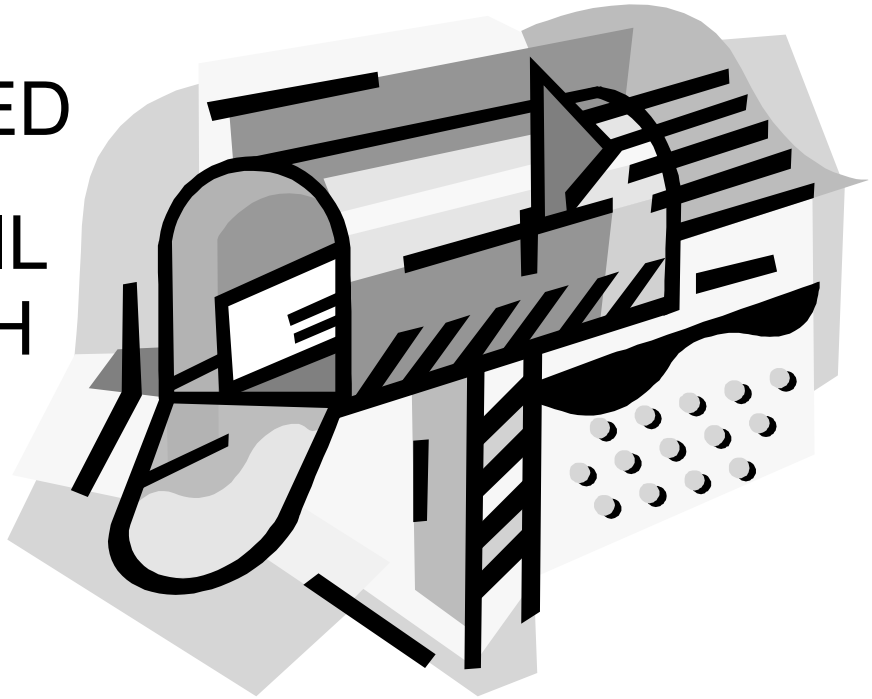
WEB-BASED E-MAIL THROUGH GROUPWISE



Username: first initial + last name
Password: email1
Your new e-mail address: username@leroycsd.org
Our new web site: leroycsd.org
To access your mail from outside the Leroy site: mail.leroycsd.org

Modified from the manual by Frank Muscato, Geneseo Central Schools

Le Roy CSD Technology Services Department
www.leroycsd.org

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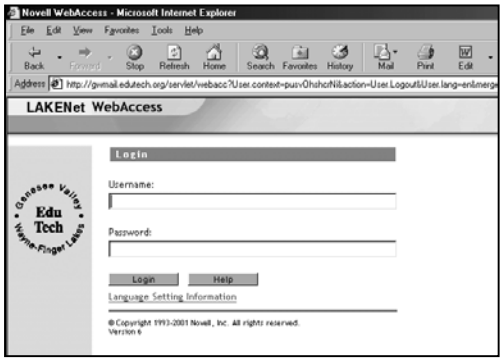
Our email system is "Groupwise 6.0 - Lakenet Web Access". We can connect to our email system from any workstation with access to the internet by typing mail.leroycsd.org.

LOGIN SCREEN

Enter your username and password and select "Login". The system administrator will assign you your username. Normally your username is FIRSTINIITALLASTNAME. For example, dbaker. If there is more than one user with the same first initial and last name, a number will be added to the end. For example: crobinson3.

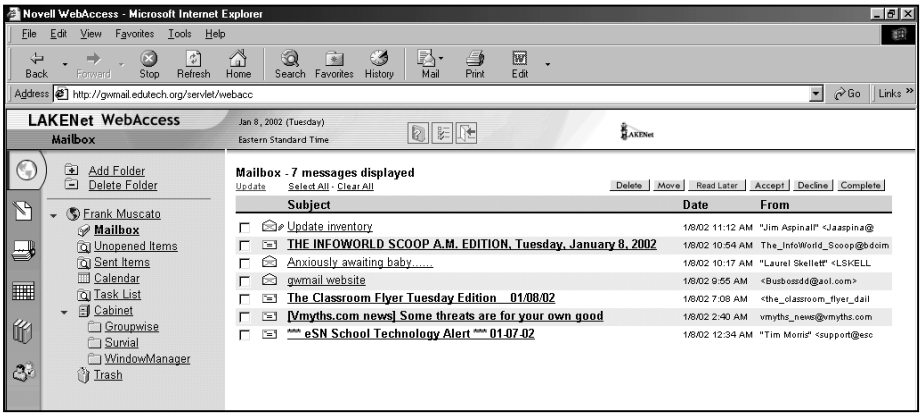
Your initial password will also be assigned. You should change the password through the "Option" feature on the "Mailbox screen".

