

GroupWise Web Access 8.0

How to check your email via the Internet



For More Information, please contact:

Administrative Office of the Courts

Technology Help Desk

(615) 532 – 9503 or (800) 448 - 7980

Table of Contents

- Logging into GroupWise WebAccess 3
 - Logging out of your Account 5
- Checking Your Mail 5
 - Deleting Messages 6
- Composing a Message 6
 - Message Attachments 8
- Account Options **Error! Bookmark not defined.**

Logging into GroupWise WebAccess

You may use most browsers like Internet Explorer or Firefox. However, adjustments may need to be made in new versions of Internet Explorer version 10+.

Proceed to the website that will allow you to login to your email account. It is from this login you will gain access to read, write, and respond to emails as well as perform other GroupWise functions. Please type the following address in the address bar of your browser (please note that you will have to type the "https":

<https://webacc.tncourts.gov/gw/webacc>

This will navigate you to the following screen:

Novell® GroupWise® 8

Username:

Password:

Connection Speed

High (Broadband)

Low (Dial-up)

Use the basic interface [More Information](#)

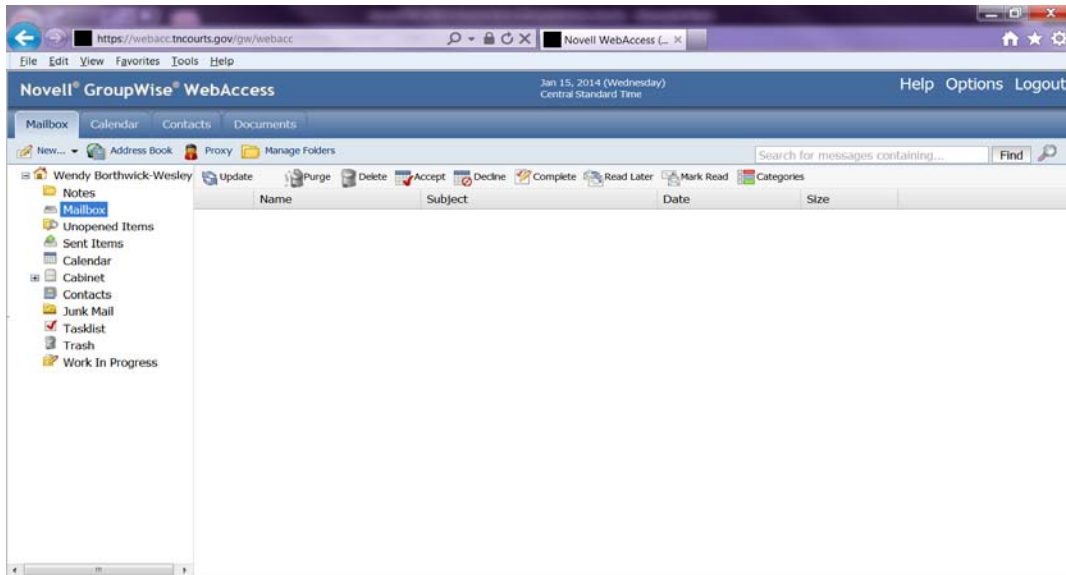
Remember my settings

Click Login

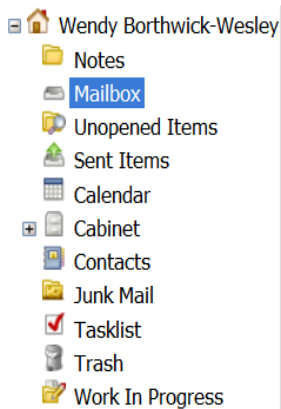
→ Help © Copyright 1993-2010 Novell, Inc. All rights reserved.

In the Username please type your "IB..." or "TN..." number (i.e. IB271T99) and normal GroupWise password. The remainder selections of the Login box are optional, and may be hidden from view by clicking on the [Settings] button. Click the [Login] button.

