**Initial GroupWise Log-in Instructions**

**GroupWise**

**Logging in and setting passwords for first-time users.**

**After you have logged into Novell, double click on the GroupWise icon**

**From the menu bar, click on Tools, then Options from drop-down list.**

**Double-click on Security icon in the Options window.**

**Type in your unique password, which must be eight or more characters and all lowercase.**

**DO NOT check “Remember my password” or “No password required with NDS”.**

**Click OK**

**Click Close at Options box.**

**Close GroupWise by clicking on the X located at the top, far right-hand side of your screen.**

**Open GroupWise again by double clicking on the GroupWise icon and type in your new password to access your mail.**