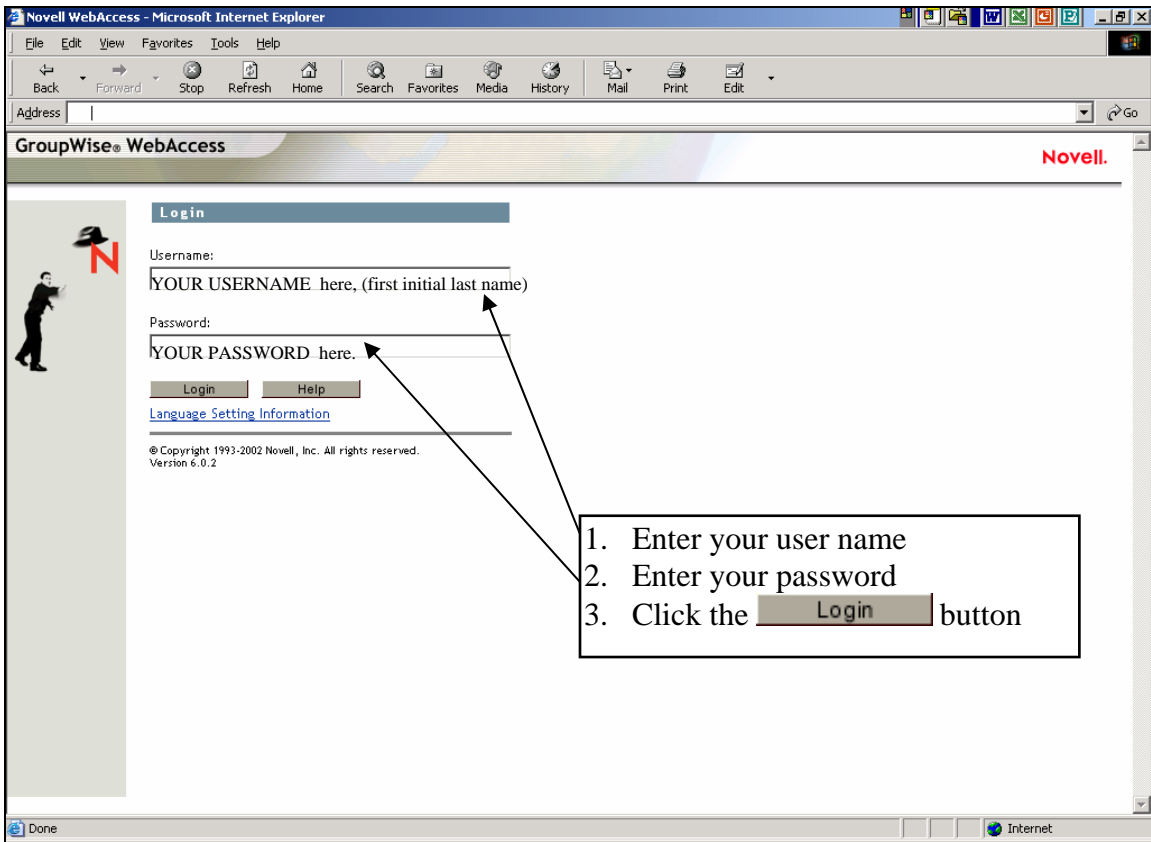
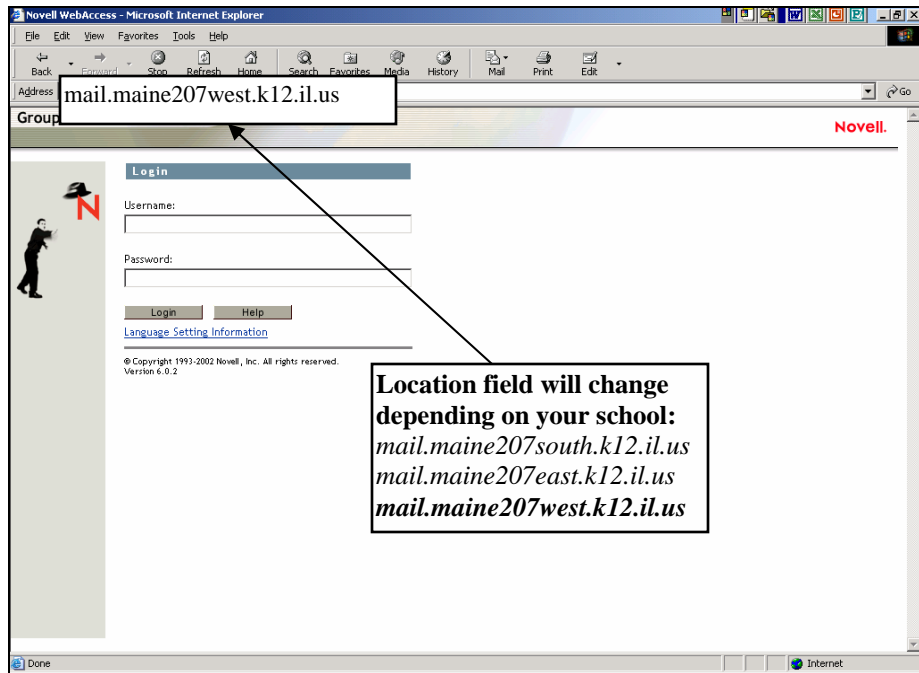


