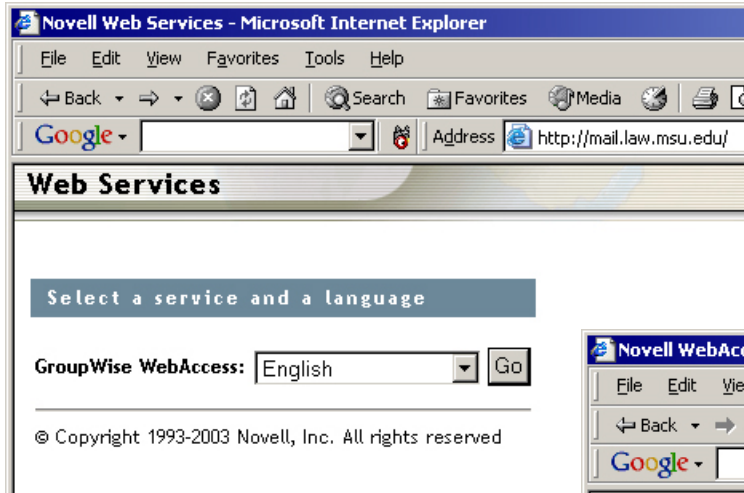
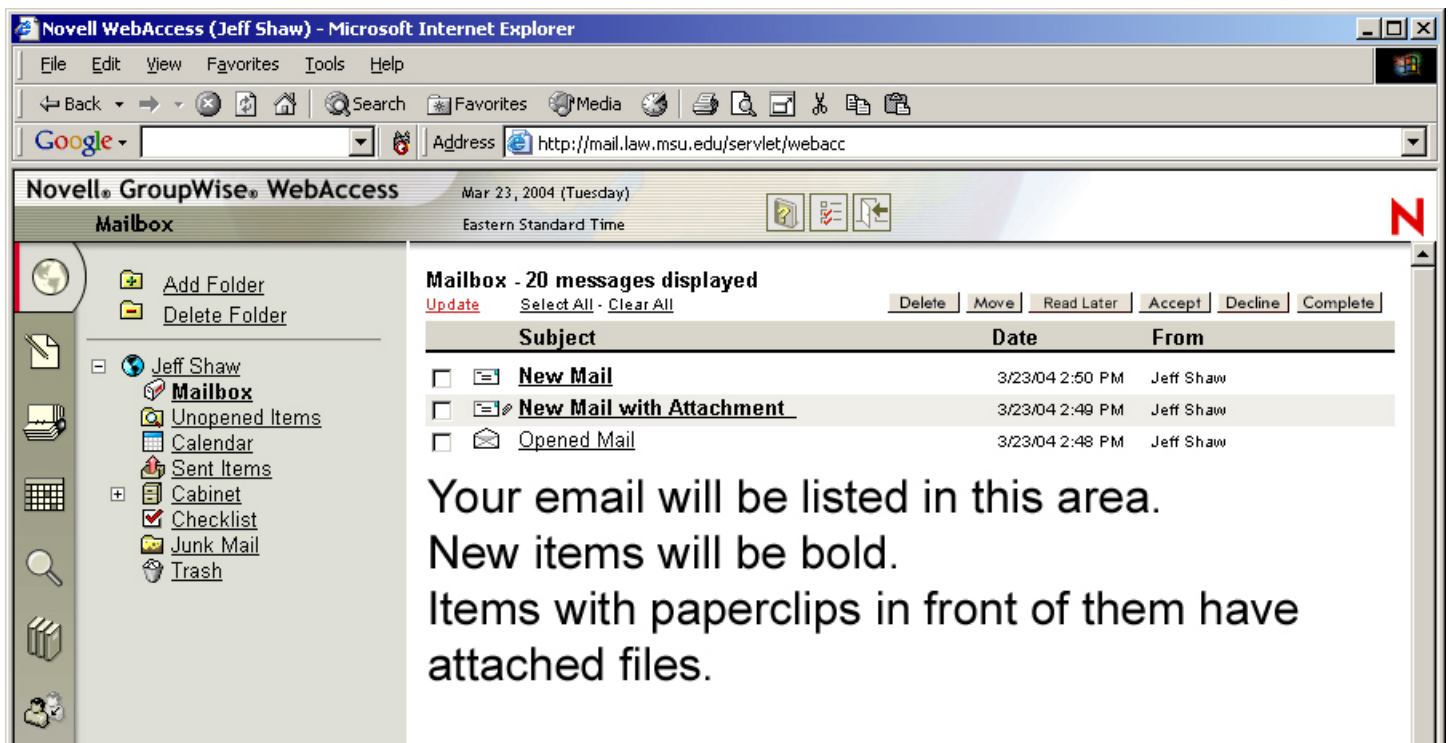
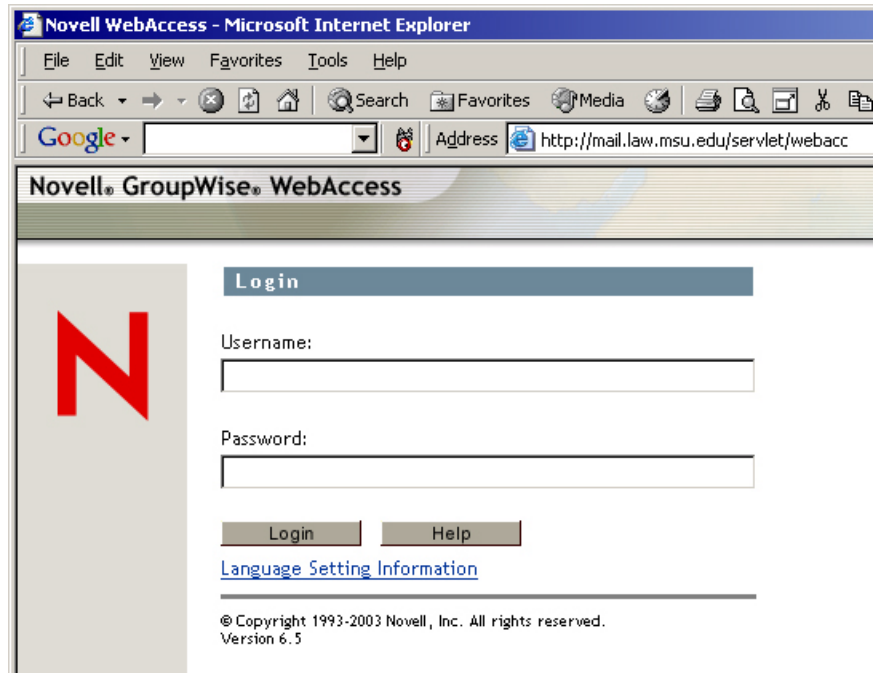


