Set your GroupWise password and test it through a Web Browser.

The functionality of GroupWise is available to you through your web browser.

Make sure to Set a Password in GroupWise.

- **First set a password** for your account **before you leave the office**.
- Click **Tools**, **Options**, **Security**.
- Enter your password in the **New Password** field (if you don't have one).
- **Tab** down and re-enter your password in **the Confirm new password** field.
- Click OK to make the change to your GroupWise account.

Follow these steps in your Internet Browser.

- In the address field of your internet browser, type **http://gw.dhr.state.ga.us** and press the Enter key.
- You may see a screen with a choice of servers; select any Server.
- Enter your GroupWise ID in the Name field.
- Enter your GroupWise password (that you gave yourself in the office) in the Password field.
- Click the Login button.
- Click Yes on the Security Warning box.

You can now access your mailbox and perform most of the functions of your desktop client.

NOTE: Another way to change your password is to click on the (Options) icon in WebAccess.

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