@waubonsee.edu
Delete User	Yakovac, Maureen	myakovac@waubonsee.edu

Rules Tab

The Rules tab allows you to establish rules such as a vacation rule or a rule to forward emails. Click **Save** to save the changes made to the tab.

Type:

Activate Rule Name Active rules will be executed in the order listed

<input checked="" type="checkbox"/>	Meeting	Delete
<input checked="" type="checkbox"/>	Folder Rule	Delete

Send Options Tab

The Send Options tab allows you to establish the default Send Options for all emails. Click **Save** to save the changes made to the tab.

Password Rules Compose General Calendar Proxy Access **Send Options**

Change your Send Options

Classification
Normal

Priority:
 High
 Standard
 Low

Reply Requested
 None
 When Convenient
 Within 0 days

Return Notification

Mail
When opened: None When deleted: None

Appointment
When opened: None When declined: Mail Receipt When accepted: Mail Receipt

Task
When opened: None When declined: None When accepted: None When completed: None

Note
When opened: None When declined: None When accepted: None

Assign High, Standard, or Low Priority to an email.

Identifies if you want a return notification for emails, appointments, tasks, or Notes

Classify an email as Normal, Proprietary, Confidential, Secret, Top Secret, or For Your Eyes Only

Check to request a reply and set a time when you require the reply

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Compose Tab

The Compose tab allows you to set Spell Check options, default Compose View, and create a Signature. Your signature that will appear at the end of emails you send. Click **Save** to save the changes made to the tab.

Modify your compose settings

Enable auto-save

Spell Checking

Check spelling before send

Default language: English

Default Compose View

Plain Text

HTML

Signature

Enable signature

Signature: Internal Set as default

Font Size **A** **B** *I* U | | |

Sean Henson
System/Software Trainer
Center for Teaching, Learning, and Technology
Phone Ext. 2707

Automatically add signature Prompt before adding signature

New...
Rename
Delete

Save Close

Check radio button next to "Automatically add" or "Prompt before adding".