

## **To Access Your Groupwise Mail from Home (or from any off-campus computer)**

### **1) SET UP GROUPWISE PASSWORD**

In order to be able to access your Groupwise account from home, you must have already set up a password on Groupwise. Most people already have a password set up on Groupwise, but some may not.

To set up a password, go into Groupwise and then click on TOOL, OPTIONS, SECURITY, PASSWORD. Next, type in a password that you want to use and then click OK. Remember, passwords in Groupwise are case sensitive.

### **2) GO TO GROUPWISE WEB SITE**

After you have successfully set up your Groupwise password you can then access your email from home (if you have access to the internet) by going to this website: <http://gw.dhr.state.ga.us>

Click on one of the three blue icons that say: SERVER 1, SERVER 2, or SERVER 3. It shouldn't matter which one you click on, but if one doesn't work, try another one.

When the SECURITY ALERT box pops up and asks if you want to proceed, click on YES.

Then type in your Groupwise user name and password and click on LOGIN.

Now you should see your Groupwise mailbox.

If you mail doesn't appear or if your folders don't appear in the left-hand column, try clicking on the tiny red arrow-head that you should see to the left of your name and to the left of the word CABINET. Clicking on this tiny red arrow-head opens and closes your email and your folders.

You can double-click on new email to open it. If you want to delete a lot of emails at one time, put a check mark in the little boxes in front of all of the emails you wish to delete and click on DELETE.

You can also access your Groupwise calendar, address book, and other functions.