

## Remote GroupWise Access

### Setup

1. Open GroupWise
2. Click on the word **Tools** in the menu bar
3. Click on **Options**
4. Double-click on **Security**
5. Think of a password you will remember. It can be the same as your logon password or different. I would highly recommend you enter the same password as your Novell login.
6. Once you have a password you can remember, type it into both boxes.
7. Put a **check mark** next to **No password required with NDS**
8. Click OK.
9. Click Close.

### Testing

1. Open your internet browser (Internet Explorer, Netscape, etc.)
2. Go to <http://webmail.esd20.org/gw/webacc>
3. On the next screen, type your username that you use here at school (Initial of first name and last name with no spaces). Then type the password that you just entered into GroupWise for remote access. Note: Your GroupWise password stays the same; it does not change to match your network password.
4. Click **Login**.
5. The screen looks different when you access remotely, but you can do everything with your email messages that you can also do at school.
6. When you finish your remote access session, click on the **Exit** icon at the top of the page.

## Accessing Phone Messages Remotely

1. Dial 630-894-4600
2. When you hear the recorded message, dial 9 + your extension.
3. When prompted, enter you security code