Once you have successfully logged into your account, the window should be similar to:

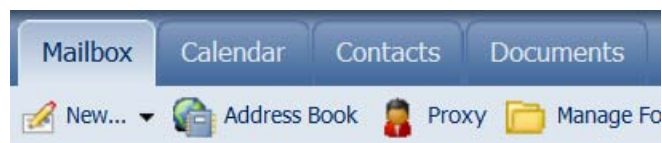


The main WebAccess window is very similar to the desktop version of GroupWise 8.0, and is easier to navigate than previous versions. Please note that the folder list is available to the far left of the window:



This folder list allows you to view not only the mailbox items, but your account's Calendar, Work in Progress, Cabinet, and Trash. To navigate to any of the objects in the folder list, merely click on the desired folder and the screen will update to that location.

One of the more obvious changes in the environment is the addition of file folder tabs located at the top portion of the screen. These are labeled: Mailbox, Calendar, and Documents. You may navigate to your calendar by clicking "Calendar" in the folder list, or by clicking on the "file tab" labeled calendar. Each File tab will update the screen with an appropriate toolbar for the screen just below the tab's name. In the example to the right, the Mailbox tab has the toolbar buttons: New, Address Book, Proxy and Manage Folders. These options would be different if the Calendar tab was navigated to.



Logging out of your Account


To log out of your account click on the [Logout] option at the top right hand side of the window. This will close the session. It is strongly advised to always Logout to close the session. This is for security purposes.

Checking Your Mail

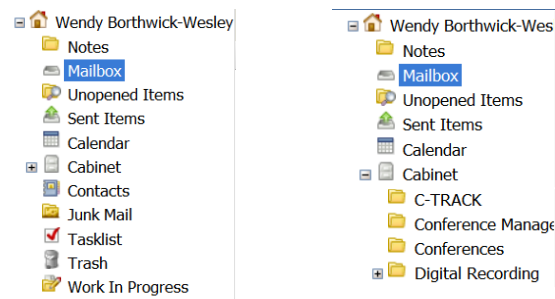
To view messages in your inbox, select either the Mailbox Tab or Mailbox from the folder list. Your inbox will be shown. Some of the messages may be read, and others may be new and unread.

- To check for new messages, select Update or Refresh.
- New messages will show the envelope icon as sealed and the message will be in **bold**.
- To view (open) a message, double click on the sender's name.

Once the email is open, you are able to:

1. close ,
2. reply  Reply ,
3. reply all  Reply All ,
4. forward ,
5. move ,
6. mark to read later  Read Later ,
7. view the next or previous email ,
8. delete ,
9. print ,
10. or change the view of the email to HTML or plain text  .

To view messages in a different folder, select that folder. For example, if you have a folder in your cabinet that you would like to view: Click on the + sign next to Cabinet. This will expand your selection to allow you to view the folders in your cabinet.



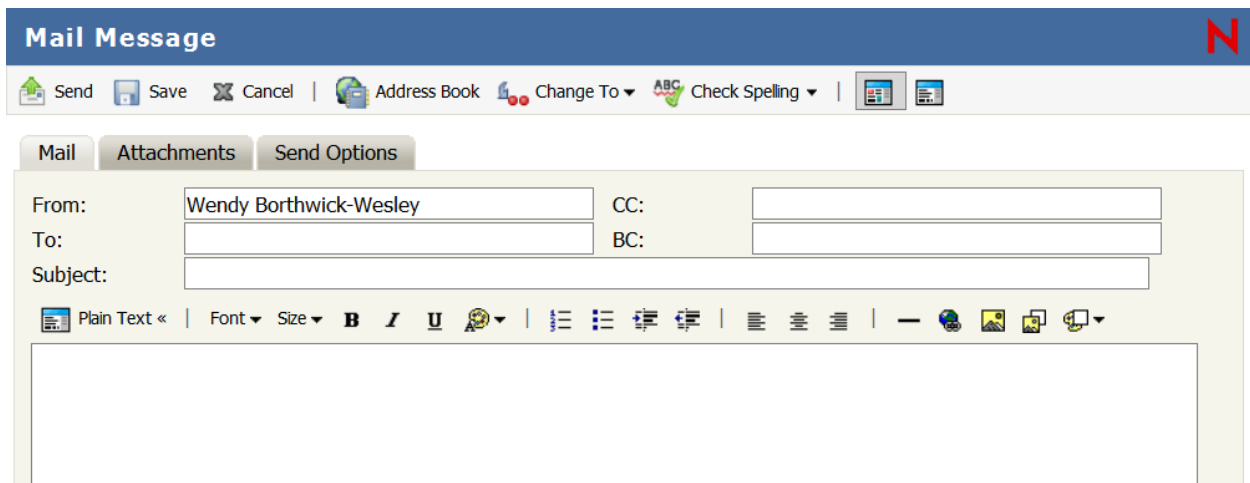
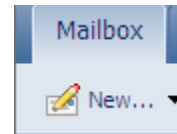
Deleting Messages

