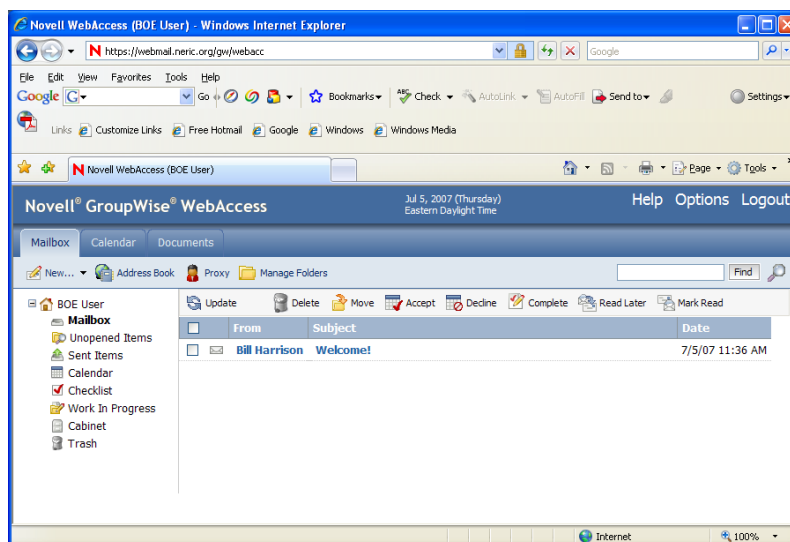
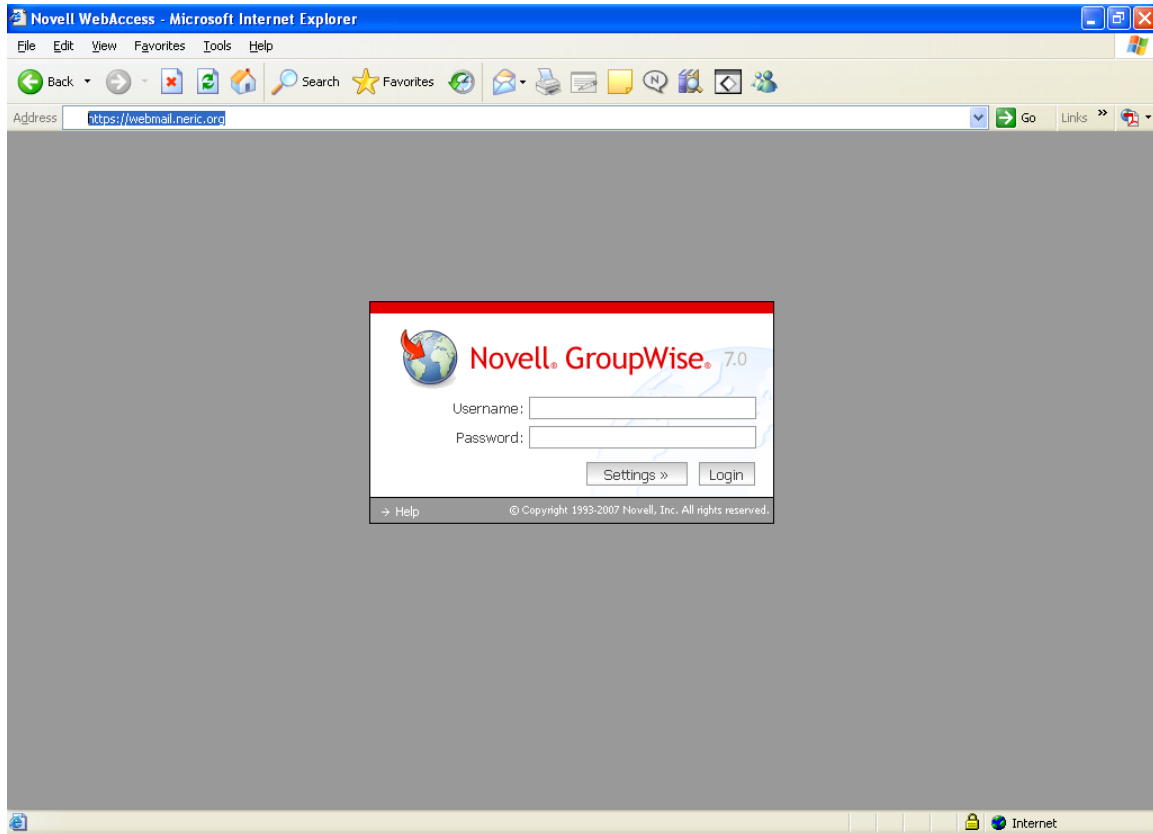
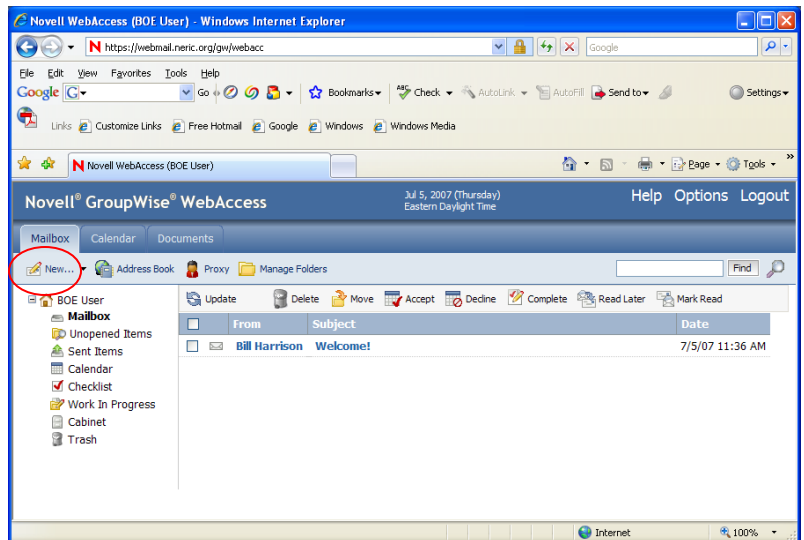


