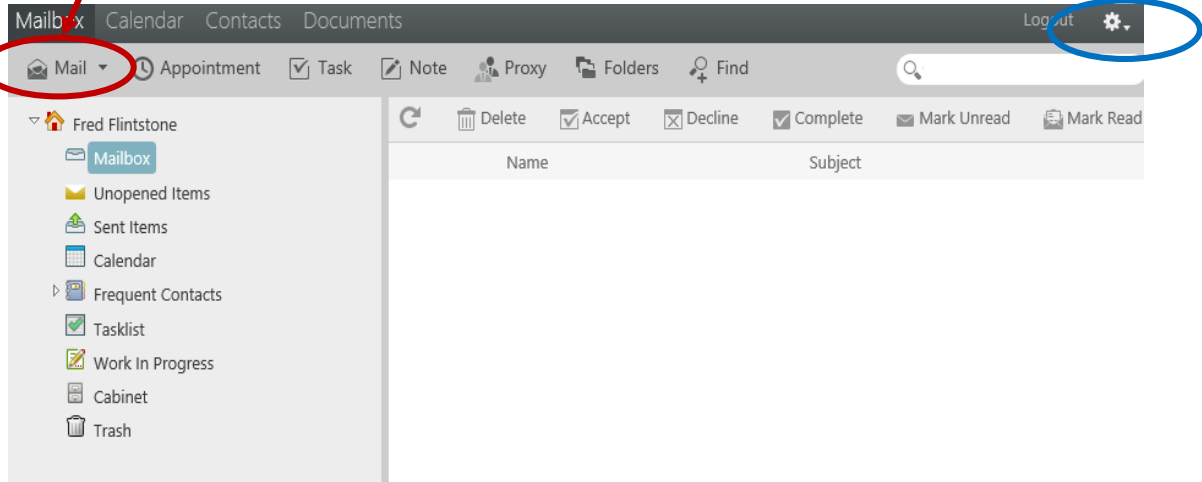


GroupWise Basics

After logging into your new e-mail, there are a few basics you might need to know.

To Create a New e-mail Click the Mail icon

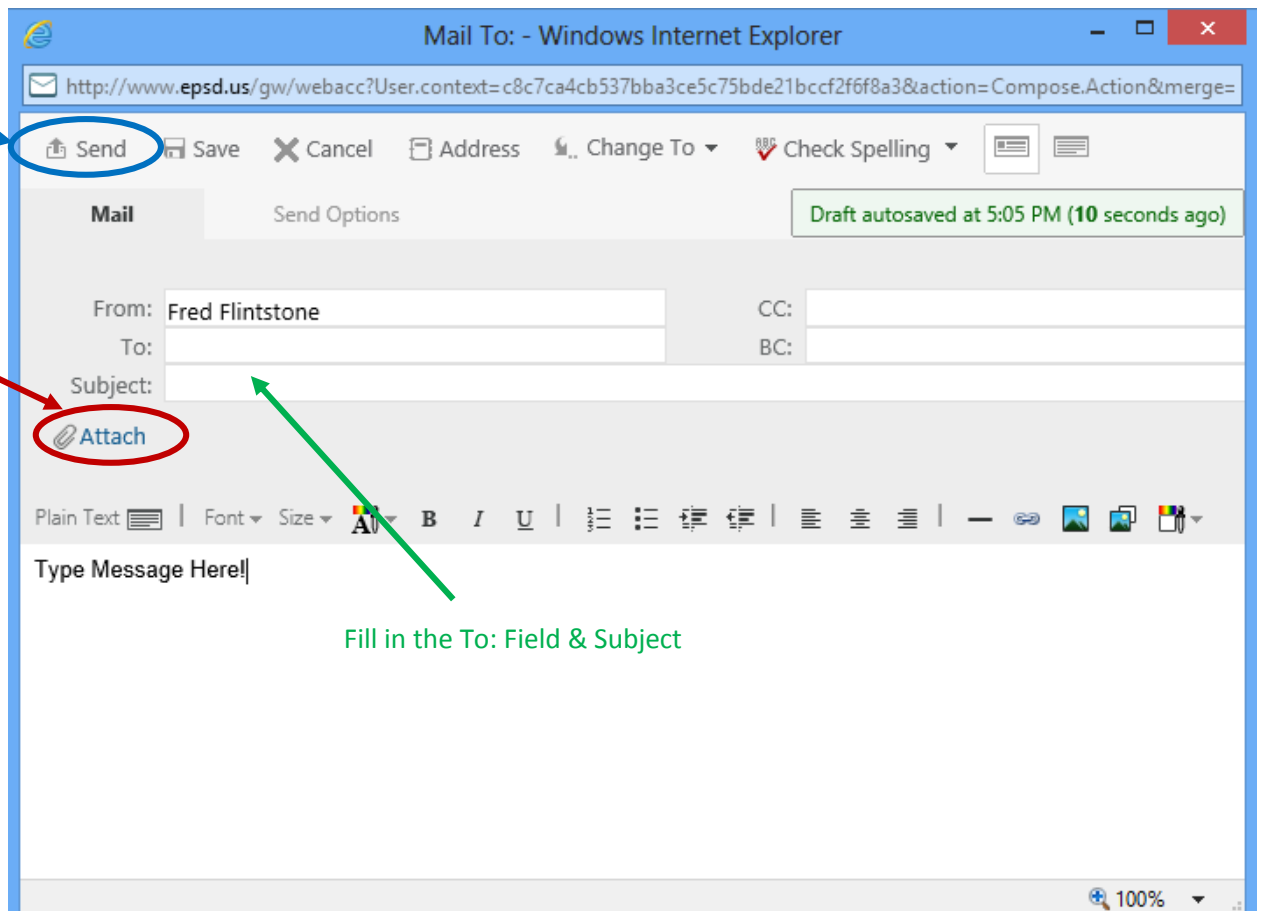
To Change Password or add a signature, click the Gear Icon



