

Valparaiso University's official e-mail system is GroupWise. This service can be accessed from any kiosk on campus or from any Internet connection using the browser-based product call **WebAccess**.

## Accessing GroupWise WebAccess

From a VU kiosk click **Email**

or

From a web browser go to:

[groupwise.valpo.edu](http://groupwise.valpo.edu)

This will open the GroupWise Logon screen.



Log into *GroupWise WebAccess* using your ValpoNet Username and your newly changed password.

Once logged into *GroupWise WebAccess*, your initial view is the **Mailbox**. The interface is divided into the Title bar, Nav Bar, Toolbar, Folder List, and Item List.



**Title Bar** provides links to Help, Options, and Logout.

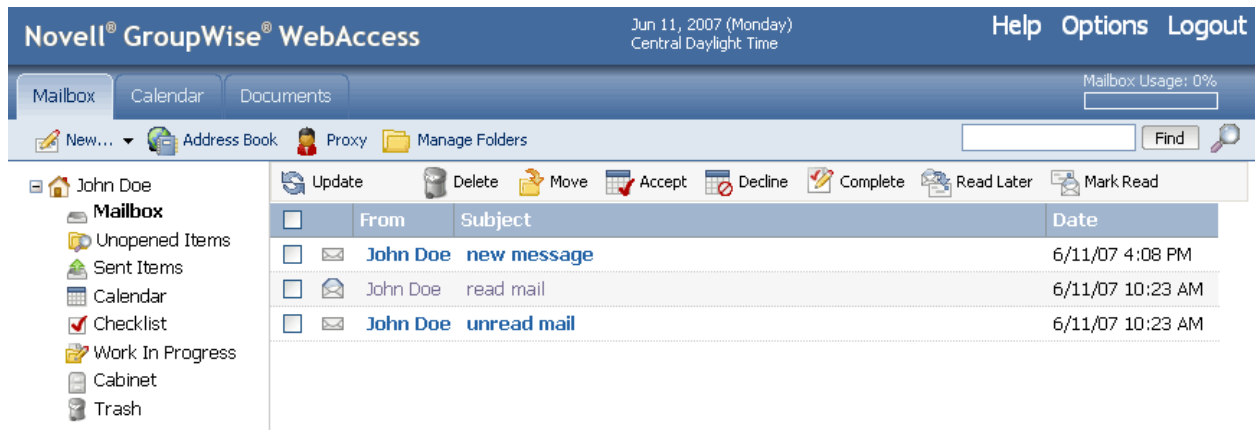
**Nav bar** is used to navigate between the Mailbox, Calendar, and Documents tabs,

**Toolbar** is used to create new Mail, Notes, Appointments, and Tasks; as well as managing folders and proxy rights.

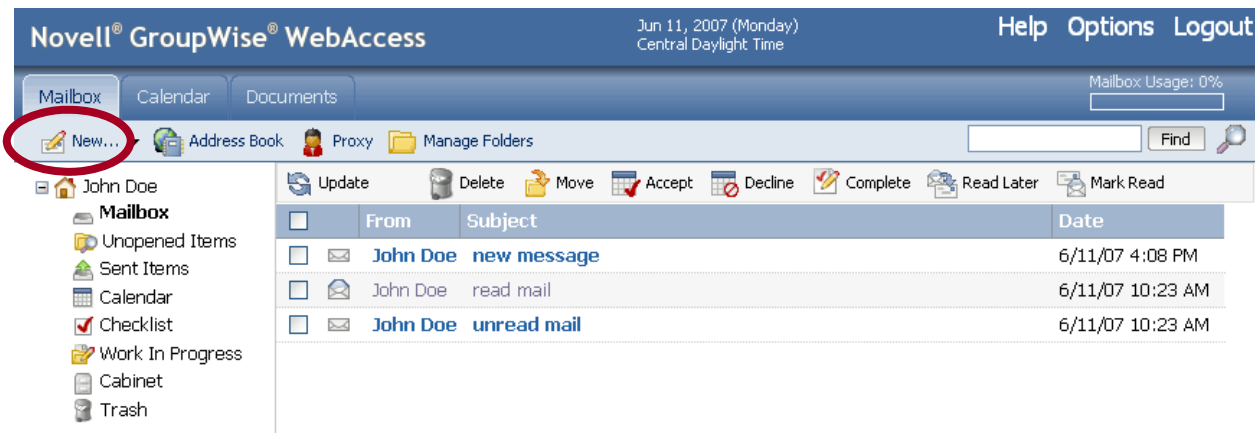
**Folder List** provides quick navigation through the system and personal folders. Use the Folder List items to select between viewing incoming and sent messages.

**Item List** displays the contents of the folder selected in the Folder List.

In your Mailbox (or Inbox) new messages will be on top. Please note that not all unopened mail floats to the top. Messages stay in the order they were received. Unread mail will be bold blue text with a picture of a closed envelope next to it. Read mail will be gray text with the opened envelope next to it.



Compose a new message by clicking the **New** button.



Either type directly into the "To:" box or search for names in the **Address Book**. When you're ready, click the **Send** button.



The screenshot shows the email composition form with the following fields:

- From: John Doe
- To: [Empty]
- Subject: [Empty]
- CC: [Empty]
- BC: [Empty]

Below the fields is a large text area for the message body. The form has tabs for Mail, Attachments, and Send Options.