To access GroupWise WebAccess email, open your internet browser and enter <http://webmail.greenisland.org> in the Address field. At the login prompt, sign on with your GroupWise username and password. After a successful login your mailbox will be displayed and you're ready to use email.

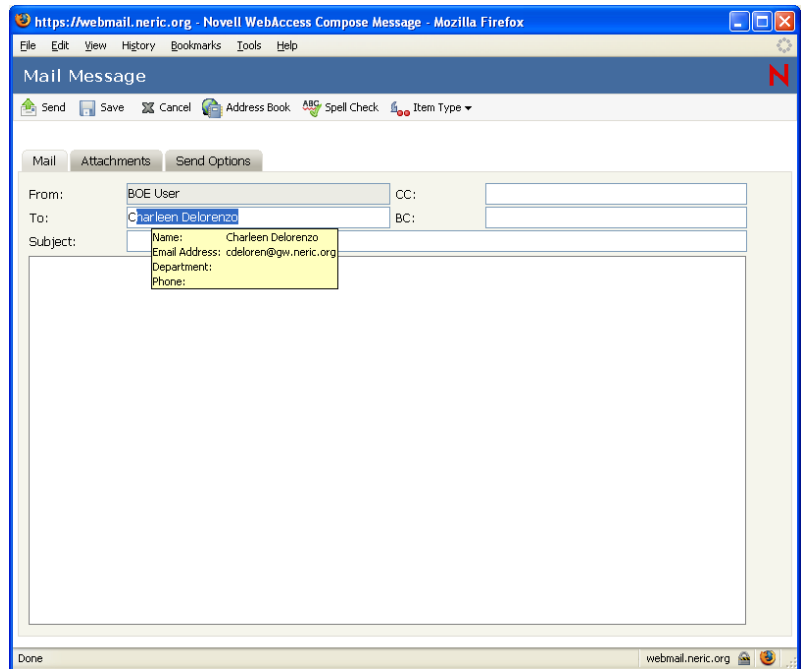


To compose a new mail message, click the **New...** button on the toolbar. A “Mail Message” window will result.