GroupWise WebAccess Instructions

Use this quick reference guide to access your e-mail via the web.

Go to:
mail.maine207west.k12.il.us

Or you can go to:
www.maine207west.k12.il.us
(Maine West Home Page) and
click on the [GroupWise](#) link in
the top right corner of the
screen.



Main Mailbox Screen - WebAccess

The screenshot shows the Novell WebAccess interface in a Microsoft Internet Explorer browser window. The address bar shows the URL: `http://mail.maine207west.k12.il.us/servlet/webacc`. The page title is "GroupWise® WebAccess". The interface includes a left-hand navigation pane with icons for "Add Folder", "Delete Folder", "Mailbox", "Unopened Items", "Sent Items", "Calendar", "Cabinet", "Task List", and "Trash". A callout box on the left contains the following text:

- View Mailbox
- Compose new message, task or note
- Search Address Book
- View Calendar
- Search Documents

The main content area displays "Mailbox - 7 messages displayed" with a table header for "Subject", "Date", and "From". The table is currently empty, and a message reads: "New messages will appear in this window." The Novell logo is visible in the top right corner of the page.

To Compose a new e-mail message click on the  (Compose New Message).

The screenshot shows the "Novell WebAccess Compose Message" screen in a Microsoft Internet Explorer browser window. The page title is "Mail Message". At the top, there are buttons for "Appointment", "Task", "Note", and "Phone". The form includes fields for "To:", "CC:", "BC:", and "Subject:". The "To:" field contains the placeholder text "Type recipients e-mail address here.". The "Subject:" field contains the placeholder text "Type subject of e-mail here.". Below these fields is a large text area for the message body with the placeholder text "Type the text of the e-mail message here.". To the right of the form is a vertical stack of buttons: "Send", "Address Book", "Spell Check", "Attach", and "Cancel". A callout box on the right contains the following text:

Click **Send** when you are done typing the message.

Using the Novell Address Book

1. Type the last name of the person whom you are sending the e-mail to. Click on the "Search Address Book" button.

2. The person's last name should appear in this box. Double-Click on the person's last name.

3. The person's name should appear in the *To:* box.

4. Click on the Mail button when you are done selecting the recipients.

Carbon Copy (Copy message to another person).

Blind Copy (Copy message to another person without other recipient's knowledge).

Take advantage of the excellent Help link that is available on the Main Mailbox Screen.

Click here if you would like to change your GroupWise Password.

When you are finished viewing your e-mail always remember to click on the Exit button to log off of WebAccess.

