

Getting Started with Sangamon County Groupwise WebMail


Access your GroupWise Web email through your internet browser . Using your Web browser go to URL webmail.co.sangamon.il.us/servlet/webacc

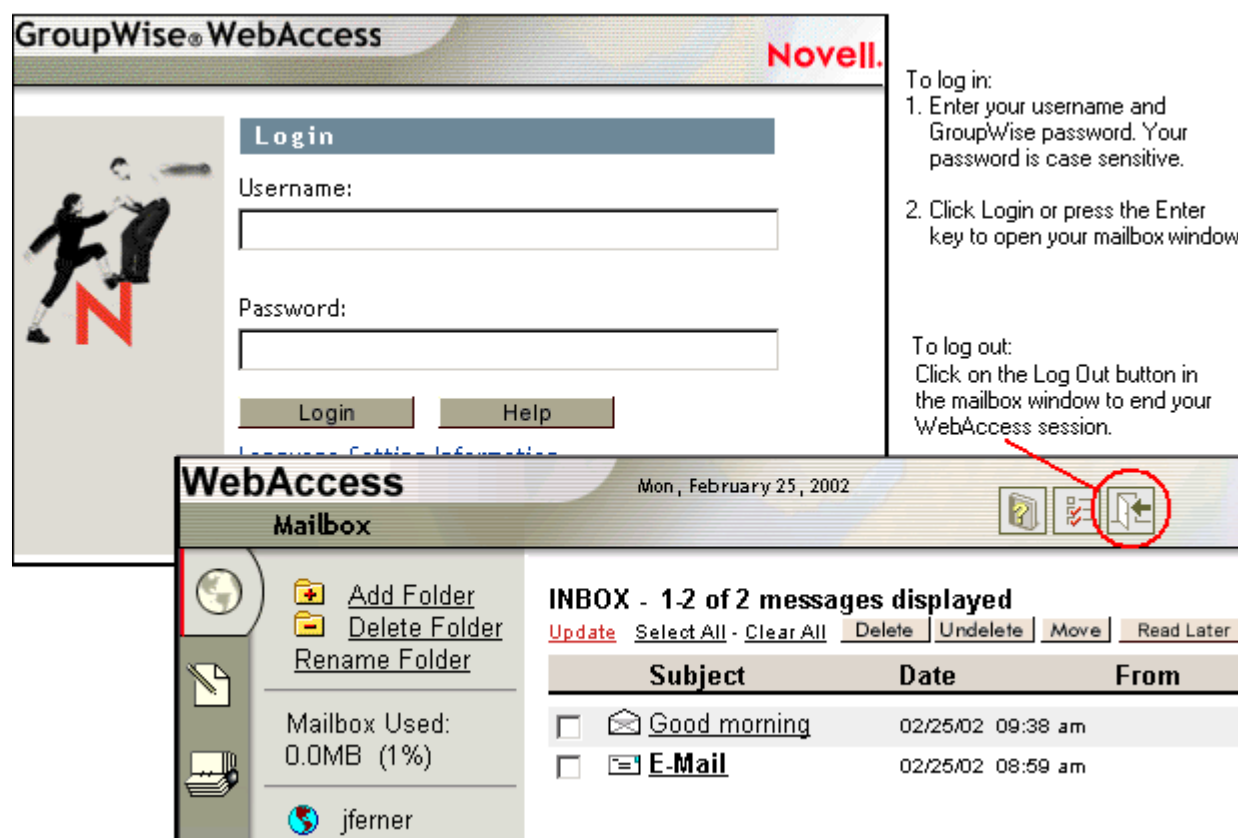
This introduction to the new look of the Sangamon County WebAccess mail contains the following topics:

- Logging in and exiting your webmail session
- Understanding your main mailbox window
- Composing and sending email messages
- Using the Address Book to address an item
- Scheduling an Appointment
- Opening a received item
- Viewing and saving attachments
- Replying to a received item
- Moving an item to a folder
- Deleting an item you receive
- Removing an item from the trash

1. Logging in and exiting your webmail session

From the WebAccess login page, enter your username and GroupWise password. Your GroupWise password is case sensitive. Click **Login**.

Always log out before closing your browser or moving to other web pages. To log out of your webmail session, simply use the logout button  on the toolbar. When you logout correctly, you assure the security of your mailbox and you free resources on the web server.