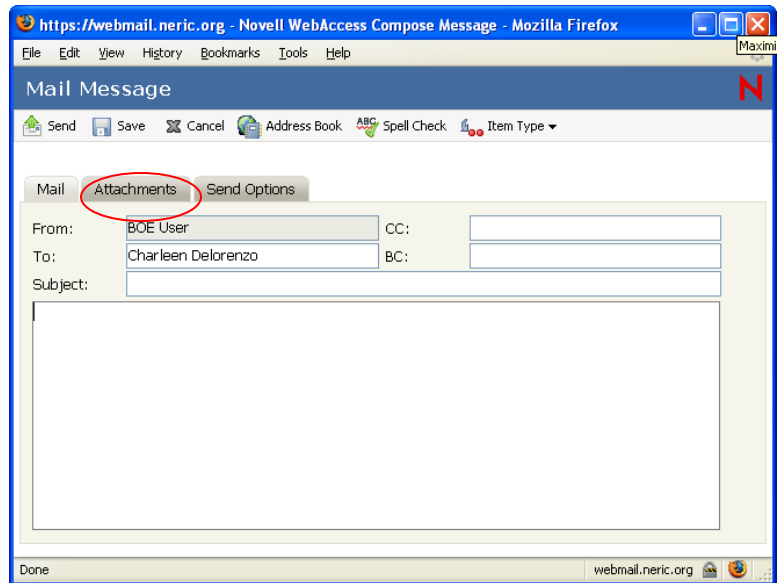


In the “To” field, begin typing the first name of the first recipient. The name should autocomplete after a few characters. For additional recipients, press the ENTER key on the keyboard, and begin typing the next name.

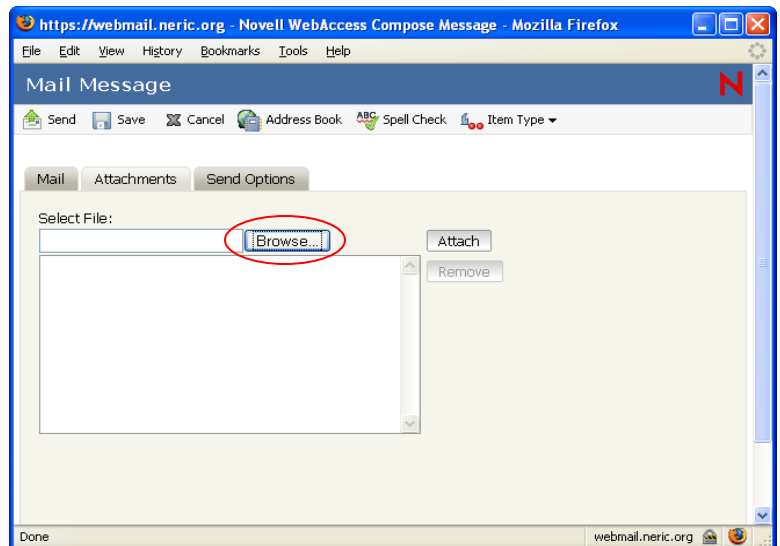
Note: In WebAccess, names only autocomplete if they’re in your Frequent Contacts address book.



