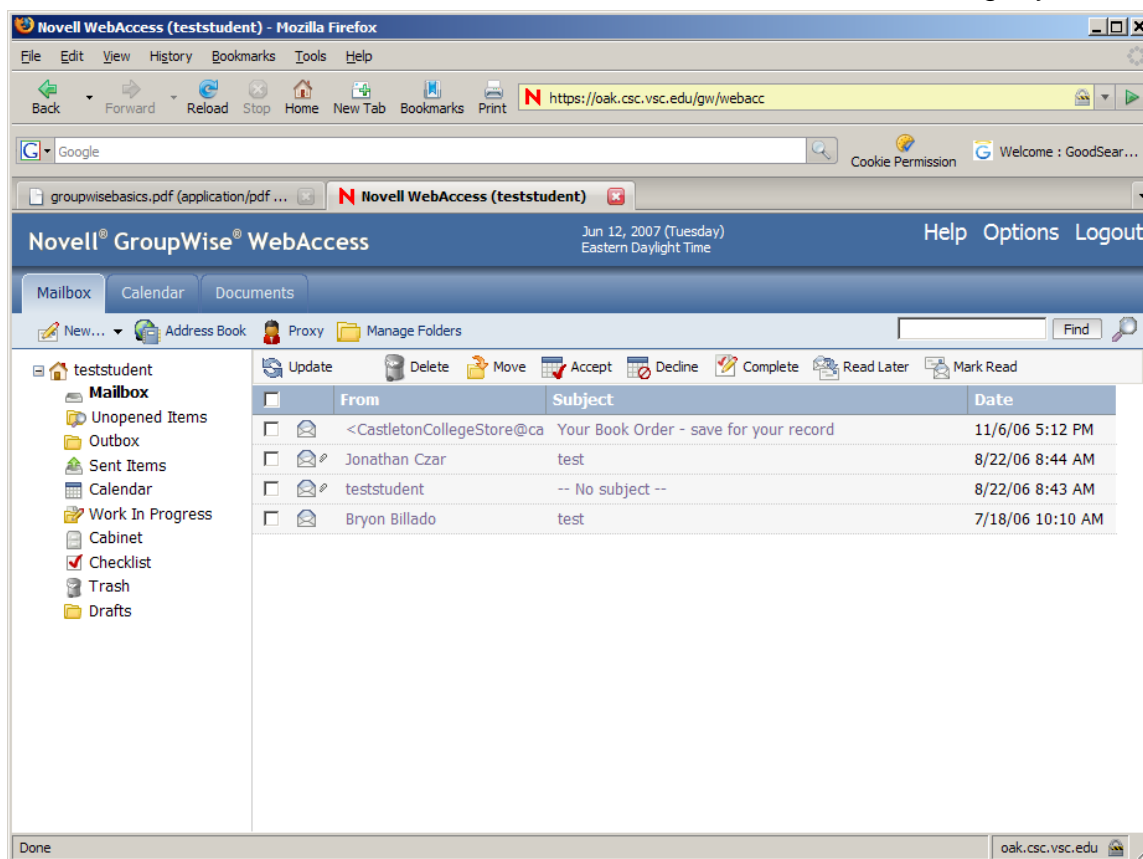


GroupWise Web Access Basics

GroupWise Web Access looks very similar to other web based email systems, but it does have a few differences. Here's a brief overview of the basics to get you started.



Compose a New Message

To compose a new message, click the icon shown above. It's located on the left-hand side of the screen.

Using the Address Book

The email addresses of all Castleton students, faculty and staff are located in the address book. Once in the address book, you can also add the addresses on non-Castleton friends and family by clicking the "Add" button.

Exit GroupWise Email

In order to properly log off your GroupWise email, click the "Logout" button shown above. It's located at the top right corner of your screen.

Changing your Password

You should change your password by logging into Blackboard, and clicking on the "Change Password" link on the left hand side of the page. This will change your password for GroupWise email, Blackboard/VSC Web Services, and Castleton network access.

Your Personal Calendar

Your GroupWise email account also contains a personal calendar for keeping track of appointments and tasks.

Find Messages and Appointments

The “**Find**” button allows you to search for messages and appointments based on sender, receiver, subject keywords, and message keywords.

Online Help

For more specific questions about Web Access features, you can try using the online “**Help**” button at the top of your screen.

As always, if you have any problems or questions about your Castleton State College GroupWise email account, feel free to contact IT Services at extension 1221 or via email at ithelp@castleton.edu. You can also visit our offices located in Stafford Academic Center, across the hall from the ACC.