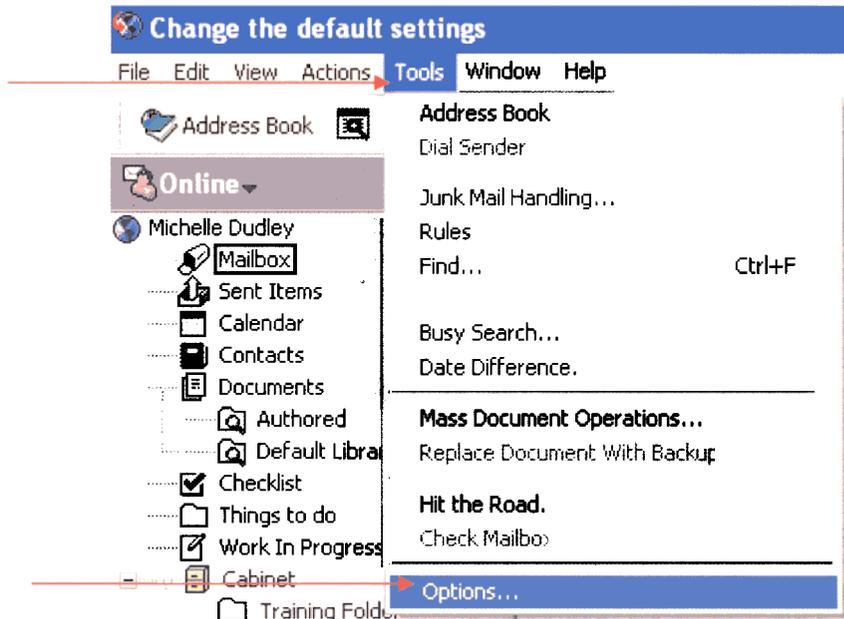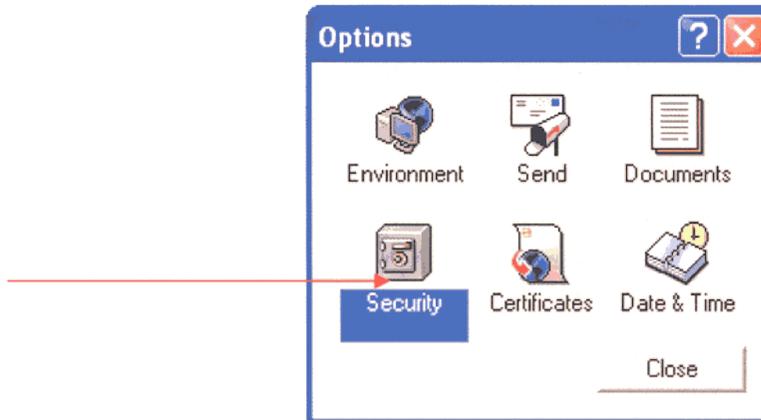## GroupWise: Access E-Mail from Home

To Access GroupWise E-Mail from your home PC the following steps are necessary. They must be completed before attempting to access GroupWise E-mail from your home PC. (If you have already established a password click here)
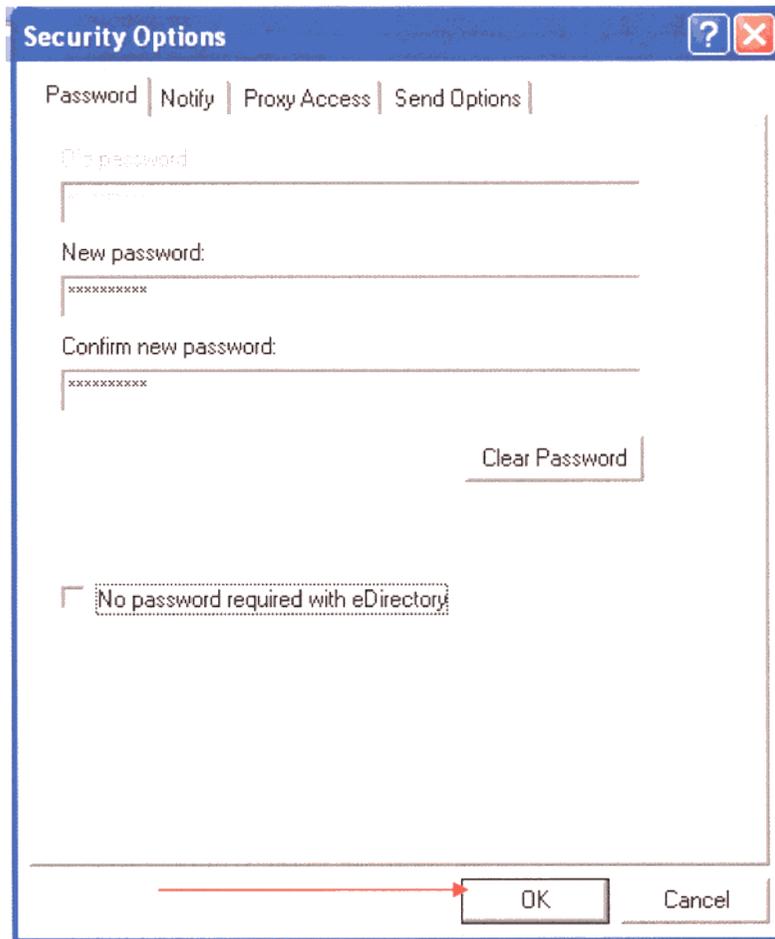
In your GroupWise mailbox select the "Tools" Option on the menu bar and navigate to the "Options" menu option. (see below)