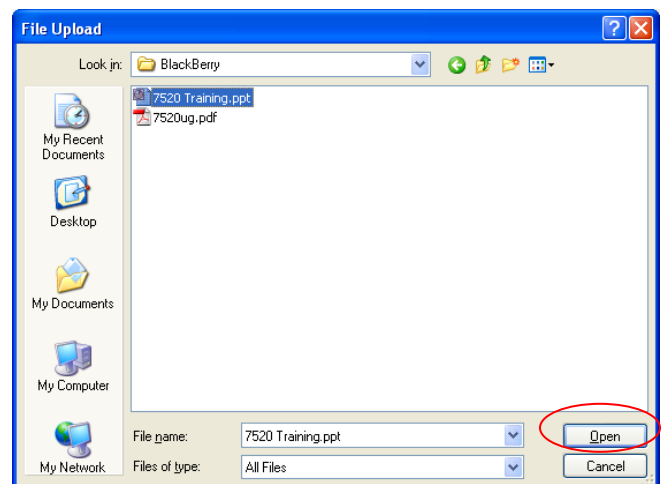
If you wish to attach a file with your email, click the “Attachments” tab.



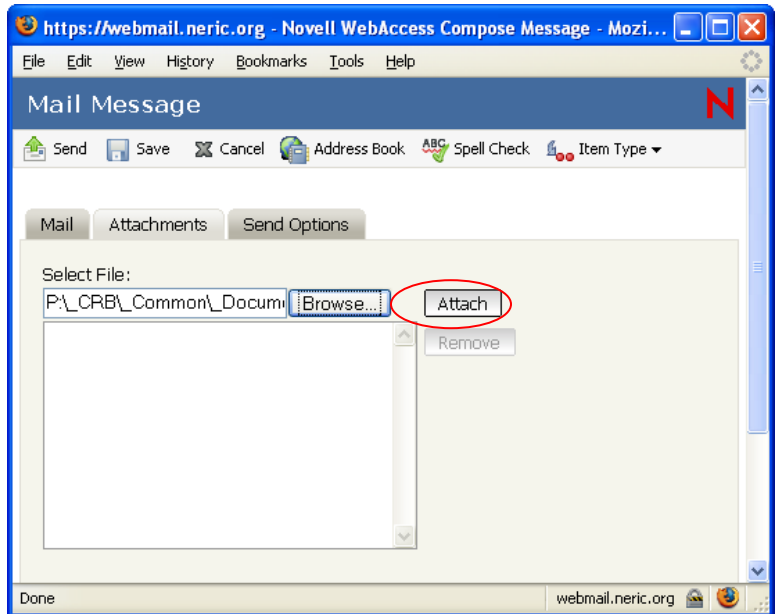
In the resulting window, click the Browse button and browse to the location of the file you wish to attach.



In the File Upload window, select the file you wish to attach, then click the Open button



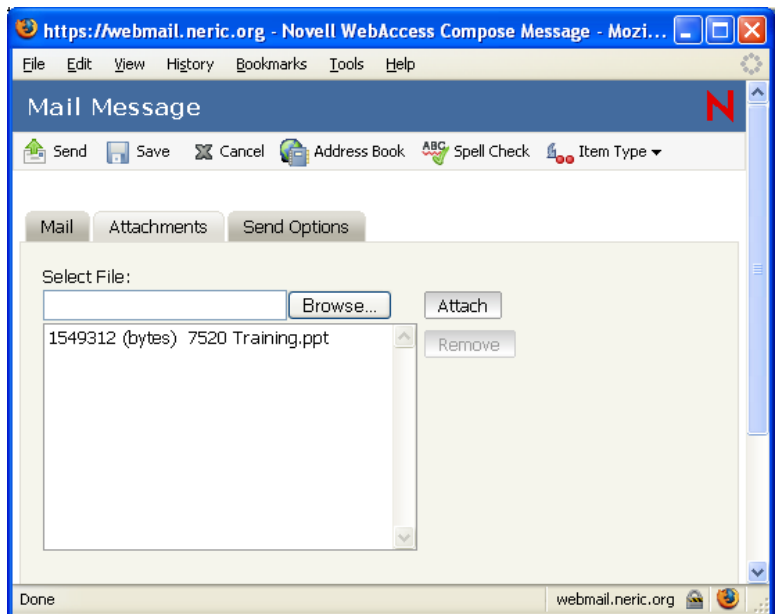
In the resulting window, click the Attach button.



