



## Getting Started

### The GroupWise WebAccess Window



- 1. **Browser Address Bar** – allows the user to navigate to the browser.
  - 2. **Nav Bar** – contains shortcuts to your Mailbox and Calendar.
  - 3. **Toolbar** – contains shortcuts for GroupWise WebAccess standard actions.
  - 4. **Folder List** – contains shortcuts to folders, views, and locations.
  - 5. **Item List** – displays the items in the selected folder.
- Note: If your browser pop-up blockers are enabled for your browser, you should disable them while using GroupWise WebAccess.*

### Logging In

1. Enter the URL of your organization's GroupWise WebAccess or your Web browser.
2. Enter your username in the **Username** text box.
3. Enter your password in the **Password** text 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** text 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 to 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 on. 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** text box.
  5. Click the **Add User** button.
  6. (Optional) To add or remove permissions for the user, check or clear the **Full**, **Edit**, and **Delete** boxes.
  7. Click the **Done** 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**. (You place 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 restore an item, check the box next to the item and click the **Restore** 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** text box.
4. Enter your new password in the **Type your new password** text box.
5. Enter your new password in the **Confirm** text box.
6. Click the **Done** button.
7. Click the **Close** button.

# Groupwise 55 Quick Source Guide

**AW Rasmussen**



**Groupwise 55 Quick Source Guide:**

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