The screenshot shows the GroupWise WebAccess interface. The top section is the login page, featuring a "Login" header, a "Novell" logo, and a "Login" button. Below the login form, there are instructions for logging in and logging out. The bottom section shows the mailbox interface, including a "Mailbox" header, a "WebAccess" toolbar with a "Log Out" button circled in red, and a list of messages in the inbox.

GroupWise WebAccess Novell.

Login

Username:

Password:

[Lessons](#) [Getting Information](#)

To log in:

1. Enter your username and GroupWise password. Your password is case sensitive.
2. Click Login or press the Enter key to open your mailbox window.

To log out:

Click on the Log Out button in the mailbox window to end your WebAccess session.

WebAccess Mon, February 25, 2002

Mailbox

Mailbox Used: 0.0MB (1%)

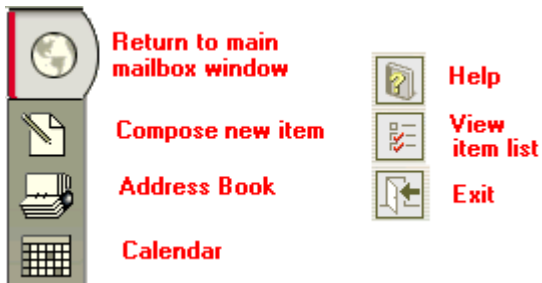
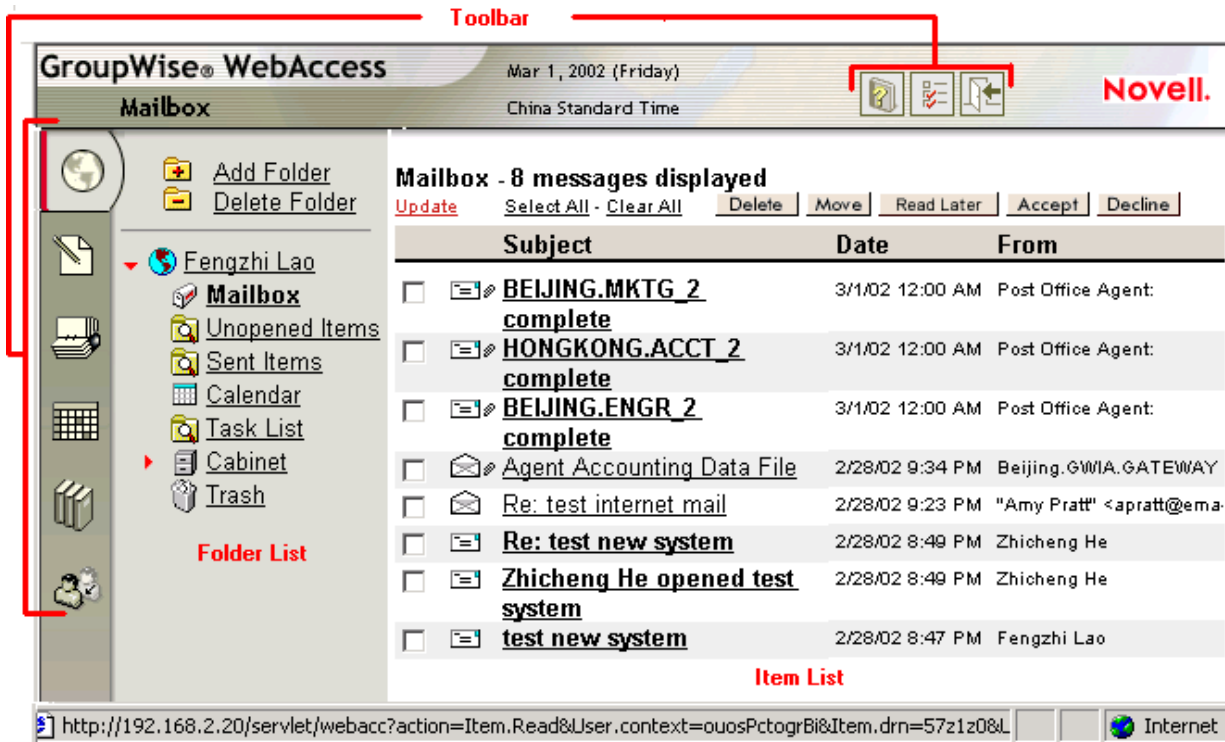
INBOX - 1-2 of 2 messages displayed

	Subject	Date	From
<input type="checkbox"/>	Good morning	02/25/02 09:38 am	
<input type="checkbox"/>	E-Mail	02/25/02 08:59 am	

GroupWise WebAccess has a timeout feature that provides security for your email but may require you to repeat the login process. If for a period of time, you leave your GroupWise WebAccess mailbox alone or perform actions that do not require communication back to the mail server, WebAccess logs you out. The next time you perform an action after you've been logged out, you will simply be prompted to log in again.