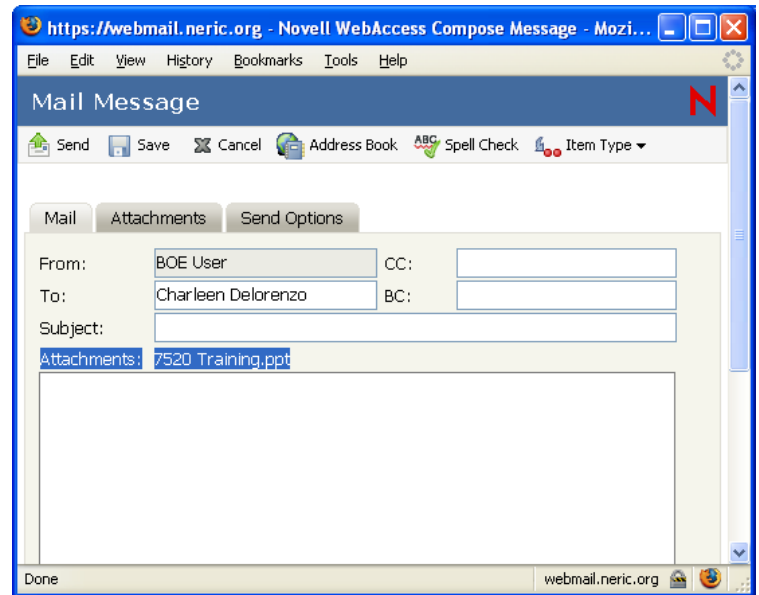
The selected file size and name will be displayed in the bottom window.

To attach additional files, click the Browse button, and repeat the process.

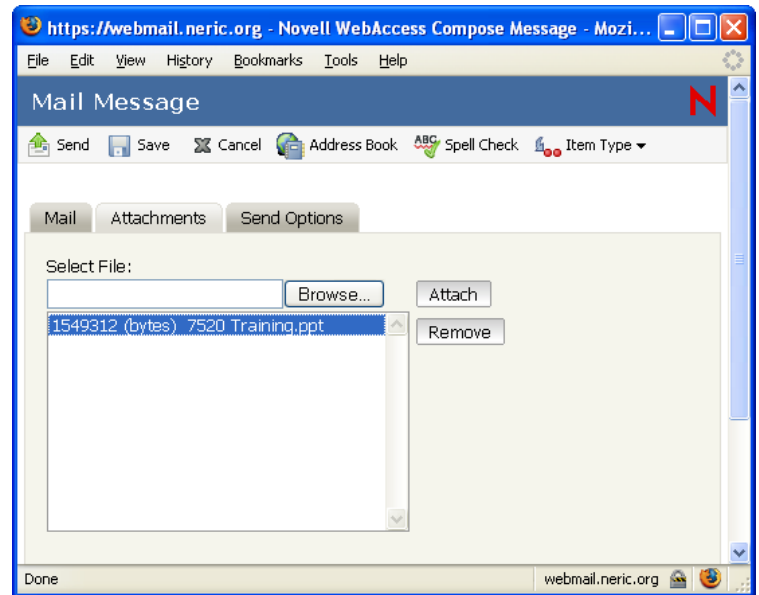
When desired file(s) are displayed in bottom window, click the Mail tab.