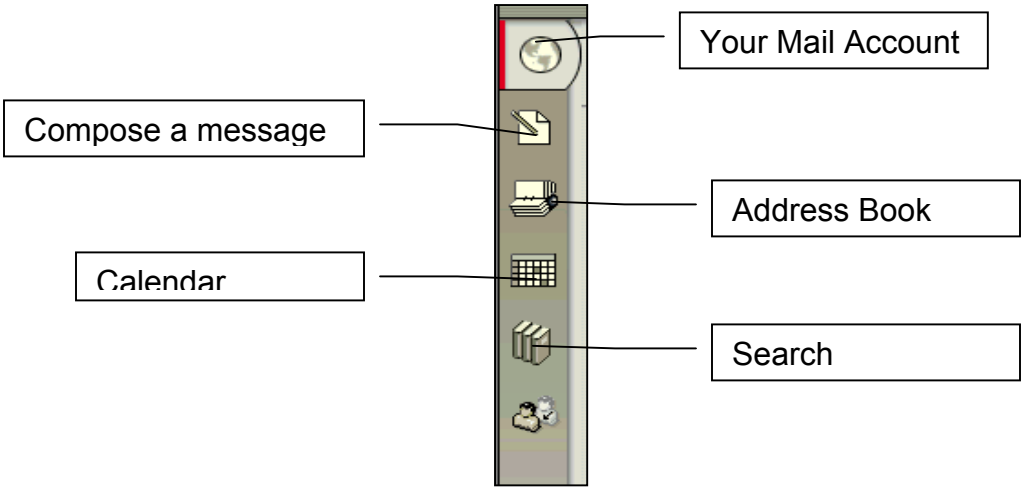


YOUR MAILBOX

The "Mailbox" screen displays email messages sent to your account. These can be new and already read messages. New messages are in **bold**. The "Unopened Item" option will "hide" read messages. Listed under your name are the "folders" that exist for your account. You can add new folders as needed to help organize your mail.

The button bar on the left side of the screen provides access to the "Mailbox", "Address Book", personal "Calendar" and the "Compose" message screen.





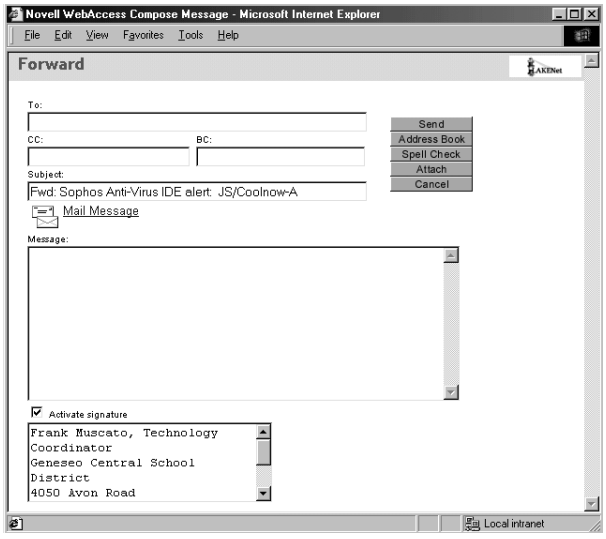
READING A MESSAGE

To read a message, click on its title ONCE and the “Mail Message” screen should open.

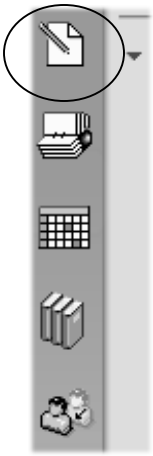
- “Close” - closes the message screen and returns to your mailbox.
- “Previous” - this only appears if the message you are reading is not the first one in your mailbox.
- “Next” - opens the next message in your mailbox.
- “Forward” - opens a new compose screen and lets you send the original message to others.
- “Reply to Sender” - opens a compose screen and inserts the senders address.
- “Reply to All” - opens a compose screen and inserts all recipients of the original message and the sender.
- “Move” - moves the open message into a folder
- “Delete” - moves the open message into the Trash
- “Read Later” closes the message
- “Properties” - show information all the recipients of the message.

FORWARDING

When you forward a message, it is sent as an attachment with the forwarding message.



COMPOSING A MESSAGE

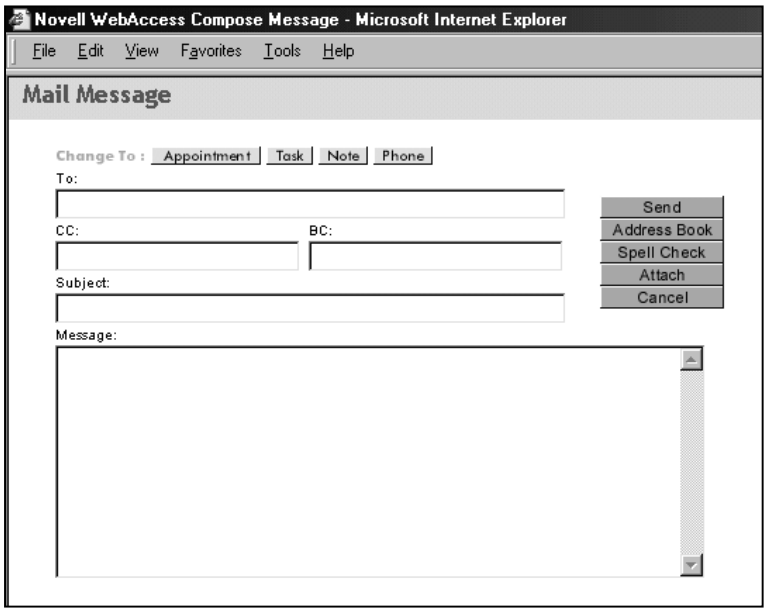


To compose a message, click on the “Compose message icon” in the left hand frame. . Enter an email address, subject and message text.

