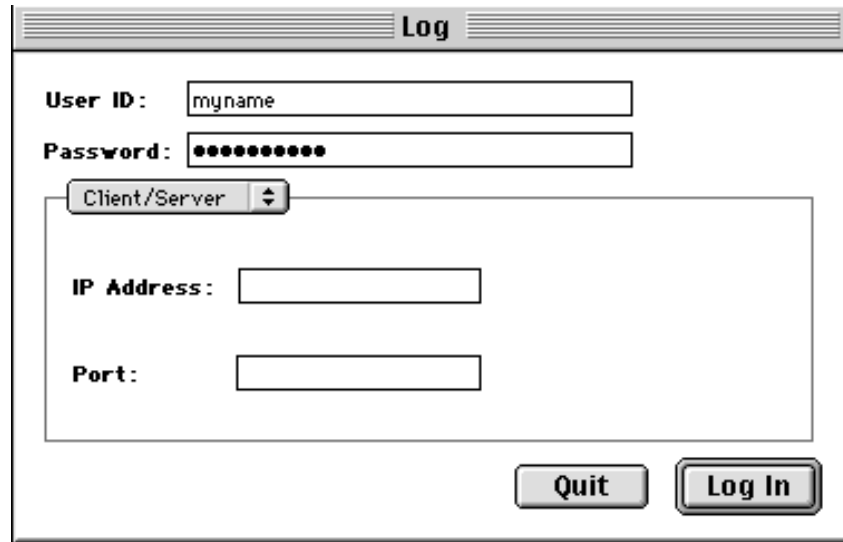


BASIC EMAIL TRAINING

Use your mouse to select the Groupwise icon on your computer desktop and double-click to open the application.

Type your LOGIN name into the User ID blank and your password in the password blank. Remember the password is case-sensitive. Then choose the Log In button.

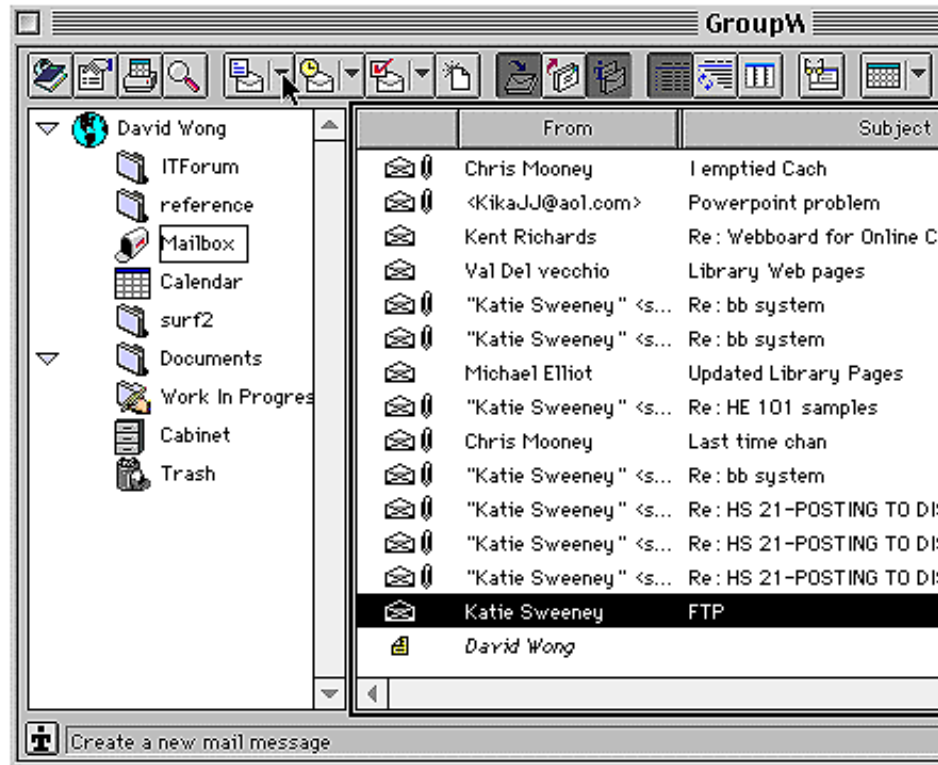


The screenshot shows a window titled "Log" with the following fields and buttons:

- User ID:** myname
- Password:** ●●●●●●●●
- Client/Server:** [Dropdown menu]
- IP Address:** [Empty text box]
- Port:** [Empty text box]
- Buttons:** Quit, Log In

After the main Groupwise window opens, use your mouse to SELECT the mailbox icon in the left column. All of your incoming and/or outgoing mail will show as list in the right hand column.

Use your mouse to explore the selection of icons. Note that as you pass your mouse over the icons, the description of each icon's action will be shown in the bottom left hand corner of the Groupwise window.



Reading email:

To read an email, simply use your mouse to double click on the email you wish to read. To delete an email, use your mouse to highlight the email you wish to delete; then use your delete button on your keyboard to delete the email.

Archiving email:

Remember, your email is not actually stored on your computer. In order to save a piece of email to your computer, you must archive it. Select the email you wish to archive in your mailbox and choose ARCHIVE in the actions menu of Groupwise. This mail will disappear from your main Groupwise mailbox, but it will be accessible in your archived groupwise email box which is probably located on your computer's hard drive. To access it, select "Open Archive" mail from the Groupwise file menu. Upon completion of reading your archived email, choose "Close Archive" from the file menu.

Sending email:

To send an email, choose the create a new mail message icon. Type in the person's email name, not real name in the "To" blank. Note that if you are sending mail off-campus, you must type the prefix, **gwia:**, in front of the email address. That's g-w-i-a with a colon following it. For example--- gwia:jdoe@aol.com

Type your message in the message box and choose send. If you don't know the person's on campus email name, choose the address book and type the surname of the person for whom you are intending to send an email. Highlight the name of the person and choose send it while in the address book.

What's your college email address?

Your college email address is: **emailname@sbcc.net**

Attachments:

To read an attachment someone has sent you. Use your mouse to double click on the attached document. The document should open in the application which has been designated as the one to open your Word attachments.

To attach a document to an email you are sending, drag the document from your hard drive INTO the attachment window at the bottom of the Groupwise email you will be sending.

Logging out:

To log out, simply close the Groupwise window or quit Groupwise application.

Getting Help:

The Information Resources computer help desk phone number is X2215 if you have questions.