

GroupWise E-mail

Internet Access

I. Set a password for GroupWise

1. Pull down the **Tools** menu.
2. Select **Options**.
3. Double click on **Security**.
4. Type a password (this can be new and different but don't forget)
5. Click **OK**.
6. **Close** the box.

II. Access GroupWise via the Internet

1. Open you web browser (double click on **Netscape Communicator**)
2. In the location box, type <http://www.ausd.k12.ca.us/employees/>
3. Click on GroupWise **5 Web Access**
4. Type your normal user name (ghelmberger).
5. Type the GroupWise password you just setup.
6. Click on the **Login** button.

Your email will be slower and the options are a bit different, but it works.

You can attach files, such as sub plans, and mail them to the office.