Sending an E-mail

When Finished, click Send to send the message

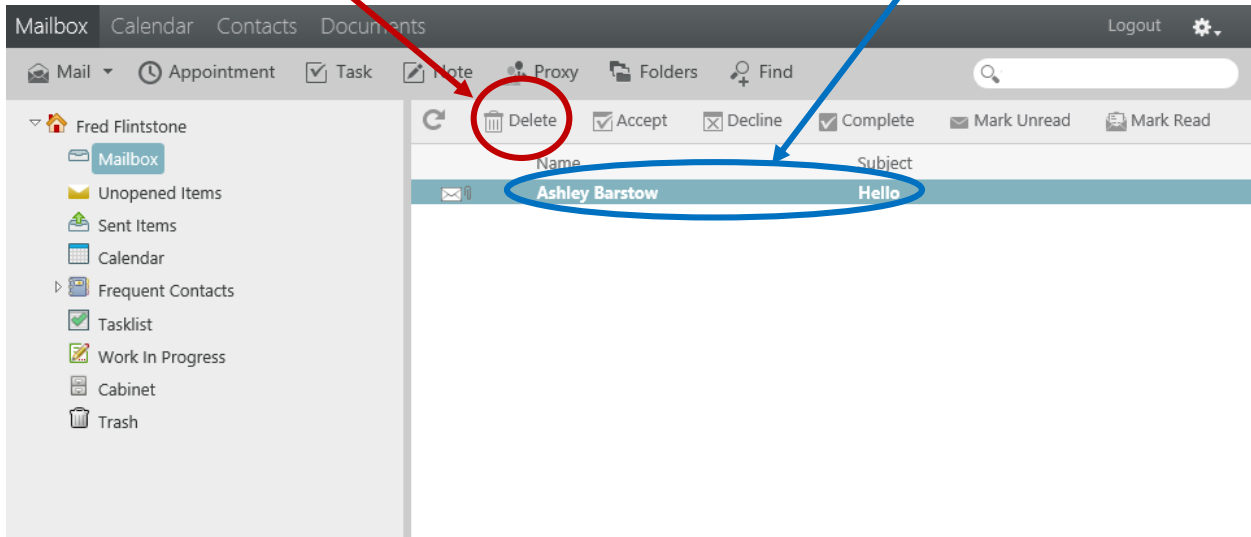
To add an attachment, click the attach button



Reading and Deleting E-mails

To delete an e-mail Click on it and press delete.

To open a message. Double click on the e-mail you want to read.



To close an e-mail click on the X

Viewing Attachments and Closing an e-mail

To View an attachment click on the files name, and select open depending on your browser

