Here is a TEK Tip just for you.........

Did you know you can access your GroupWise email messages when you're not in the office by using GroupWise Web Access (GWA) if the following is true:

1. Your computer is "online".
2. Your computer is using Internet Explorer version 6.0.
3. You have a GroupWise user id and password to login GWA..

To access your email using GWA, go to the following location (URL) and login:

http://gw.dhr.state.ga.us (http://gw.dhr.state.ga.us/)

You will need to select one of the three GroupWise Servers.

To login enter:

1. Enter your GroupWise user id. For example, DHR GroupWise user ids are typically formatted userid@dhr.state.ga.us. For GroupWise Web access you should only enter the userid part of your GroupWise user id.
2. Enter your GroupWise password (your GroupWise password not to be confused with other passwords).
3. Click Login

Things you can do in GWA:

Send/Receive emails
Send/Receive attachments
Address Book searches
Multiple deletes and moves to folders.
Folder management (create or delete folders)
View Calendar, Make Appointments, Do Busy Searches
Change your GroupWise Password
Create Rules
Search based on specific information
Proxy Access
"Signature" attachment

NOTE: You cannot access your archive from GWA.
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For more TEK Tips and FAQs visit the Technical Resources Page of the DHR Employee Intranet at https://intranet.dhr.state.ga.us/. Login using your full email address for your user name (Example: userid@dhr.state.ga.us and your Novell network for your password (the same one you use to open your PC). If you have a problem logging in, you may have to reset your password using the Self-Service Password Reset (SSPR) tool located at https://password.dhr.state.ga.us (https://password.dhr.state.ga.us/). Contact the DHR Help Desk at 1-800-764-1017 if this does not work. And don't forget to save the SSPR website link as one of your favorites. OHRMD offers free Microsoft classes to help you learn to work more efficiently and effectively with the programs. See their monthly calendar of classes at the OHRMD website at http://ohrmd.dhr.state.ga.us/ohrmd/index.html and then register through the LMS. Questions about OHRMD computer classes should be directed to Lisa Miller at lamiller@dhr.state.ga.us. We hope you find this tip useful. If you have other subjects that you would like to receive tips about or would like to request assistance from someone in OIT, please send an email to OITTEKTIPS@dhr.state.ga.us.