2. Understanding your main mailbox window

When you open GroupWise WebAccess, you see the main window, shown below. The main window is the starting point for many of the tasks you can accomplish with GroupWise WebAccess. Just as with your GroupWise account at your campus, the webaccess window displays the GroupWise toolbar, your folder list and a listing of the items in your mailbox.



Toolbar - The GroupWise toolbar appears at the top and left of the main window. The toolbar displays options to view your Mailbox, compose an item, search the Address book, view your Calendar, exit GroupWise WebAccess, and other WebAccess options.

Folder List - The GroupWise Folder List appears on the left side of the main window. The Mailbox folder is the

default folder that is opened when you first log in. The icons you see in your WebAccess folder list are the same as the icons displayed in your mailbox at your campus. Using WebAccess, however, you will also see a new *Unopened Items* folder which lists received items you have not yet opened. Just like at school, click a folder to display the contents of the folder. You can also add additional personal folders to further organize your items.

Item List -The Item List displays the contents of the folder that is currently open. By default, the most recent 25 items in the folder are displayed. If the folder contains more than 25 messages, a Display Next button appears at the bottom of the list. You can use it to display the next 25 messages, or you can choose to select more or fewer than 25 messages.


You can click an item to open it. All actions you can perform on that item type are displayed at the top of the item when it is opened. For easy access, actions that you commonly perform on items are also displayed

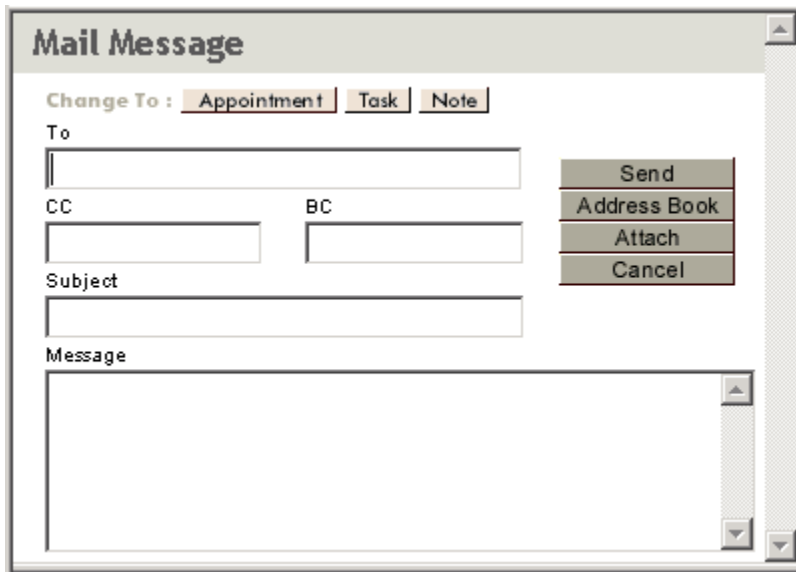
at the top of the Item List seen in the main mailbox window. You can select multiple items by clicking the boxes to the left of the items.

Whenever you select items in the Item List and perform an action on them, WebAccess updates the Item List. *However, WebAccess does not automatically update the Item List when you open an item and perform an action on it.* For example, if you select an item in the Item List and move it to another folder, the Item List will be updated after the move. *However, if you open an item and move it to a folder, the Item List is not updated.* To refresh the list, you can open the folder again or click Update at the top of the list.

3. Composing and sending email messages

Composing and sending a message in GroupWise WebAccess is similar to working with your GroupWise account while at your campus.

From the GroupWise WebAccess main window, click the Compose Message, Appointment, Task, or Note button  to open a new mail message window.



The screenshot shows a 'Mail Message' window with the following elements:

- Change To:** Appointment (selected), Task, Note
- To:** A text input field.
- CC:** A text input field.
- BC:** A text input field.
- Subject:** A text input field.
- Message:** A large text area for the message body.
- Buttons:** Send, Address Book, Attach, and Cancel.

1. Click Address Book or type a recipient's address in the To, CC, and BC boxes. If sending the message to multiple recipients, separate each address with a comma.
2. Type a subject and message
3. Click Send

4. Using the Address Book to address an item.

GroupWise WebAccess includes an HTML version of the Address Book and a Java version. When you open the Address Book, the Java version is displayed. You can switch between versions once you've opened the Address Book.