If messages are deleted from either the main Mailbox window or in the message window, they are moved to the Trash folder. Clicking on the Trash folder in the folder list will display a list of deleted messages. When the Trash folder becomes full, messages are permanently deleted from the trash folder. Therefore, items that need to be kept should never be stored in the Trash folder.

Composing a Message

To compose an email message, navigate to the Mailbox tab, or click on the Mailbox link in the Folder list. From the toolbar, click on the [New...] button.

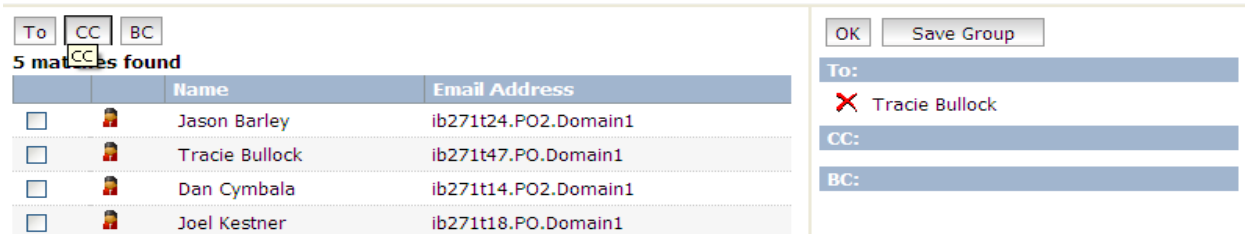
This will open the compose message form.



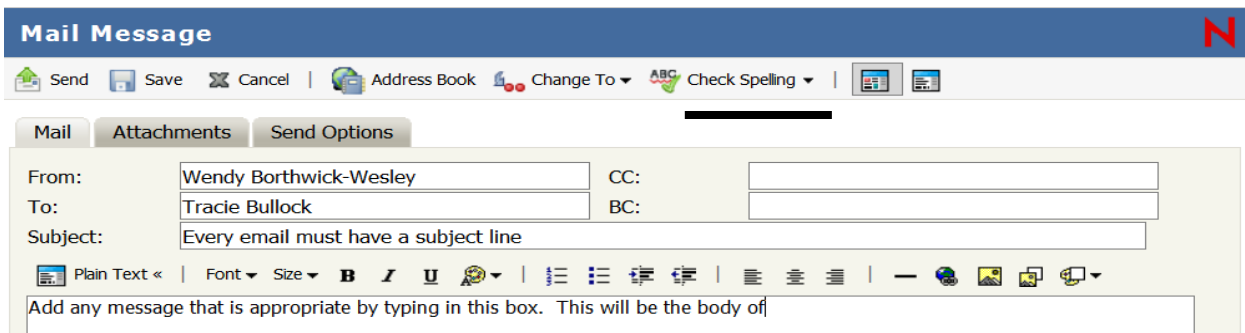
You may type either type the email address into the [To], [CC], or [BC] fields or you may click on the Address book button to look up email addresses that are stored in your GroupWise Account. The address book web access has been given enhanced capability in this version of WebAccess. By clicking on the Address book dropdown, you may select which address book contains the entry you are searching for. Once the address book has been selected, you may search by first or last name, or even department. Enter what to search for in the blank box after the "begins with" dropdown. Click the [Search] button to begin the search.