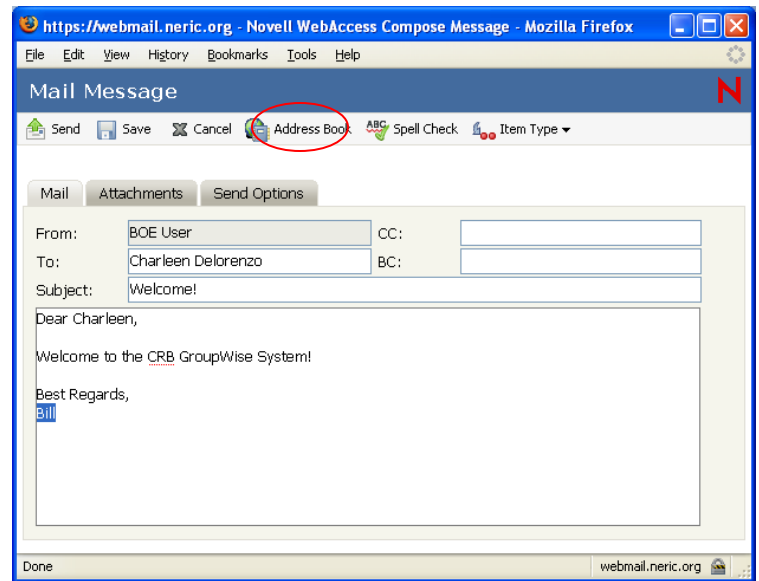
The attachment(s) is/are visible below the subject field.



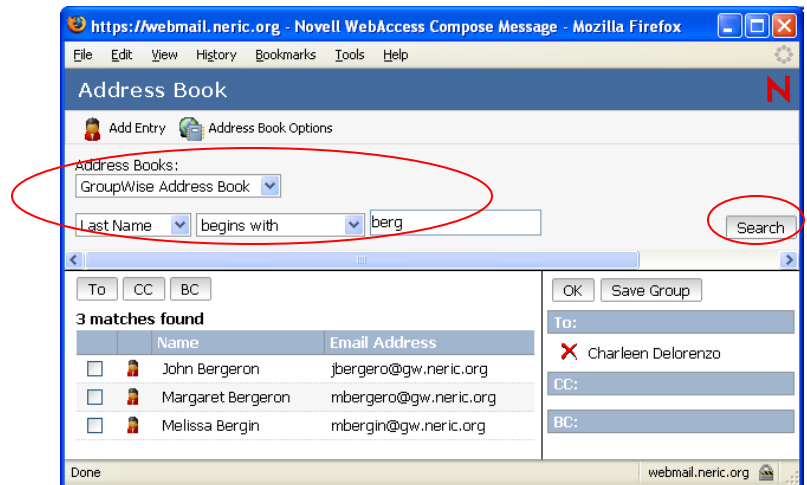
To remove attachment(s) prior to sending, click the Attachments tab. From the bottom window, select the file(s) to be removed and select "Remove".



As an alternative to autocomplete, you may find and select recipients in the Address book by clicking the “Address Book” button on the toolbar.



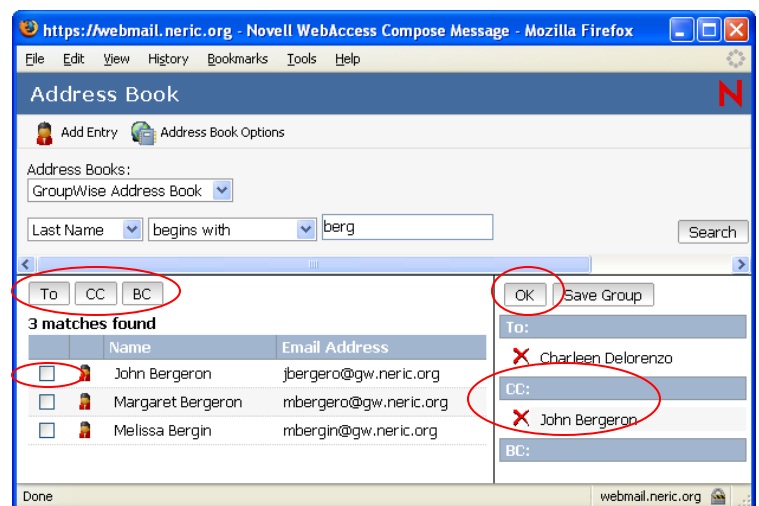
See Address Book selections by clicking the down arrow to right of field (i.e. GroupWise Address Book) and selecting desired recipient(s). Likewise, to setup a name search condition use down arrow etc. to select Name Type (i.e. Last Name), condition (i.e. begins with), enter search criteria (i.e. berg), then click the Search button.



