



Quick Guide

Quick Guide

GroupWise WebAccess version 7 login screen

To log in to WebAccess:

1. On the WebAccess login page, enter your username and password.
2. Select the language you'd like to use from the Language drop-down menu.
3. Select your connection speed:
 - *High (Broadband)*, which has all the features that are available in GroupWise WebAccess. Use this default setting if you have a high-speed internet connection.
 - *Low (Dial-up)*, which looks the same as the default high-speed interface but does not autoupdate your message list and calendar. It also does not support name completion.
4. (Conditional) If you're using a mobile device, select *Use the Basic Interface*.
 - *The basic interface has limited functionality and graphics. It is designed to perform the most basic tasks in GroupWise.*
4. (Optional) If you use the same browser to log in to GroupWise WebAccess every time, select *Remember My Settings* to save your preferences.
5. Click *Login*.

Your GroupWise WebAccess mailbox opens.

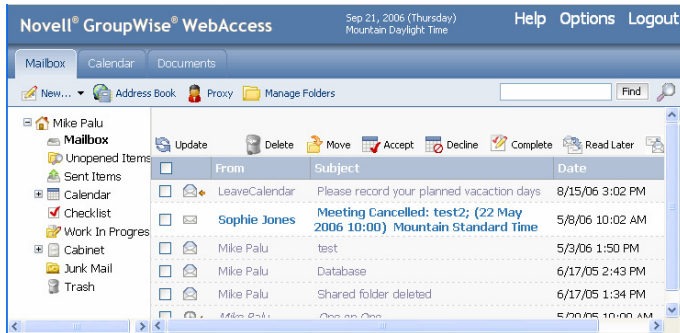
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WebAccess main window

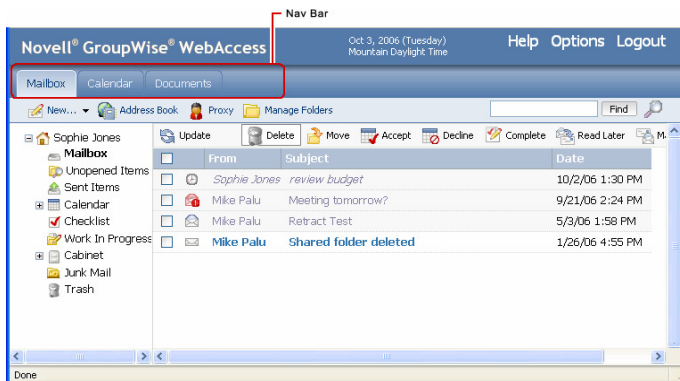
The new GroupWise WebAccess Main Window as shown below has all the functionality of the previous version but is cosmetically different.

Key changes to the layout:

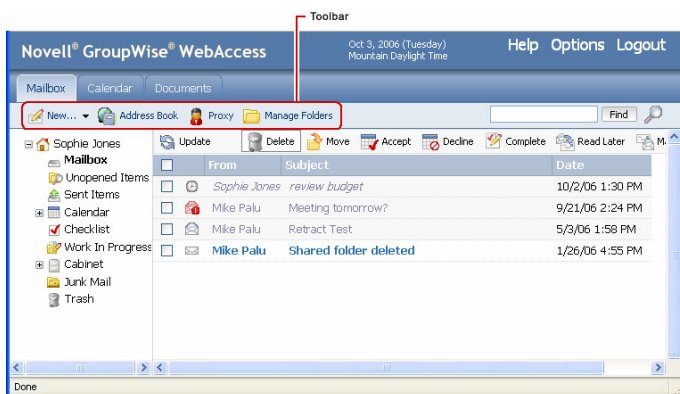
- Quick links to calendar, etc. now reside along the top of the page rather than the left hand menu
- Functions delete, move, read later etc are now icons above your inbox rather than buttons
- The options menu, along with help and logout now show within the top left of the page



The Navigation Bar provides quick access to the most commonly used folders within WebAccess, Mailbox, Calendar and Documents are available for access here



The toolbar, highlighted below, lets you quickly accomplish common GroupWise tasks, such as opening the Address Book, sending mail messages, and managing folders.