To begin searching your address book:

1. Open a new item.
2. Click Address Book to open the Address Book. By default, the Address Book opens to the GroupWise address books.

In the Address Books list, select the address book you want to search. You may select from the Novell GroupWise Address book, your personal address book or the Frequent Contacts address book. At the present, the LDAP Address Book is not available.

3. Select the number of entries you want displayed at one time. The default displays 25 entries at one time.
4. To list the first entries (25 by default) in the selected address book, leave the search conditions boxes empty.
or
To search for a specific entry, use the search conditions boxes to define the Address Book fields and information you want to search.
5. Click Search Address Book (or Search) to display a list of entries that match your search conditions.
6. Select the entry you want to add to the item's recipient list > click To, CC, or BC to indicate the recipient type.

If you are using the HTML Address Book, you can add multiple recipients at one time by selecting the check boxes in front of the recipients' entries. In the Java Address Book, you must add each recipient individually.

After you've finished selecting the item's recipients, click OK to add them to the item.

5. Scheduling an appointment

1. From the GroupWise WebAccess main window, click the Compose Message, Appointment, Task, or Note button to display a mail message > click Appointment to change the mail message to an appointment. Your mail message window changes to allow you schedule an appointment.

The image shows two overlapping windows. The background window is titled "Mail Message" and has a "Change To" section with three buttons: "Appointment" (circled in red), "Task", and "Note". Below this are "To" and "CC" fields. The foreground window is titled "Appointment" and has a "Change To" section with three buttons: "Mail", "Task", and "Note". The "Appointment" window contains several fields: "Required" (a text box), "Optional" (a text box), "Not Attending" (a text box), "Location:" (a text box), "Start Time" (a date and time selector set to February 25, 2002, 11:00 am), "End Time" (a date and time selector set to February 25, 2002, 11:00 am), "Subject:" (a text box), and "Message:" (a large text area). On the right side of the "Appointment" window are three buttons: "Send", "Address Book", and "Cancel". At the bottom of the "Appointment" window is a "Recurrence:" section with four buttons: "Day", "Week", "Month", and "Year".

Click Appointment from your mail message window. Your mail message window changes to allow you to schedule an appointment.

2. Click Address Book to add recipients or type a recipient's address in the To, CC, and BC boxes. For multiple recipients, separate each address with a comma. If you want to create a personal appointment that displays only in your Calendar, do not add additional names.
3. Type a location for the meeting.
4. Specify the month, day, year, and beginning time for the appointment.
5. To set the duration, type a number > select Hours, Minutes, or Days. You can use whole numbers or decimal numbers, such as 90 minutes or 1.5 hours.
6. Type a subject and message.
7. Click Send.

6. Opening an item you receive

In WebAccess, all GroupWise items are opened the same way.

1. From the Item List, click the subject of the item.



The available buttons vary depending on the item type you have open.

Appointments, tasks, and notes can be accepted, declined, or delegated. Click Accept, Decline, or Delegate next to the item in the Item List or in the message view itself.

7. Viewing and saving attachments

When you view an attached file, GroupWise WebAccess attempts to convert the file to HTML and display it in your browser. If you cannot display your attachment, you may try saving the file to your hard drive or to a floppy disk. Then, open the file with the application in which the file was created.

To view the attachment:

	Subject	Date	From
<input type="checkbox"/>	 <u>BEIJING.MKTG_2</u>	3/1/02 12:00 AM	Post Office Agent:
<input type="checkbox"/>	 <u>HONGKONG.ACCT</u>	3/1/02 12:00 AM	Post Office Agent:



1. Click the item with an attachment from the item list in the main window. Items with attachments have a paperclip icon to the left of the subject column.
2. Click View next to the attachment.

