

“Groupwise Client” QuickStart Guide


If you are dissatisfied with the new Groupwise through the web at school, try using “**Groupwise Client**,” another way to access Groupwise. “The Client” is found in your Dock at the bottom of the screen.

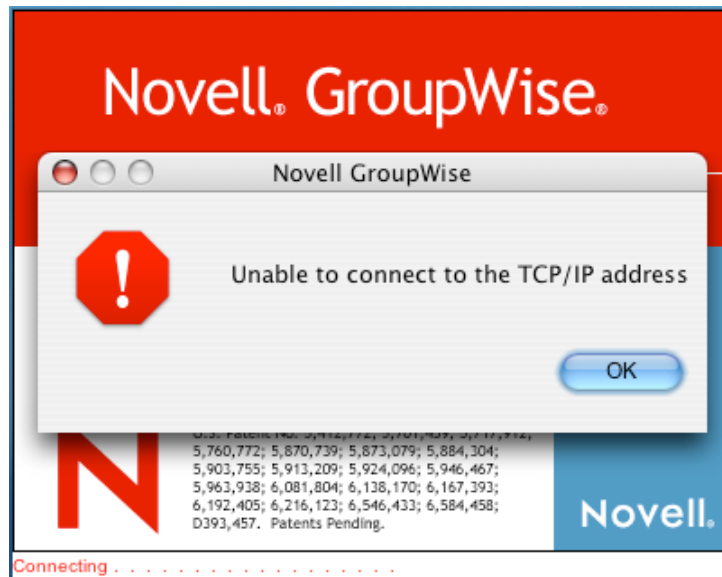
Why use Groupwise Client?

Besides being more clearly displayed, here are the advantages over the web version:

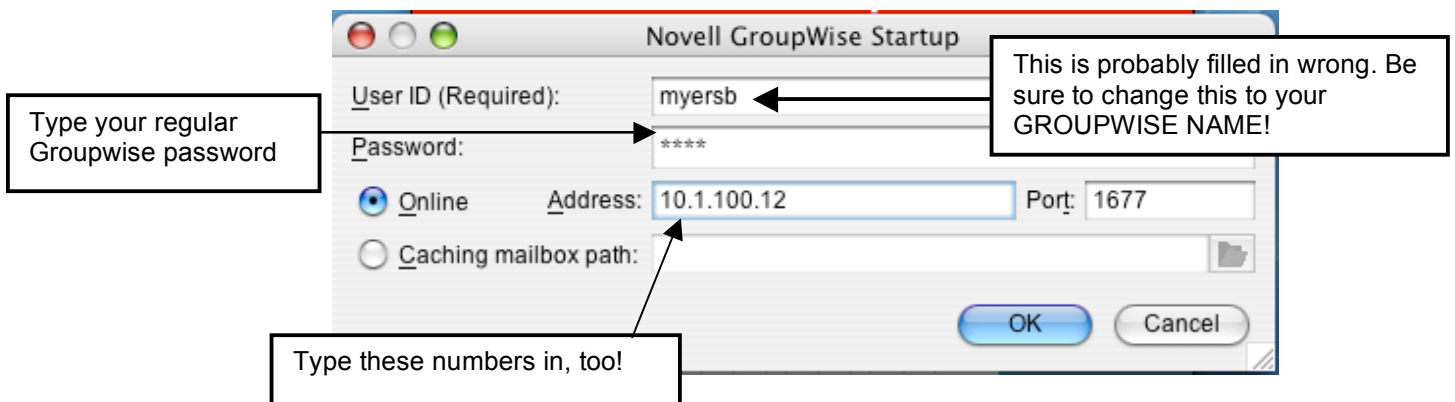
- You can sort your mail by date or by who sent you the mail;
- Folders are easier to manipulate
- Attachments will PROBABLY be easier to handle.

