

Accessing Student Email Addresses through Web Access

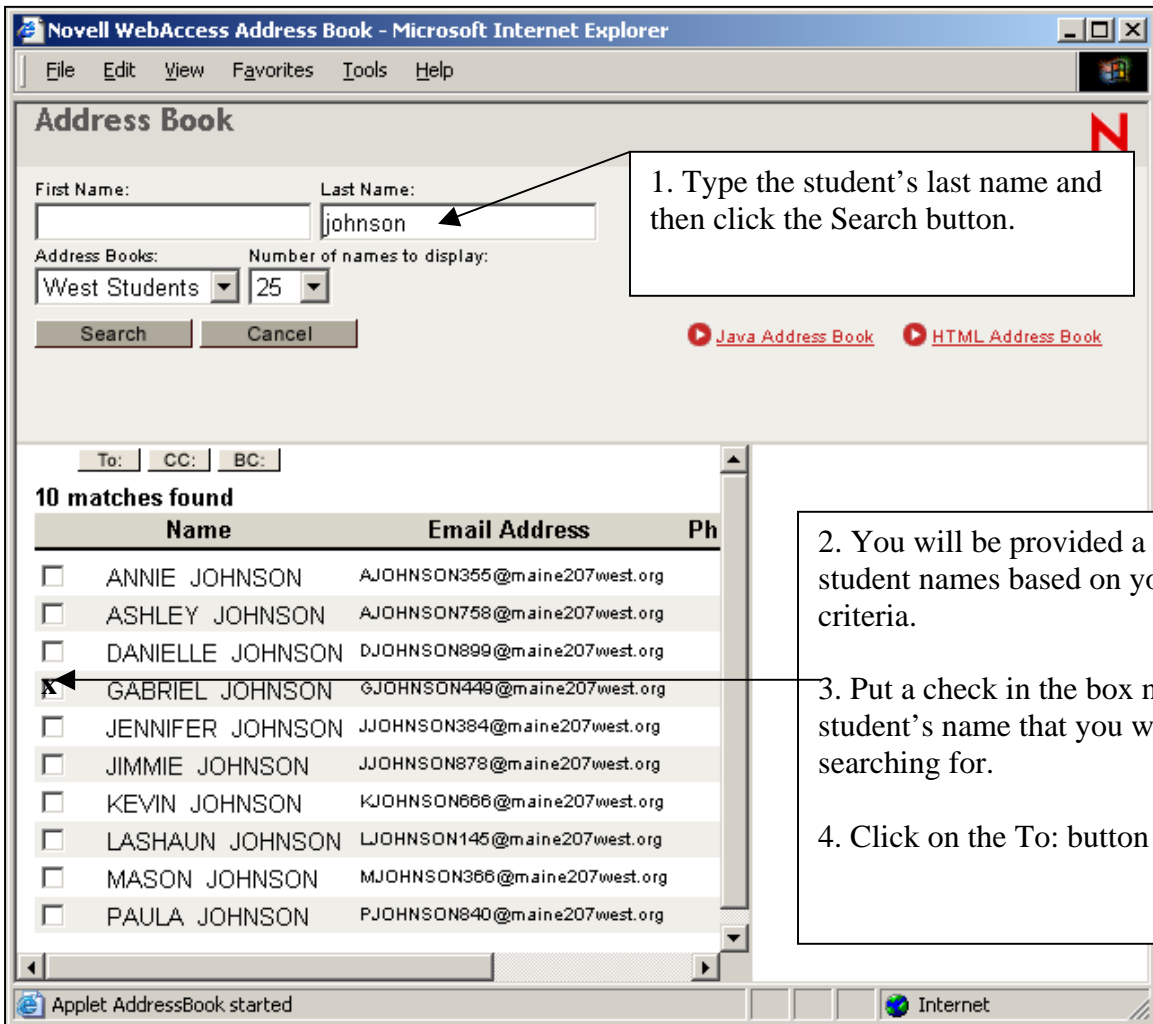
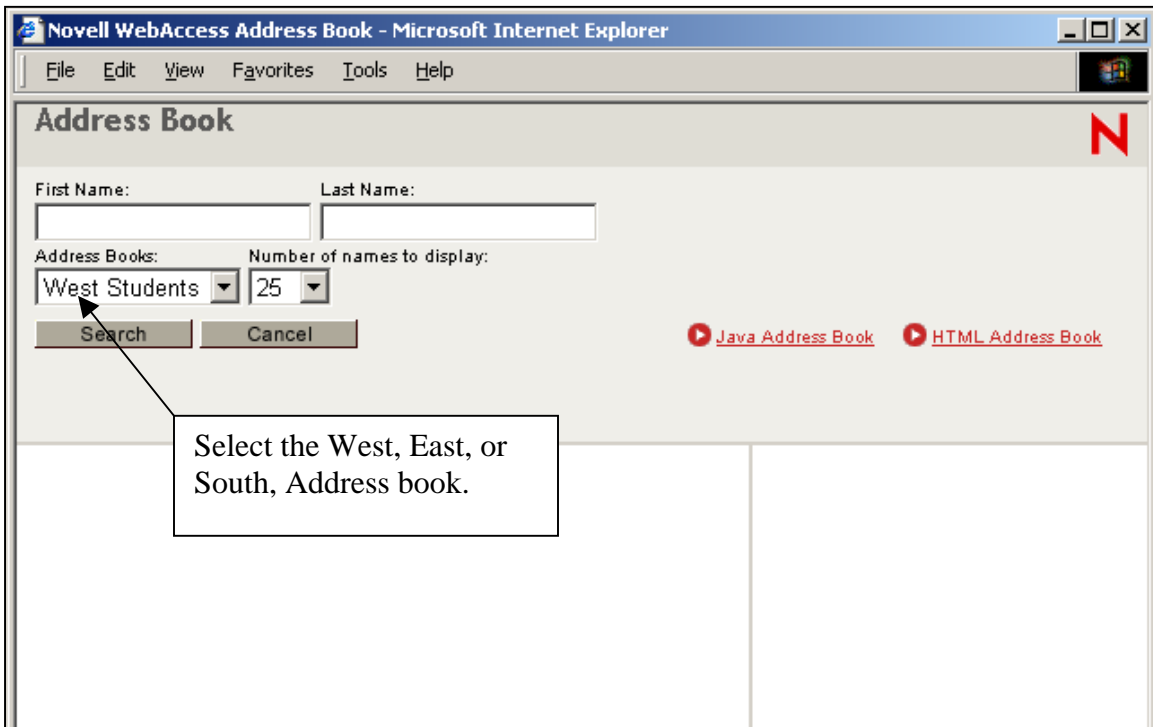
Go to: <http://mailwest.maine207.org/>