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WebAccess functions 1.1

The Folder List displays the folders used to organize the items you send and receive. You can add additional folders to further help you organize your items. 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 appropriate icon, as shown below

Icon	Description
Home	Represents your GroupWise database. All folders in you Main Window are subfolders of your home user folder.
 Mailbox	Lists all items you receive, with the exception of scheduled items (appointments, tasks, and reminder notes) that you have accepted or declined. Accepted scheduled items and tasks are moved to the Calendar. The Mailbox is a system folder.
 Unopened Items	Lists received items you have not yet opened. Unopened Items is a system folder.
 Sent Items	Lists items you send from the Mailbox and Calendar. Sent Items 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. (In the previous version of GroupWise WebAccess, the Sent Items folder was a query folder that listed sent items from all folders.)
 Calendar	Lists all appointments, tasks, and notes in your Calendar. Calendar is a system folder.
Task List	
 Checklist	Lists items you have moved to this folder. You can move any items (mail messages, phone messages, reminder notes, tasks, or appointments) to this folder and arrange them in the order you want. Each item is marked with a check box so that you can check items off as you complete them. Checklist is a system folder. In the previous version of GroupWise WebAccess, a Task List folder listed all the task items in your Mailbox and Calendar. Task List was a query folder. For more information, see Using the Checklist Folder .
 Cabinet	Lists personal folders you create. Cabinet is a system folder.
 Work in Progress	Lists items that have been saved to be sent later. Work in Progress is a system folder.
 Junk Mail	Lists e-mail items from addresses and Internet domains that are junked through Junk Mail Handling are placed in the Junk Mail folder. This folder is not created in the folder list unless a Junk Mail option is enabled. Junk Mail is a system folder.
 Trash	Lists all deleted mail and phone messages, appointments, tasks, documents, and reminder notes that have not yet been purged. Items in the Trash can be viewed, opened, or returned to your Mailbox before the Trash is emptied. (Emptying the Trash removes items in the Trash from the system.) Trash is a system folder.

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




















WebAccess functions 1.2

The Item List displays the contents of the folder that is currently open. By default, the most recent 20 items in the folder are displayed. If the folder contains more than 20 messages, a Display Next button appears at the bottom of the list. You can use it to display the next 20 messages, or you can choose to select more or less than 20 messages.

The icon next to each item indicates the item type, status, and priority. You click an item to open it. You can drag and drop items to move them. When you open an item, all actions you can perform on that item type are displayed at the top of the item view. For easy access, actions that you commonly perform on items are also displayed at the top of the Item List. You can select multiple items by clicking the boxes to the left of the items.

Whenever you select items in the Item List and perform an action on them, WebAccess updates the Item List. To refresh the list manually, open the folder again or click Update at the top of the list.

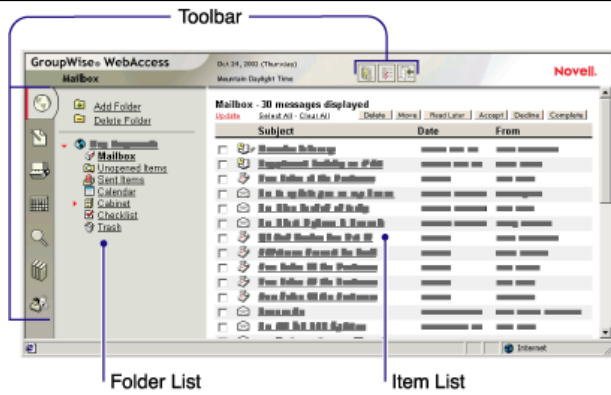
The following icons can be displayed in the Item List:

Icon	Message Type, Status, and Priority
	Unopened mail message (high, normal, low priority)
	Opened mail message (high, normal, low priority)
	Appointments (high, normal, low priority)
	Tasks (high, normal, low priority)
	Unopened note (high, normal, low priority)
	Opened note (high, normal, low priority)
	Unopened phone message (high, normal, low priority)
	Opened phone message (high, normal, low priority)
	Reply requested (high, normal, low priority)
	Unopened document reference
	Opened document reference
	One or more attachments included with the item
	Shared folder notification
	Shared address book notification
	Sent item
	Unopened posted item (shared folder)
	Opened posted item (shared folder)
	One or more attachments are included with the item.
	Draft item.
	Sent item.
	Replied to item.
	Forwarded item.
	Delegated item.
	Replied to and forwarded item.
	Replied to and delegated item.
	Forwarded and delegated item.
	Replied to, forwarded, and delegated item.