Accessing Your Email Through The Web – GroupWise WebAccess



Open any Internet browser and go to <http://mail.law.msu.edu/>, click on the Go button.

Enter your GroupWise username and password then click the **Login** button.



Your email will be listed in this area.
New items will be bold.
Items with paperclips in front of them have attached files.

Once logged in, you come to the main screen.

You can move around the different areas of WebAccess using the buttons on the left side.



Lets you make a new message.



Opens your address book.



Opens the calendar view.



Lets you proxy to any other accounts you have rights to.

Just to the right is the folder list, the two most commonly used ones are:



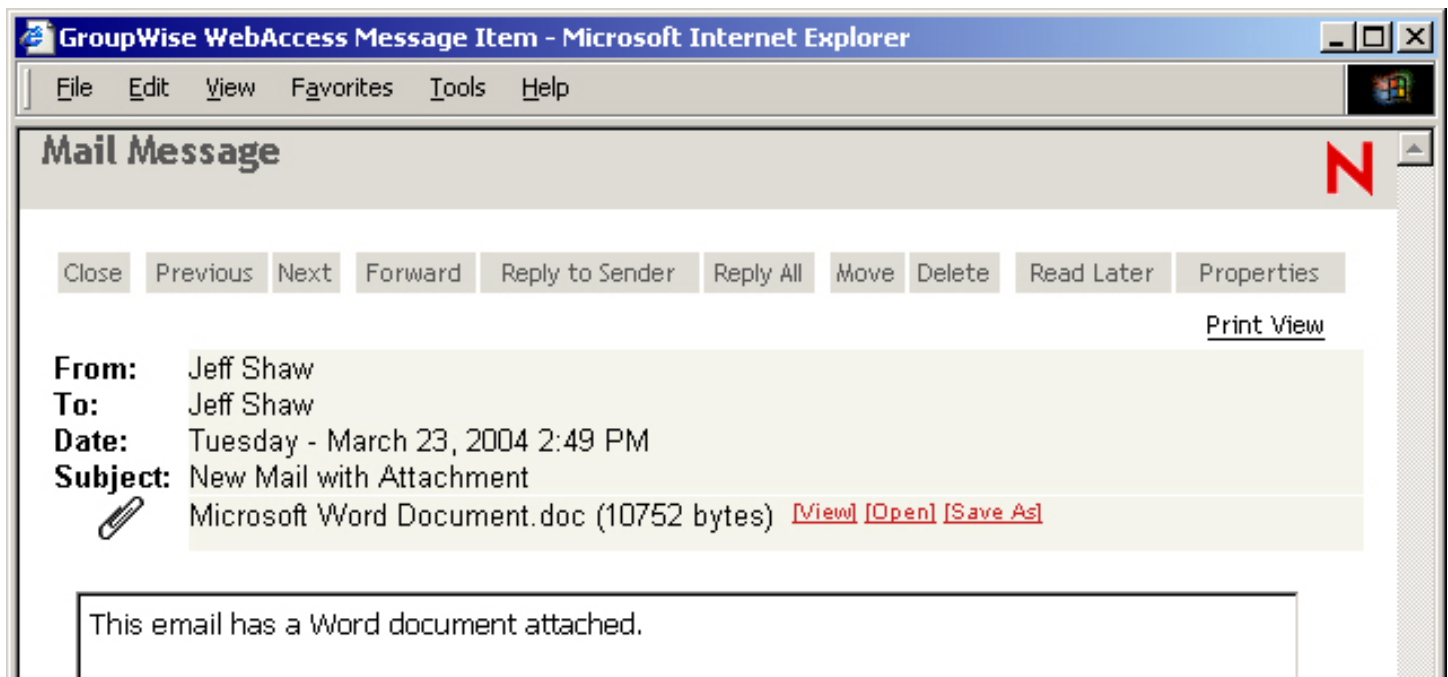
Mailbox

Opens your main mailbox and displays you new email.



Cabinet

Opens your cabinet, click on the + to expand the list to include any sub-folders you have created.




Clicking on any mail item will open a new window like this one.

The buttons across the top allow you to do the normal actions such as, reply, forward or delete.

If there is a file attached it will show up under the subject line. Use the **Open** link to open the document for viewing. Use the **Save As** link to download the file to the computer you are on, this is the best option if you plan on editing the file.



Once you are done using WebAccess, click on the exit button  at the top center of the main screen.