Email addresses can be accessed from your “**Address Book**” or typed in, as needed.

To send a message, select “**Send**’. Sent messages are automatically saved in the “**Send Items**” folders.

There is a “**Spell Check**” option. The Web-Access dictionary cannot be modified.

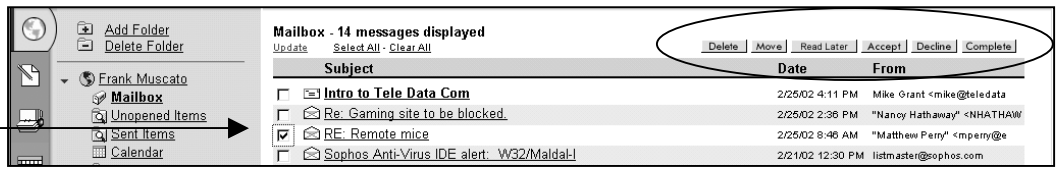


MANAGING YOUR RECEIVED MESSAGES

From the mailbox screen you can mark a message for deletion, move it to a folder or mark it to read later, which resets it as a new message. The options to “Accept”, “Decline” and “Complete” are not supported at this time.

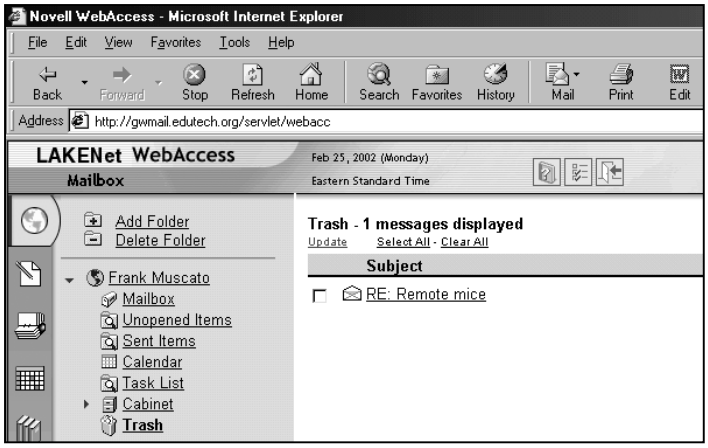
Along side each message is a “check” box and the options appear in a menu about the list of messages.

“Checkbox” →



Trash

If a message is “checked”, then it can be deleted by clicking on the “**Delete**” button in the menu. It is “moved” to the TRASH folder, not permanently deleted.

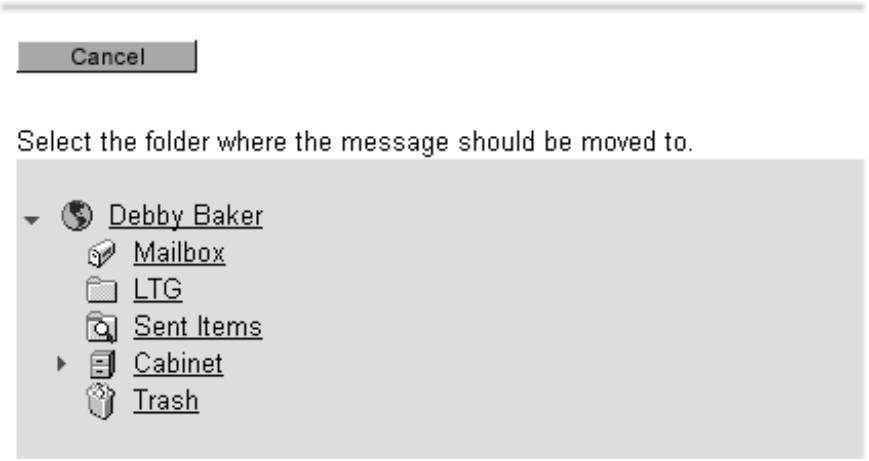


From the TRASH folder you can “undelete” a message, select it and delete or empty the trash all at once.

MOVING A MESSAGE TO A FOLDER

To move a message, select the message by checking its box and then select “**Move**” from the menu above the messages.

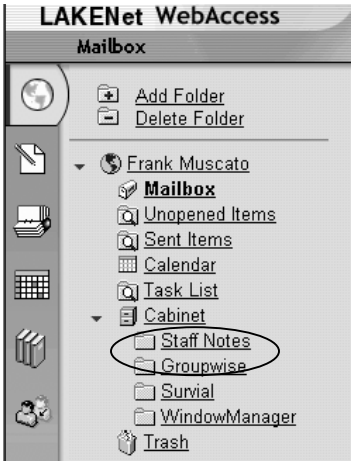
A window will open showing you the current folders. Select the desired folder. The message will be moved.



CREATING FOLDERS

To create a folder, you must first select the option “**Add Folder**” on the “Mailbox” screen.

Enter a folder name and then click alongside the existing folder under which you would like to place the new folder. For example, if you want your new folder under “Cabinet” you could click next to its name.