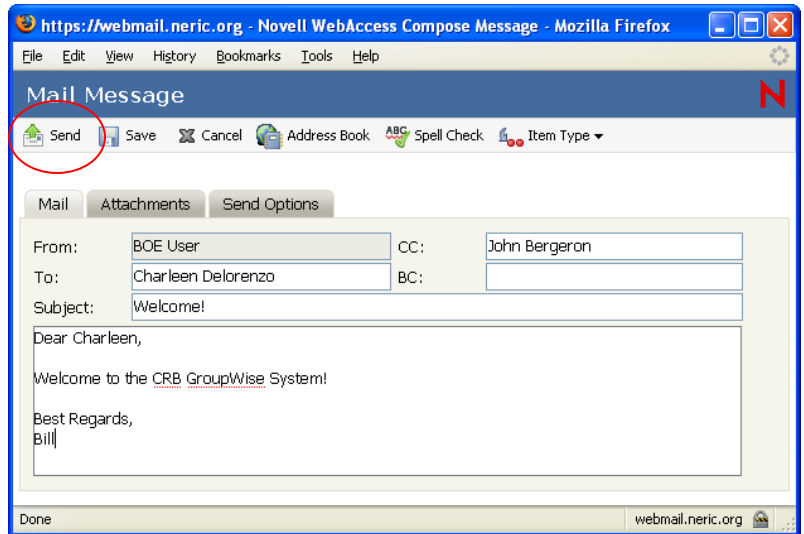
Note: Our search example found 3 individuals, only one of whom do we wish to select.

Click the box next to desired name (John Bergeron), then click either the To, CC, or BC buttons (i.e. CC)

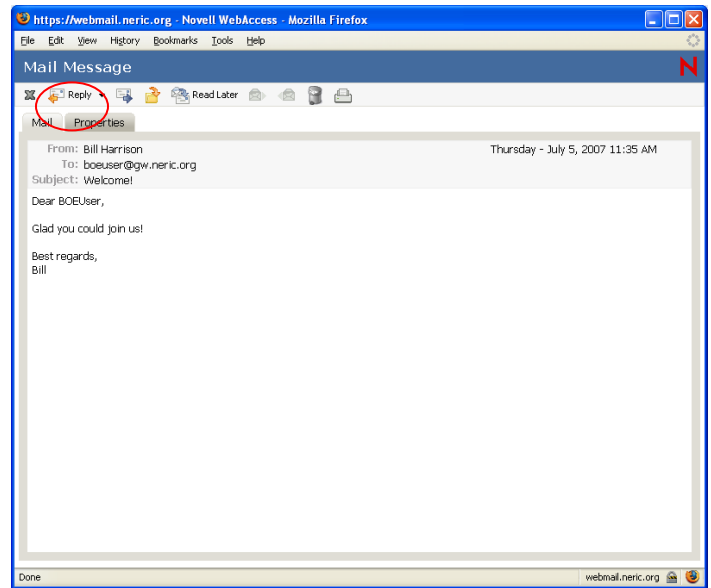
When the desired recipients are selected, click the “OK” button in the bottom right window.



When the message is ready, click the “Send” button in upper left of the window.



To reply to a message, click the desired message to view it. Click the “Reply” button on the toolbar. For more reply options, click the down arrow next to the Reply button.



To forward a received message to another recipient, click the “Forward” button on the toolbar. By default, the original message will be forwarded as an attachment in the new message.