Open the GroupWise address book (the icon that looks like a rolodex on the left side of the screen.)



A screenshot of a web browser window titled "Novell WebAccess Address Book - Microsoft Internet Explorer". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The main content area is titled "Address Book" and features a red "N" logo in the top right corner. Below the title, there are several controls: a dropdown menu for "Address Book" currently showing "GroupWise Address Book", a "Number of names to display:" field set to "25", a search section with "Last Name" and "begins with" dropdowns and an input field, and buttons for "Search Address Book" and "Advanced Search". On the right side, there are buttons for "Mail", "Cancel", "Help", and "Address Book Options". Below these are buttons for "Add", "Modify", "Delete", "Copy", "Move", "To:", "CC:", and "BC:". The main area contains three large empty rectangular boxes. At the bottom, there are buttons for "Display Next [25]", "Remove", and "Save Group". At the very bottom, there are two radio buttons: "HTML Address Book" and "LDAP Address Book", with the latter being selected and circled in red. The status bar at the bottom left shows "Applet AddressBook started" and the bottom right shows "Internet".

2. Select **LDAP** Address Book



Novell WebAccess Address Book - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address Book

First Name: Last Name:

Address Books: Number of names to display:

[Java Address Book](#) [HTML Address Book](#)

To: CC: BC:

10 matches found

Name	Email Address	Pr
<input type="checkbox"/> ANNIE JOHNSON	AJOHNSON355@maine207west.org	
<input type="checkbox"/> ASHLEY JOHNSON	AJOHNSON758@maine207west.org	
<input type="checkbox"/> DANIELLE JOHNSON	DJOHNSON899@maine207west.org	
<input type="checkbox"/> GABRIEL JOHNSON	GJOHNSON449@maine207west.org	
<input type="checkbox"/> JENNIFER JOHNSON	JJOHNSON384@maine207west.org	
<input type="checkbox"/> JIMMIE JOHNSON	JJOHNSON878@maine207west.org	
<input type="checkbox"/> KEVIN JOHNSON	KJOHNSON666@maine207west.org	
<input type="checkbox"/> LASHAUN JOHNSON	LJOHNSON145@maine207west.org	
<input type="checkbox"/> MASON JOHNSON	MJOHNSON366@maine207west.org	
<input type="checkbox"/> PAULA JOHNSON	PJOHNSON840@maine207west.org	

To:

CC:

BC:

The students name will appear in the **To:** list.

Click on the **Mail** button. This will bring you to a screen that will allow you to compose the text of your message.

Done

Novell WebAccess Compose Message - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Mail Message

Change To:

To:

CC: BC:

Subject:

Message:

Once you've finished typing the content of your message, click on the **Send** button.