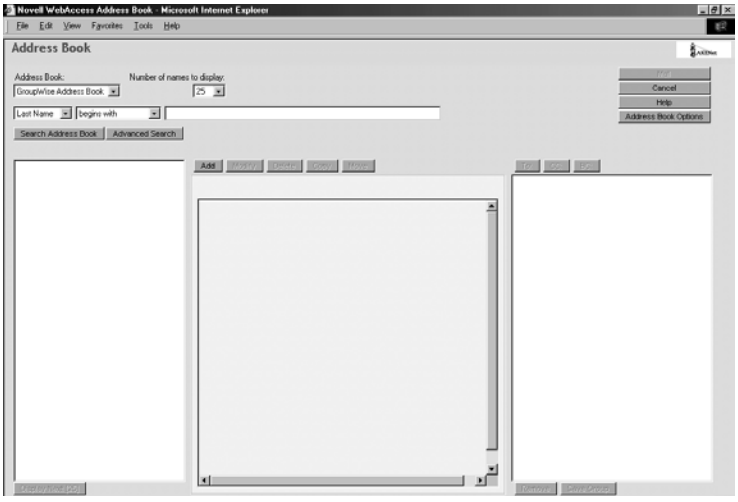


The new folder will appear under “Cabinet” when the arrow next to “Cabinet” is selected. You will now be able to move messages into this new folder.

SELECTING MESSAGES

The “Mailbox” screen has options to check for new messages, “Update”, “Select All” messages on the screen and “Clear All”. “Select All” can be used to delete all messages at once, rather than selecting them one at a time. If you have selected all the message, you can “Clear All” if you made mistake

THE ADDRESS BOOK



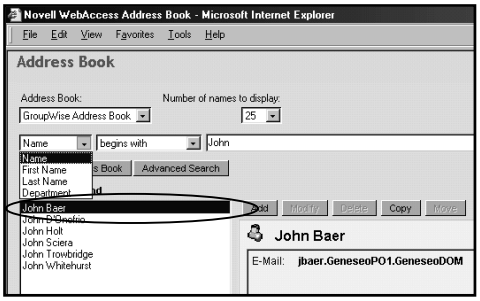
There are two types of address books that come with your account, The GroupWise Address Book and A Personal Address Book. The Groupwise Book lists all of the current employees that have e-mail accounts. The personal address book is where you will add personal addresses and distribution lists.

To begin using the Address Book, you must first search for names. The default number of names to display is 25.
You can also set “criteria” for your search by using the drop down menus displayed.

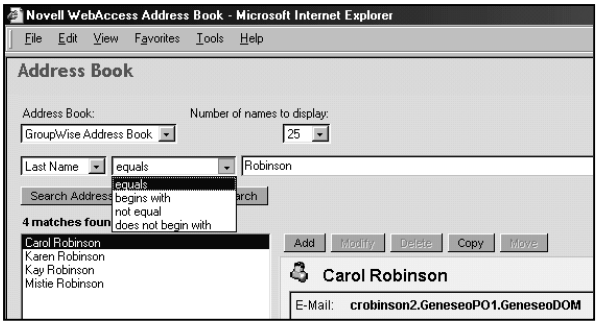
If you enter NO criteria, such as a last name, the first 25 addresses will appear. You can change the number of addresses that appear by adjusting the number under the “Number of names to display” box. If you switch this to 200, you will see all of the current members of the LCSD list.

This is a sample of a search for any address name than begins with “John”.

Note: Department searches are not used.

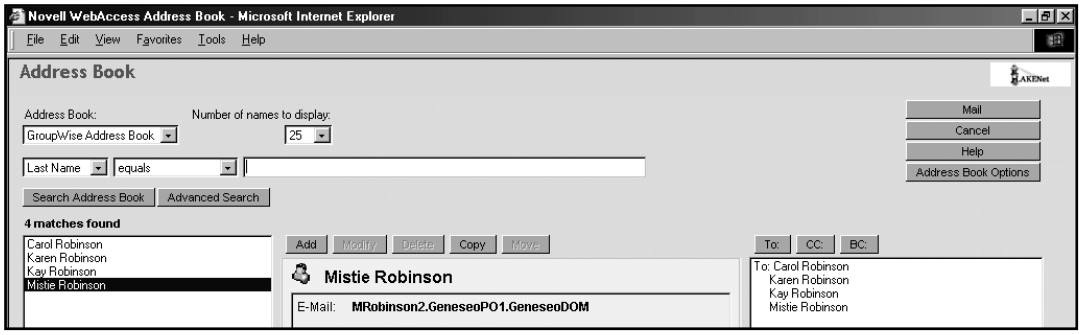


This is a sample of a last name search that equals “Robinson.



Once you have found the email address you are seeking, click on it once and press the “To:” to add that name to the list of those to receive a message.

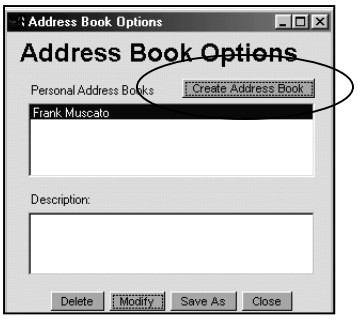
You can add other names listed or do another search and add names.



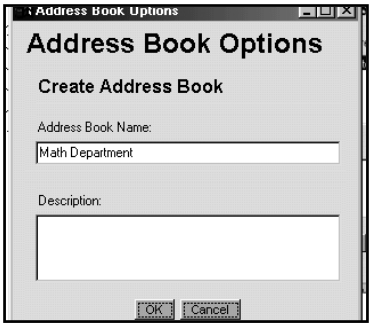
After you have selected the addressees, to write your message, click on the “Mail” button. The “Mail Message” screen should appear. Compose your message and click on “Send”

Personal Address Books

You can create additional address books, which can be used as personal distribution lists. Select the "Address Book Options" button to add a new address book.