The list of entries that match the search criteria will appear in the results pane at the bottom of the address book. Click to check the desired entries and click the appropriate field for it to appear in (To, CC or BC). Each entry will appear in the appropriate list to the right side of the window.



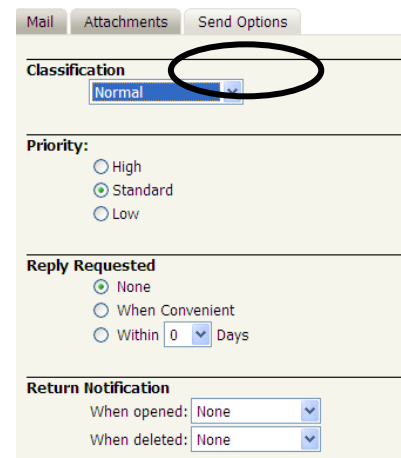
You may click the red [X] to the right of any entry that needs to be deleted from the email. Once the recipients' lists are complete, click the [OK] button, and return to the Compose Email window. In this window, click in the Subject line and type the subject of the email. Finally, click in the body area and type the email message.



The top of the Compose Message window has the Check Spelling button, which comes highly recommended before sending out any email.

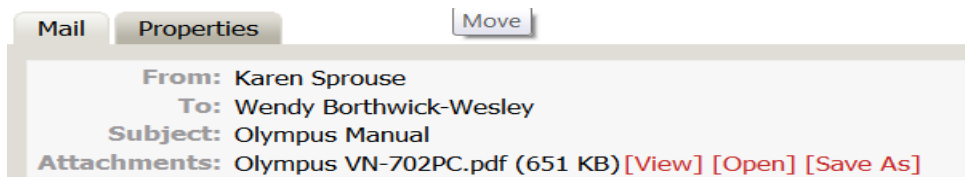
Another feature allows for Send Options to be set right in the Compose Email Window. By clicking on the tab at the top of the window, the sender can set the priority or even have a return receipt for some network recipients.

That completes the steps of composing the email, now you may either Send the email by pressing the [Send] button, or [Save] the email for further editing as needed. Once the email has been sent, the Compose window will close. Sent emails may be referenced in the Sent Items folder in the folder navigation pane, by clicking on that folder.

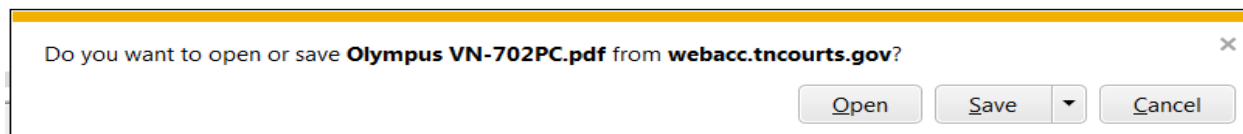


Message Attachments – Opening an Attachment

If a message contains an attached file, proceed with caution. Attached files can contain viruses that execute upon opening the file. For this reason, if you do not expect an attachment, or do not know the person who has sent the attachment, do not open it. However, if the message and attachment are trusted, then perform the following steps.

