



GroupWise Quick Reference Guide

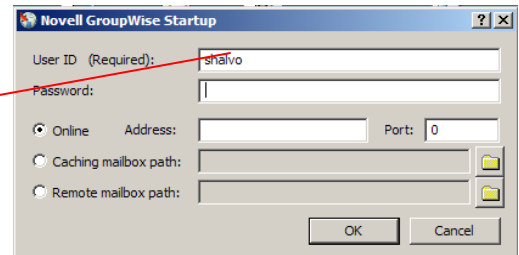
Spring Lake Park Schools uses Novell GroupWise for all Email and Scheduling services. There are two ways to run GroupWise. One is by using the client that is installed on all district machines. There is an icon on the desktop to launch the email client. The other option is a web client that can be accessed inside the district by typing MAIL on the Internet Explorer address bar or by accessing mail.springlakeparkschools.org from outside the district. This documentation outlines how to use the client software that is installed on district machines. The web interface is similar.

Login To GroupWise



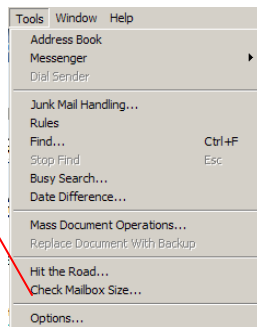
Click on the GroupWise Icon on your desktop.

After starting the GroupWise client on your computer you will be asked to login to GroupWise with the username and password that you were assigned.

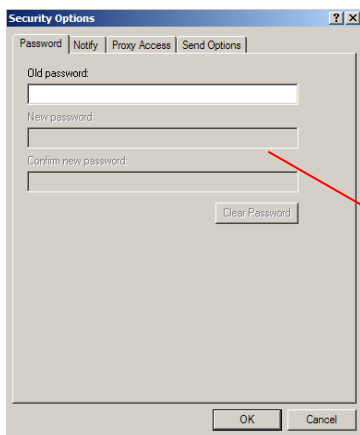
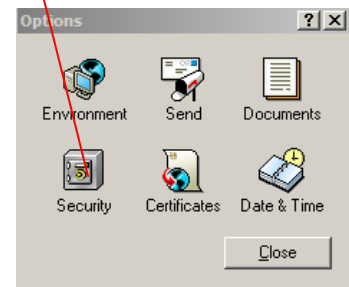


Changing your GroupWise Password

1. The first time you use GroupWise you must set a new password. From the main menu select Tools and then Options.



2. Click on the Security Icon

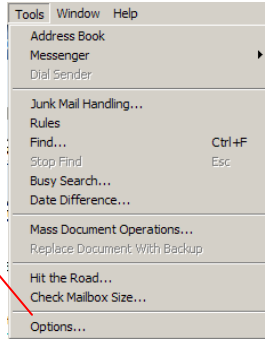


3. Enter your old password and your new password and then click on OK.

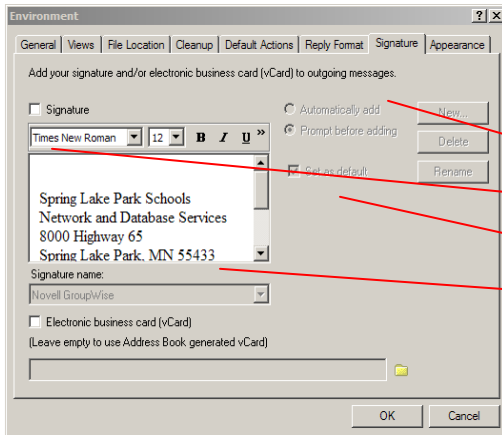
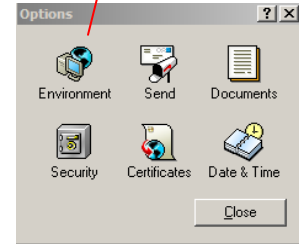


Setting your GroupWise Signature

1. If you wish to have your name, address, phone and/or email address added to all of your outgoing emails you can turn on the signature in GroupWise. Click on the Tools Menu and then on Options.



2. Click on Environment



3. Click on the Signature tab.

Click on the Signature check box

Check the Automatically Add button

Enter your signature

Click on OK when you are done

Novell GroupWise Quick Reference Card

Refer to the Novell GroupWise Quick Reference Card in the Forms and Reference section in the back of this manual for more information on how to use all of the messaging and scheduling features of GroupWise.

NOTES

Four horizontal blue lines for taking notes, enclosed in a red rectangular border.