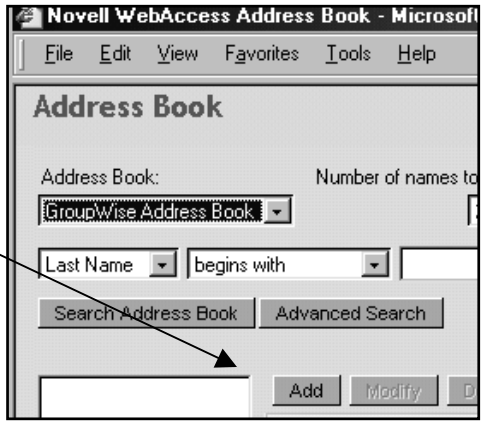
You should have an address book list with your name. Select the "**Create Address Book**" button to add a new list of addresses. For example, you can create a list of all the staff members in your department or team or house.

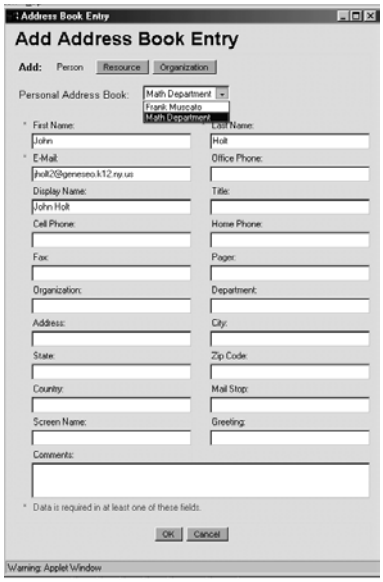


You need to name your new address book, and, if desired, a description and then press OK.

Then select "**Close**" and return to the main "**Address Book**", re-open the "**Address Book**", if needed.

To add addresses to a personal address book, select the "**Add**" button on the "**Address Book**" Screen.



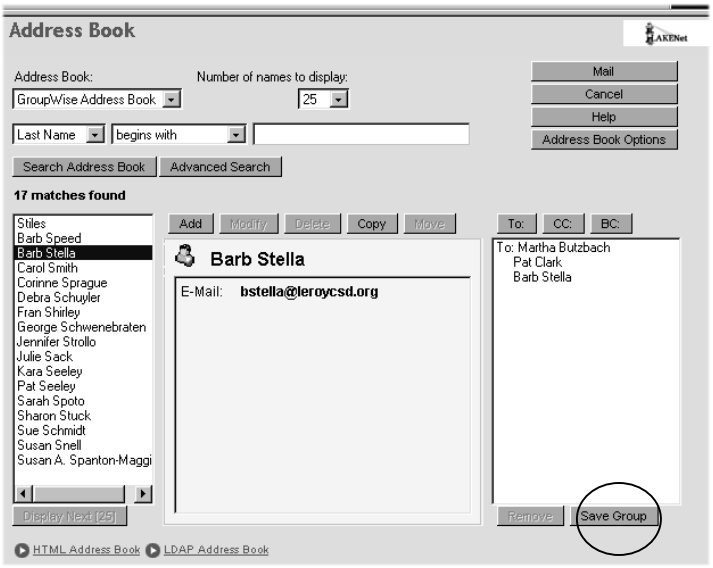


1. Select the personal address book you wish to use.
2. Enter the required fields and press OK.
3. To add another address, select "Add" again.

Creating Department/Grade Level Distribution List

You can also create distribution lists from the GroupWise Address Book. To do:

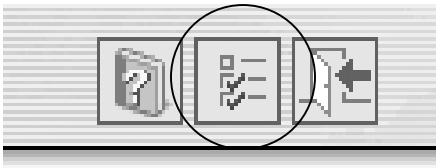
1. Start at the Groupwise Address Book.
2. One at a time, locate the addresses of the people you want on your List. Highlight each name and click on the "TO" button, placing them in the "To" box.
3. Once you have completed your list, click on "Save Group".
4. Give your group a name. This list will then be saved into your Personal Address book. (Remember, you will have to click "Search Address Book" to access it.



On the "Address Book" screen, the new personal address book can be accessed under the "Address Book:" drop down menu:

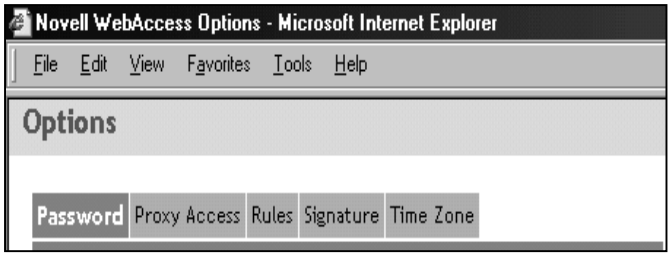
<u>OPTIONS</u> (Note, part of this material will be covered in the Advanced GroupWise Mail class)

The "**Options**" button appear on the "**Mailbox**" screen.