2. The Options window will be displayed on your screen. Double click on the "Security" icon. (See below).

3. The Security Options screen will be displayed with the Password tab open. You will need to type in a password that will be used to gain access to GroupWise remotely. Suggestion: Utilize the same password you use to login to your GroupWise account and Novell Network account at the office. Type in the password then click on the "OK" button (See below).

4. Close out of the Security Options screen by selecting the "Close" button. (See below).
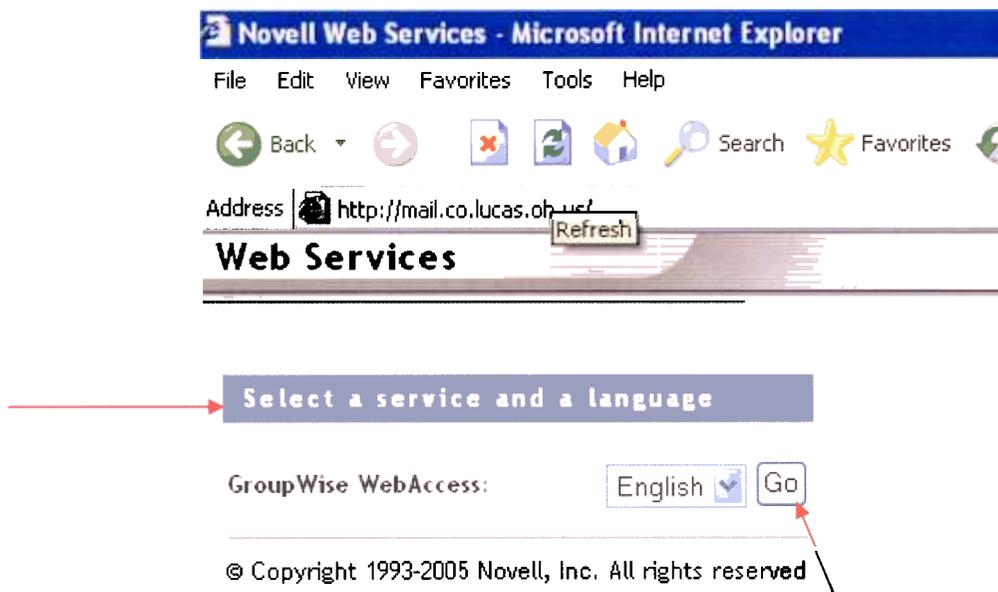

GroupWise Email is now ready to be access from your home or remote computer. Internet connectivity is required. Follow the steps below to access GroupWise from a remote/home machine. *(Recommended: test access on Internet in office first)*
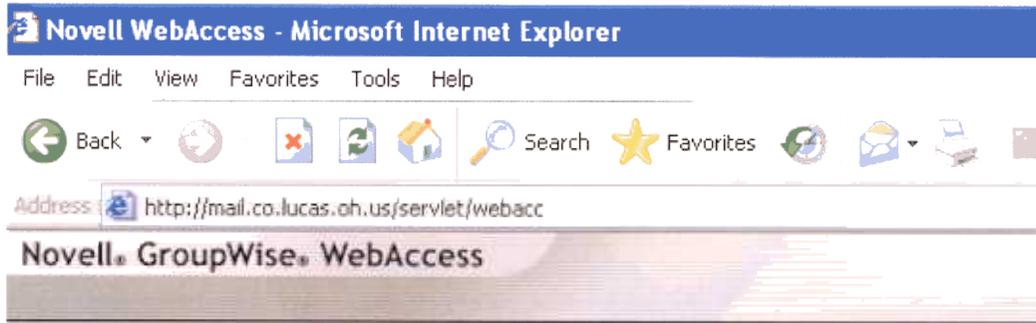
1. Open a Web Browser on your machine (i.e. Internet Explorer Yahoo DSL).
2. When your home page has loaded type in the following Internet address in the address bar and click on go, or hit enter. Http://mail.co.lucas.oh.us   (See below.)

3. The Novell Web Services page will be displayed (see below). Under Select a Service and Language section user should select "English" and click on the "Go" button.

4. The User Login screen will be displayed. The user is required to type in thier assigned username and password. Once Username and Password are entered click on the "Login" button.
** **Username** – This is the username that is used each day to login to the network on your work Machine. ***Password** – The password that was created in the section above should be entered at this time.
(See Below)

5. The next page displayed is your GroupWise Web Access. GroupWise is available for the user to use. (See Below)