To Use:

1. On the Dock, Click on the 
2. The first time you do this, you will get the following message:



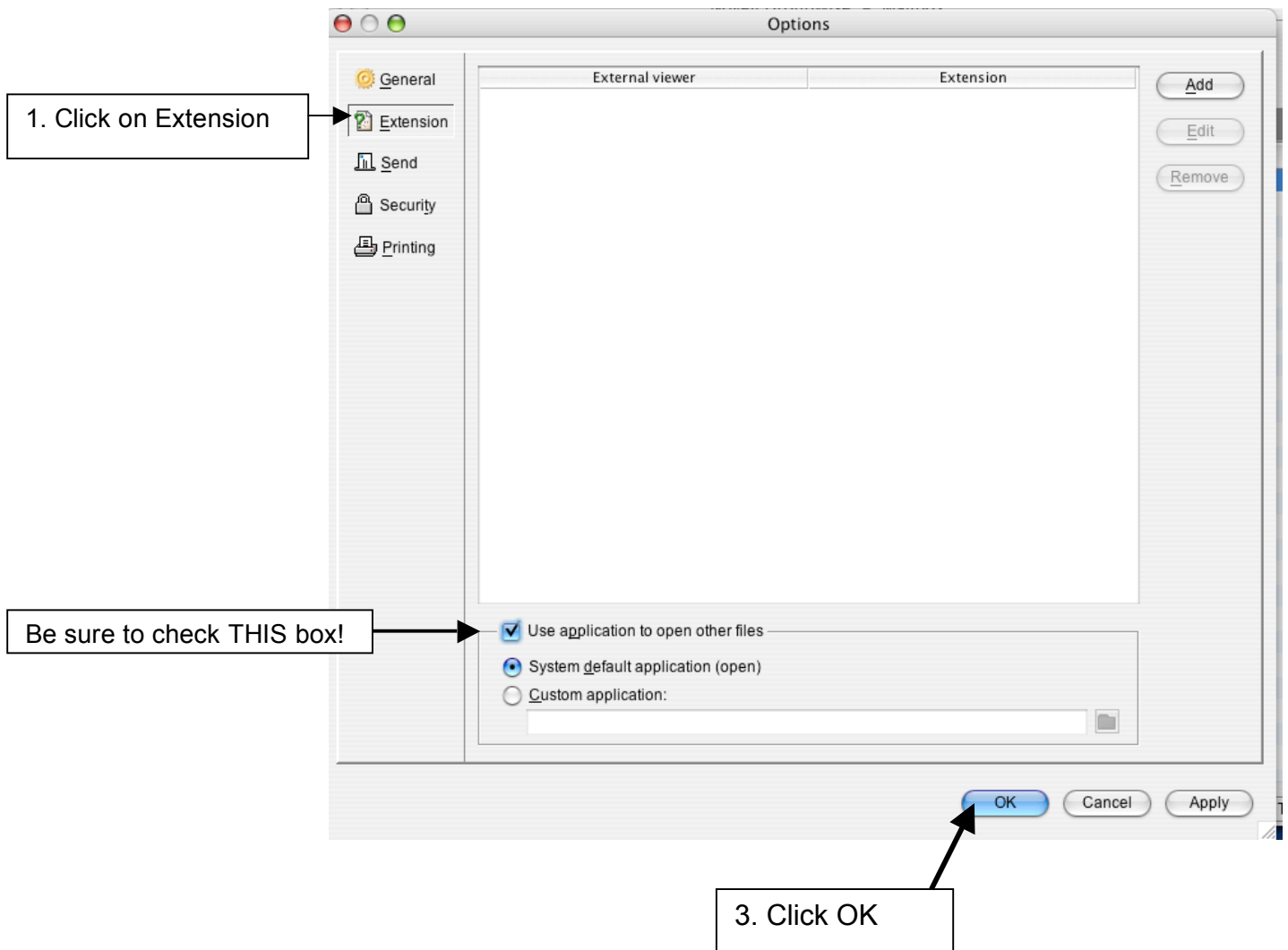
3. No problem! Click OK, and fill in the box that appears:



To Set up Ease in Reading Attachments:

The first time Groupwise Client opens, go up to the top left of the screen to the words “**GroupWise**”, and pull down to “Preferences.”

The following window will open up:



Problems? Questions? email Barbara: myersb@danbury.k12.ct.us