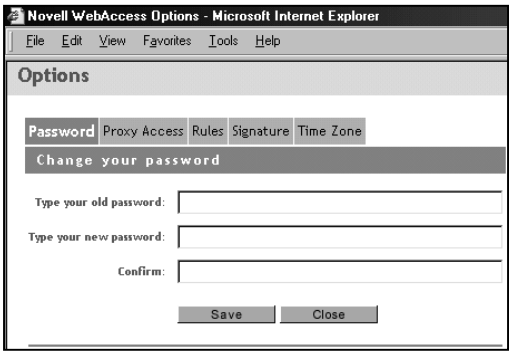
The following options are available:

1. **Change Password**
2. **Proxy Access**- allows someone else to access your email account
3. **Rules**- allows for creating a message to be sent when you are on vacation, and automatic actions to be taken for forwarding, deleting, replying and moving messages to a private folder.
4. **Signature** - can create a closing for each email, such as your name and phone number.



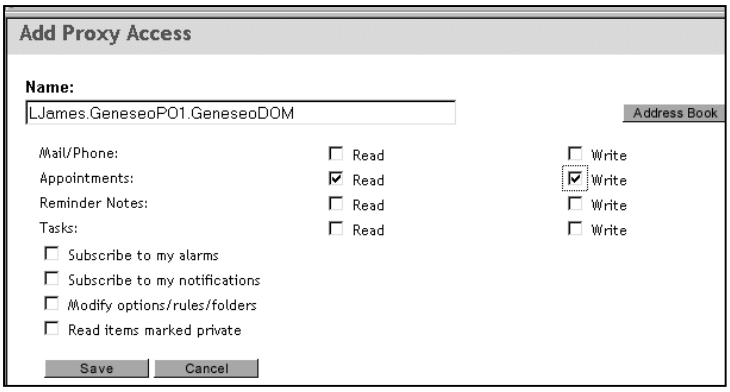
A. Change Password

You must enter your old password and then your new password twice and then select SAVE.



B. Proxy Access

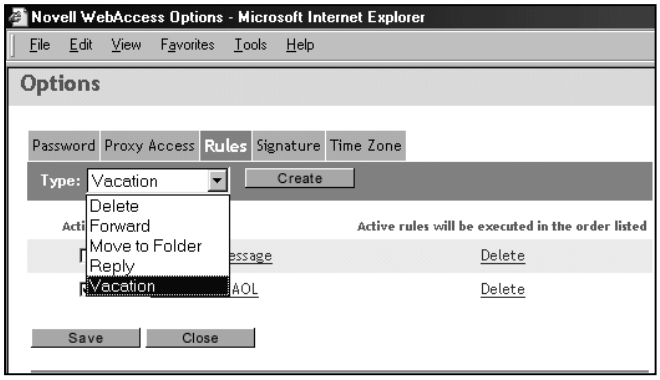
You add a user of our GroupWise email and then assign them rights to access portions of your email. For example, you may want to share your calendar. Caution must be made if too many rights are assigned, someone could delete all your messages or compromise your account.



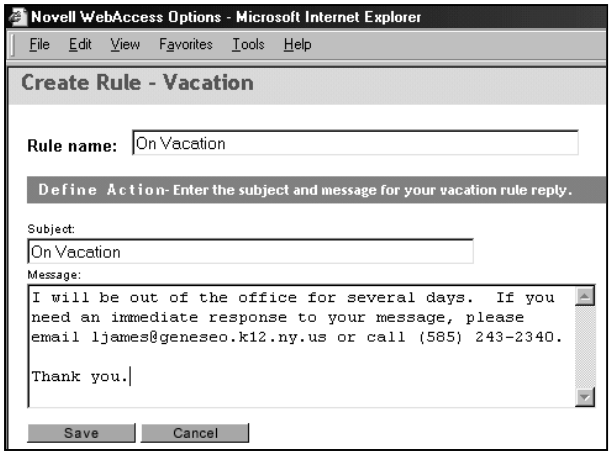
3. Rules (Use this button to forward your mail to your home e-mail account)

You can establish rules that GroupWise will use after mail is received. For example, after a message is received a return message is sent informing the sender that you are out of the office for several days on vacation. The message can direct them what to do if they need immediate response to their message.

To do:
1. Select the “Type” of rule you wish to create.
2. Select “Create”.

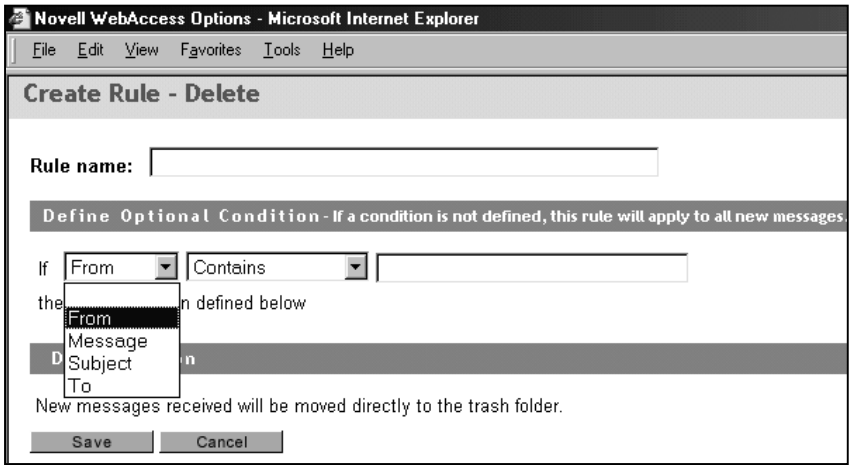


A. For a vacation message, enter the text of the reply.



B. A "Delete" rule, a rule is established based on what is contained in the "From", "Message", "Subject" and "To" fields in each message.