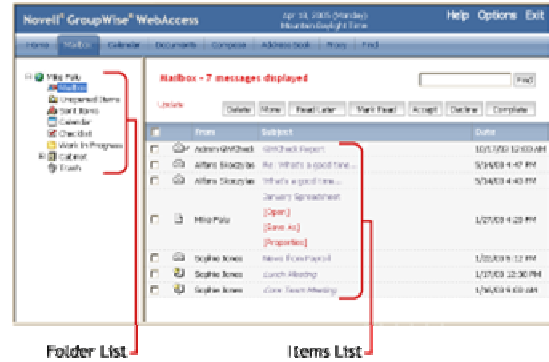
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WebAccess comparisons

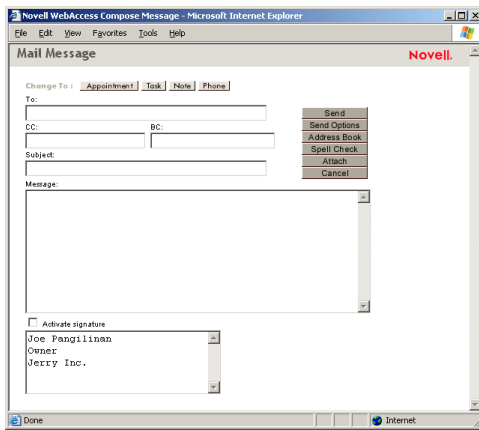
Current Version Main Window



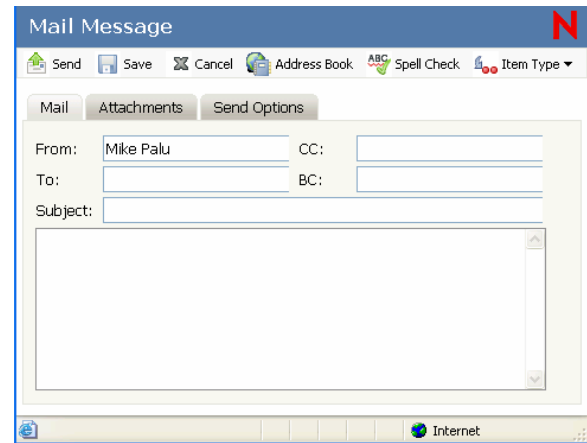
Version 7 Main Window



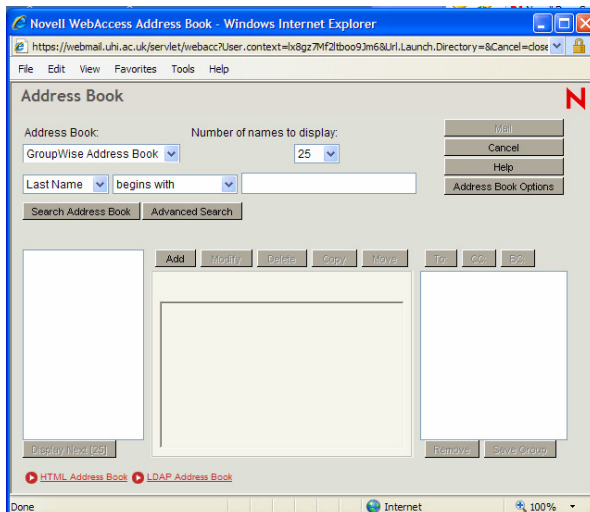
Compose new mail message



Compose new mail message



Address Book



Address Book