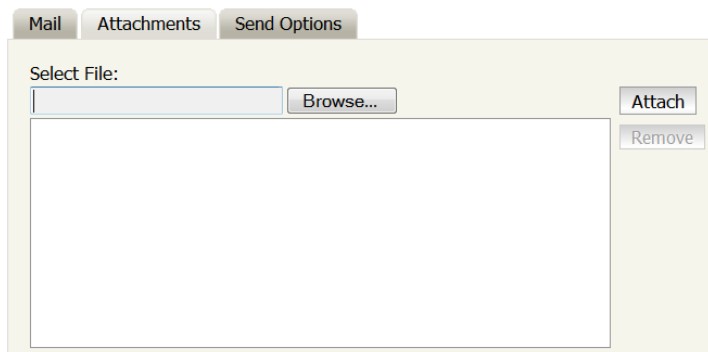


1. Open the message. At the top of the message, under the Subject line, the attachments line will list the attachments by name and size.
2. Decide on whether to view, open, or save the attachment. For each attachment a decision will need to be made.
3. Clicking the [View] button allows you to see the information in the attachment but does not open it in another application. The downside to this is that formatting and some features may be 'off'. Clicking the [Open] button will allow for the correct program (i.e. Word, Excel, etc) to open the file in a normal view. This allows for proper formatting and the option to save the file to your computer. The [Save As] link allows for the attachment to be saved to the computer without opening it.
4. If you select either [Open] or [Save As] the File Download dialog box will appear to verify that downloading the document is what is correct. Click the appropriate button.



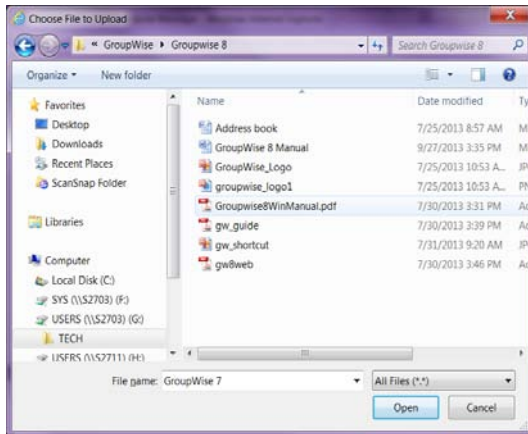
Message Attachments – Sending an Attachment

To attach a file, or files, to an email, first compose the email. From the compose email window click on the Attachments tab.



Click on the Browse... button. This will open the "Choose File to Upload" dialog box.

From this box, navigate to the file that you want to attach. Click the file one time to select it, and then click the [Open] button at the bottom of the dialog box.

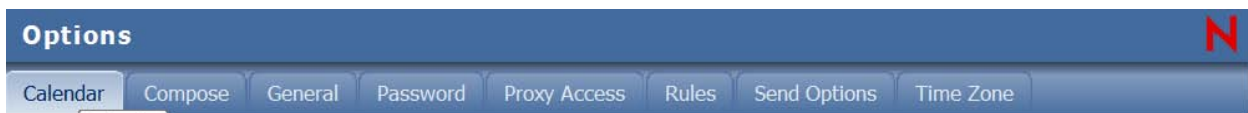


This will return you to the Attachments tab. Click the Attach button and the selected file will be attached the email.

Continue with the process if additional attachments need to be added. If finished, then click the Mailbox tab to return to the email. Attachments will be listed under the Subject line.

Account Options

To view the account options click on the Options link to the right of the time zone display.



Calendar

“Publish my free/busy information” functionality is not implemented for security reasons.

Compose

The Compose tab you will be able to Enable auto save, Check spelling before sending, choose your compose view, and enable a signature.

General

The General tab you will be able to Enable Last, First name sort order, Enable name completion and choose whether or not you are warned about HTML external images.

Password

The Password tab allows you to change your GroupWise password.

Proxy Access

Allows you to grant various levels of access to your email account to other GroupWise users. Please contact the Help Desk if you would like to enable proxy access.

Rules

Rules, also known as away messages, allow a return message to be sent automatically by those who will be away, say on vacation. Away messages answer that specific sender the first time they send an email, if they send multiple emails only the first email will get the reply. To set an automatic reply, you will first create a rule, then create the away message, and finally activate and deactivate it, as needed.

Activate	Rule Name	
<input type="checkbox"/>	Conference	Delete
<input type="checkbox"/>	Vacation	Delete
<input type="checkbox"/>	Out of Office	Delete

The Rules section will display any existing rules, check boxes for displaying which rules are currently applied to the account, and buttons (to the right) that allow for deleting rules from the account.