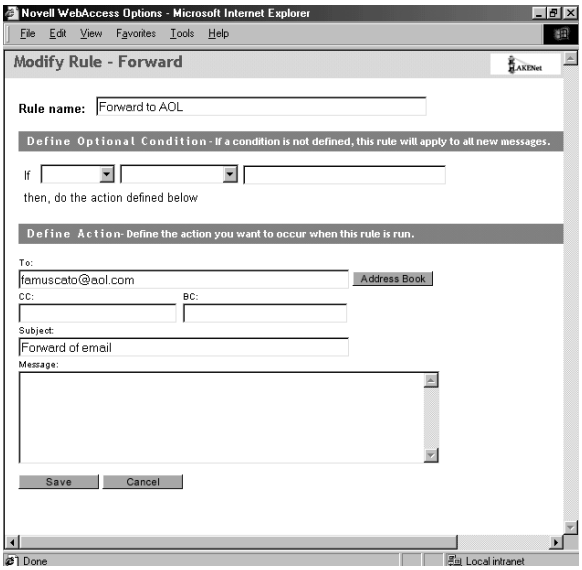
NOTE: If used and no condition is defined, all mail is moved to the trash folder!



C. For "Forward", you can send all messages to another email account .

You can include an introduction to each message forwarded by adding text to the "Message" box.

NOTE: If you have a home e-mail account which you prefer to use, then have your Leroy mail forwarded to you there.

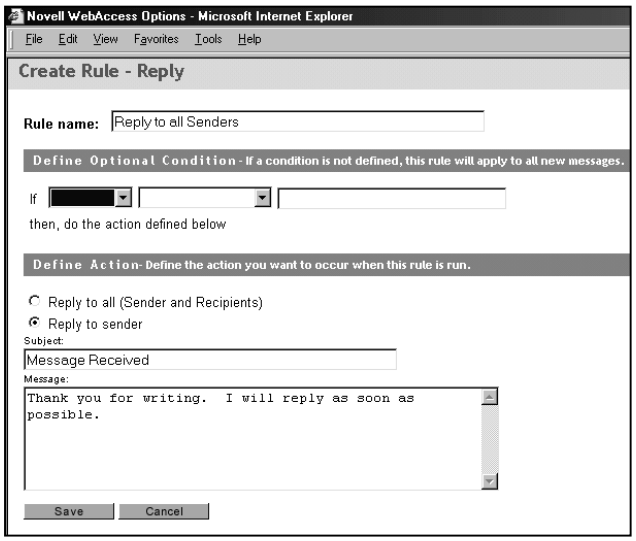


To Do:

1. Create a forward rule (see stop one above).
2. Give your rule a name.

3. Leave the Optional Condition blank.
4. Under the Define Action Category, write your HOME e-mail address in the To: box.
5. Type in a Subject line so that you will recognize a forwarded message: ie. “from LCSD”.
6. Click Save.

Click Save on the next screen. Now, all your messages will be forwarded to your home account.\
Note: This will continue to happen until you “deactivate” your rule.

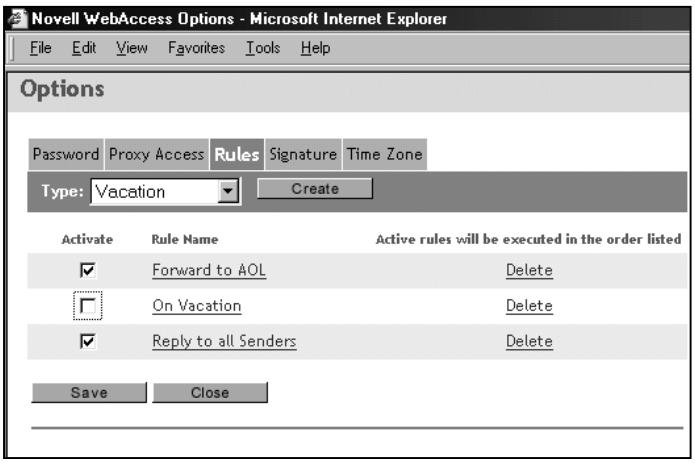


D. For “Reply”, a standard reply to all messages can be created and then you can reply more specifically at a later date. (Often used to acknowledge receipt of a message.)

E. For “Move to a Folder”, a message can be moved to a specific folder based on the rule created. For example, messages from a particular sender could be moved to a specific folder.

After “Rules” have been created, you must then “Activate” them for use. In this manner, you could create a rule and turn if off or on as needed.

In this case, the “Forward” and “Reply” rules are active but the “Vacation” rule is not.



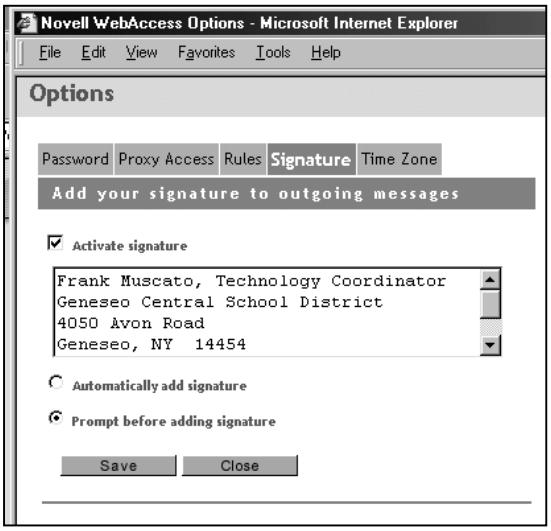
NOTE: When creating rules and activating, remember to save your changes.