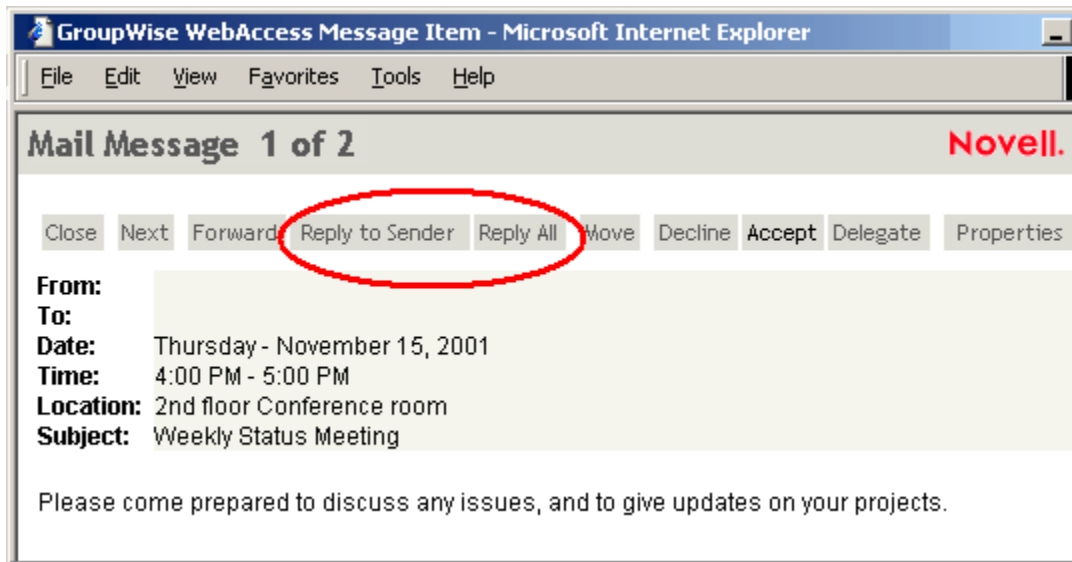
To save an attachment:

1. Click the item with an attachment.
2. Click "Save As" next to the attachment.
3. Click Save File to Disk > OK > select a location to save the file > click Save.

8. Replying to a received item

You can reply to an item you've received. You can reply to the item's author or to everybody who originally received the item.

1. Click the Mailbox  icon in the Folder List or click the Calendar  icon in the Folder List > go to the date of the appointment, task, or note.
2. Click the message, appointment, task, or note to open it.



3. Click **Reply to Sender** or **Reply All** to open a Reply form.
Reply to Sender sends a reply to the sender only. Reply All sends a reply to the sender and all recipients of the original item.
4. Type your message.
5. Click Send

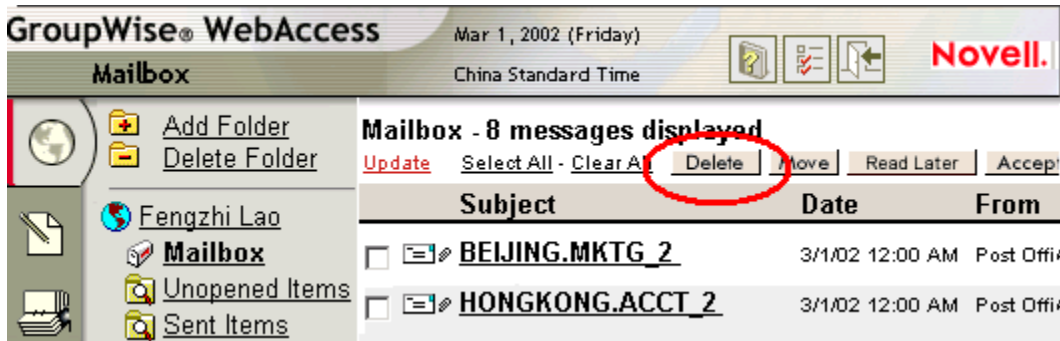
9. Moving an item to a folder

1. Locate the item in the Item List.
2. Select the item > click Move at the top of the Item List.
or
Click the item to open it > click Move.
3. Click the folder where you want to move the item. If you are moving the item to a folder in the Cabinet, you may first need to click the arrow next to the Cabinet to display the Cabinet folders.

10. Deleting an Item You Receive

You can delete an Item you receive and place it in the Trash .

1. Locate the item in the Item List.
2. Select the item > click Delete at the top of the Item List.




or

Click the item to open it > click Delete.

The item is removed from your Mailbox or Calendar. The status of the item is also updated in the sender's Mailbox or Calendar to show you've deleted the item. As long as the item remains in your Trash, you can undelete it.

11. Removing an item from the trash

You can undelete an item you deleted unless you have emptied the Trash. An item emptied from the Trash cannot be undeleted.

1. Click the Trash  icon in the Folder List.
2. Select the item > click Undelete at the top of the Item List.
or
Click the item to open it > click Undelete.

The item is moved from your Trash to the folder from which it was originally deleted