When creating a new Rule, click the Create button. In the New Rule window type a name for the rule. Next type the Subject and then a message. Click the Save button to save the Rule.

After clicking Save, you will be returned to the Rules tab. The rule that you created will have a check in the check box. If you would like the rule to be activated immediately, and then click save to activate the rule. If you do not want the rule to be activated immediately, uncheck the check box next to the rule. Then click save to activate your choice.

Remember: When the box is checked the rule is activated, when the box is unchecked it is de-activated.

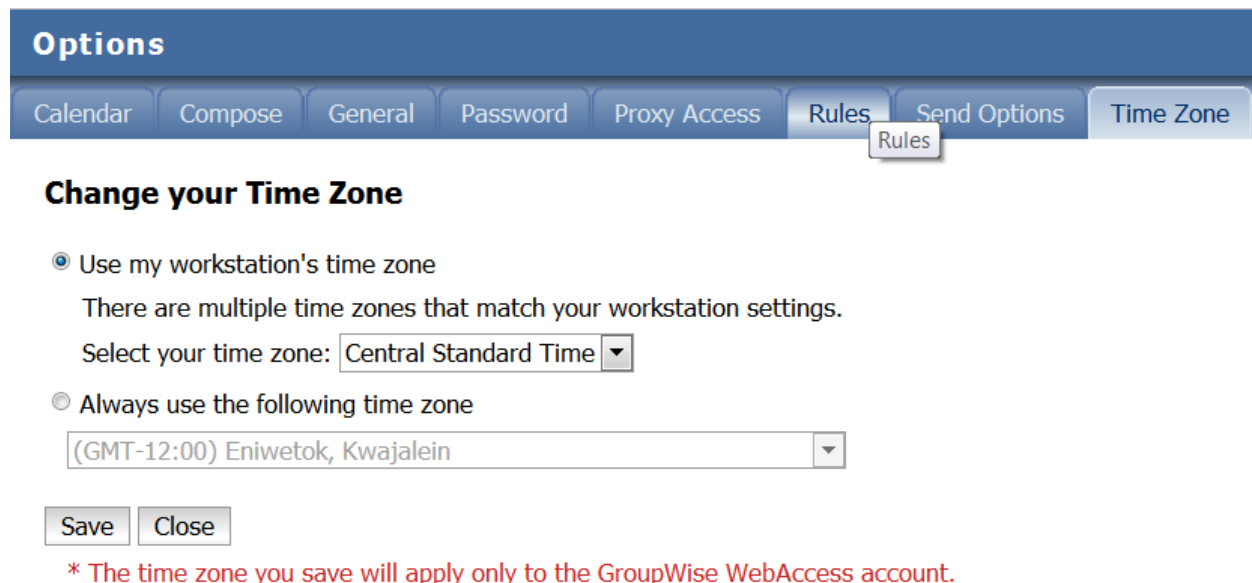
Send Options

The Send Options tab is where you can change your email send options. Included are email Classification, Priority of the message, Reply Requested, Return Notification. Changing any item will change your send option for **every e-mail** that is sent.

Time Zone

On the main menu at the top of the window, the Date and time zone are located. This should reflect the time zone that is your “home” time zone. This will not update to Pacific time if you were to travel to the west coast. However, if the time zone displayed is not your “home” time zone for the account, it can be updated.

To change your time zone setting, click on the Time Zone tab of the dialog box and select the correct “home” time zone.



Options

Calendar Compose General Password Proxy Access Rules Send Options Time Zone

Change your Time Zone

Use my workstation's time zone
There are multiple time zones that match your workstation settings.
Select your time zone: Central Standard Time ▼

Always use the following time zone
(GMT-12:00) Eniwetok, Kwajalein ▼

Save Close

* The time zone you save will apply only to the GroupWise WebAccess account.

After setting the time zone click the **Save** button and then the Red [X] at the top of the window to close the window.

This concludes the brief overview of Novell GroupWise WebAccess.

Please contact the Technology Help Desk if you need further assistance at (800) 448-7980.