4. Signature

A “signature” is a small message that can appear at the end of each message you send.

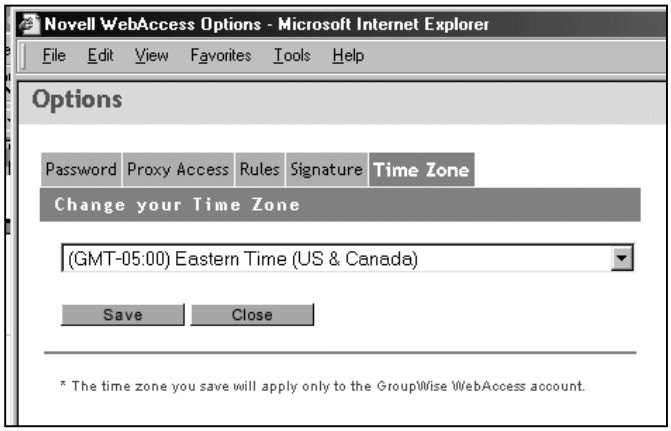
For example, it can include your return address and phone numbers.

You have the option to “activate” and then in an “automatic” mode (added to every message) or you will be given the option to not add the signature.



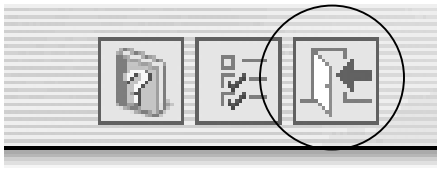
5. Time Zone

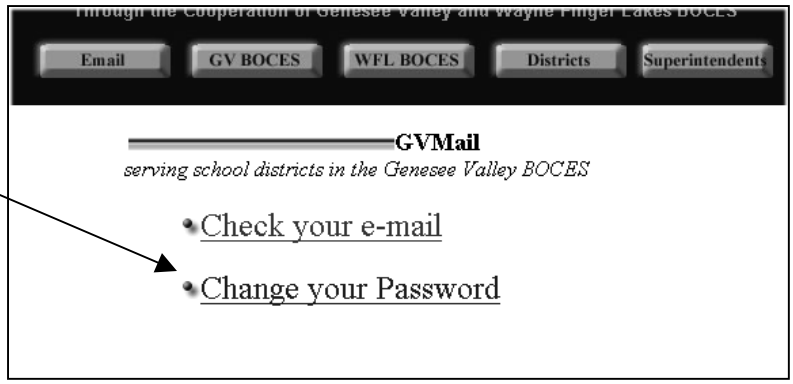
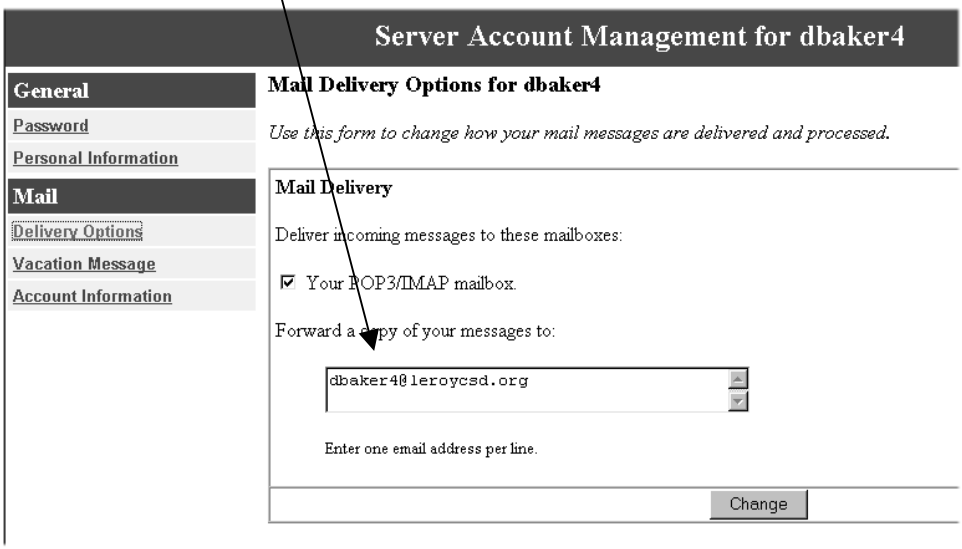
Sets your time zone for the date/time stamp on your messages. This should be set by the system administrator.



EXIT

To exit your email account, select the "door" on the "Mailbox" screen.



TO FORWARD YOUR GVMAIL ACCOUNT TO THIS NEW ACCOUNT

1. Go to the Internet and type in www.edutech.org
2. Click on the GV Mail Link. DO NOT LOG IN. Instead, select: Change your Password.
3. Log in at the gray box prompt.
4. At the green and white page, click on the link at the left that says: "Delivery Options"
5. Type your new e-mail address in the box that says: "Mail delivery".