


GroupWise WebAccess

_____@ed.link75.org (STUDENT email address)

yylastnamefirstinitial ie: ((08smithj) John Smith year of graduation 2008

Open your Internet browser by double-clicking the desktop shortcut

Windows users may use either Internet Explorer 4 or later 

or Netscape Navigator 4 or later 

Mac users MUST use Netscape Navigator 4.51 or later

In the address bar, type, press the Enter key:

Note: You will be automatically redirected to <https://webmail.link75.org/servlet/webacc> you may want to bookmark that URL for quicker access in the future.

Enter your Novell NetWare network Username and Password, then click the Login button.



Login
Username: 04lastnameF
Password: *****

UserID format *YYLASTNAMEF*
yr of grade/lastname/firstinitial

Password Same as logging into network

The Webaccess Toolbar

The toolbar for WebAccess is located on the left side of your screen. It allows you to view your Mailbox, compose an email, and send it.



The Folder List


The Folder List displays the folders used to organize the items you've sent and received. The Mailbox folder is the default folder that is opened when you first log in.

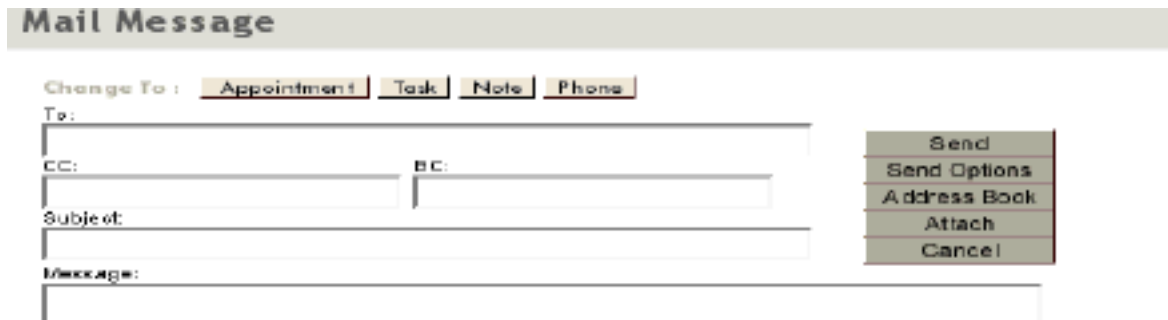
The following folders are displayed in the Folder List. You can open a folder by clicking the icon.


- Mailbox Items you've received. The Mailbox is a system folder.
- Unopened Items Received items you have not yet opened.
- Sent Items Items you've sent from the Mailbox and Calendar. The Sent Items folder is a system folder. After you move a sent item from the Sent Items folder to another folder, it no longer displays in the Sent Items folder.
- Calendar All appointments, tasks, and notes in your Calendar. The Calendar is a system folder.
- Checklist Items you have moved to this folder. Use the Checklist folder to create a task list. The Checklist folder is a system folder.
- Cabinet Folders you've created. The Cabinet is a system folder.
- Trash Deleted items that have not yet been purged. The Trash is a system folder.

*A system folder is a special folder and cannot be deleted.

Creating and Sending a Mail Message with GroupWise WebAccess

From the GroupWise WebAccess main window, click the  icon to create a NEW mail message.



Click Address Book  and select the recipient(s) you want to address the email to, or you may type an external e-mail address. Separate each address with a semicolon.

Type a subject and your message.

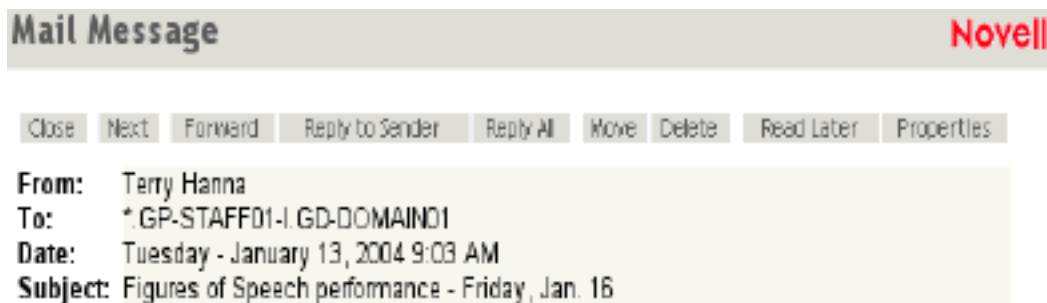
OPTIONAL Click  to attach files to the message.

*When sending an attachment to be opened at school you may want to save the document as a RTF (rich text format) type document prior to attaching it to your email. This will allow you to open the document at school (and most other places) using several software packages. To do this select **SAVE AS** when saving your file. In the box that says **SAVE AS TYPE** here you would select **RTF or Rich Text Format**.*

Click  to process your email.

To reply to an Email

Open the email you want to reply to:



Click  or  to open a Reply form.

Reply to Sender sends a reply to the sender only.

Reply All sends a reply to the sender and all recipients of the original item.

Type your message/reply.

Click  to process your email.