

# Info-Flyer

## Accessing GroupWise Using Your Web Browser

You can access your GroupWise account remotely using a web browser: Internet Explorer or Netscape. You will be able to view and use your GroupWise account (including your calendar and email) using a secure server. Here s what you need to do.

### Set Up A GroupWise Password

You must have your GroupWise account set up so that a password is required before you can access it via the web. If you do not have a password set up, follow these steps:

1. Open GroupWise
2. Choose Tools then Options.
3. Double-click on Security.
4. Click on the Password tab.
5. Type in a password under New password, then type it again under Confirm New Password. Computer Services recommends using the same password that you use for your Novell login that way you only have to remember one password.
6. We also suggest that you put a check mark next to both Remember my password and No password required with NDS. That way you do not have to type in your password every time you open GroupWise.

### Using your web browser to access GroupWise

1. Connect to the Internet if you are not already connected.
2. Open your web browser Internet Explorer or Netscape.
3. Type in the following address

<https://gwweb.georgiasouthern.edu/servlet/webacc>

(note that there is an s after http)

You will see this screen:

**GroupWise -WebAccess**

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**GroupWise WebAccess:**

English

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4. Choose English (or other language if you wish) and click on Go. You will see this screen:



The screenshot shows the 'GroupWise -WebAccess' login interface. It features two input fields: 'Name' and 'Password'. Below these fields are two buttons: 'Login' and 'Help'. At the bottom, there is a checked checkbox labeled 'Java-enhanced'.

5. Here you enter your first and last name and your GroupWise password. Then click on Login (or hit Enter).
6. You will then see your GroupWise account.
7. You have the same basic tools on the web version of GroupWise as you do with the installed version.

One thing is a bit different. If you use the calendar in the selection the middle of the box, you will just see a list of appointments. To view it like a calendar, click on the picture on the left bar-



and the calendar will appear as in does on the installed version of GroupWise.

### Creating a bookmark

Instead of typing in <https://gwweb.georgiasouthern.edu/servlet/webacc> every time that you want to go to GroupWise on the web, you can create a bookmark. Here s how to create a bookmark in Internet Explorer and Netscape.

### For Internet Explorer

1. Open Internet Explorer.
2. Go to <https://gwweb.georgiasouthern.edu/servlet/webacc>
3. Go under Favorites and choose Add to Favorites.
4. Choose OK or put it under a folder and hit OK.

**For Netscape**

1. Open Netscape.
2. Go to <https://gwweb.georgiasouthern.edu/servlet/webacc>
3. Go under Bookmarks and choose Add Bookmarks.