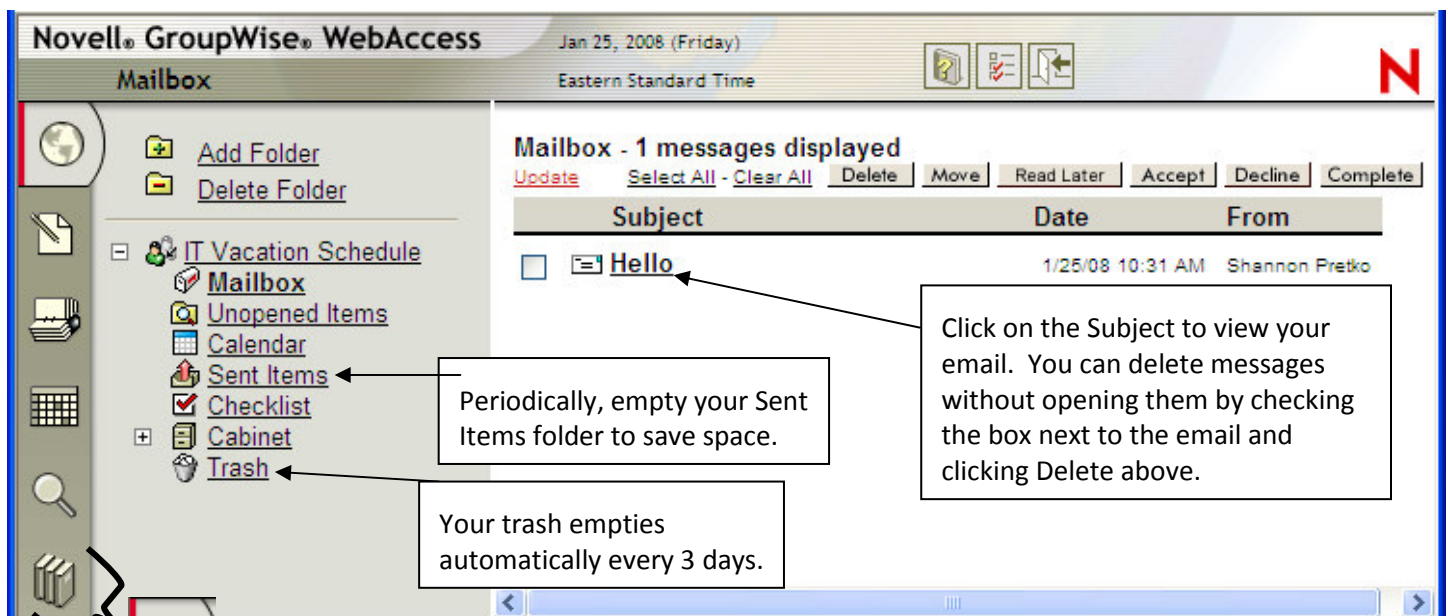


Using GroupWise Web Access (Email over the Internet)

1. Open either Netscape or Internet Explorer version 5.0 or higher
(**Note for AOL Users:** GroupWise WebAccess does not work in the AOL browser. Simply connect to the internet with AOL, then minimize the AOL Browser and open Internet Explorer).
2. Go to <http://email.cedarcrest.edu>.
3. This should take you to the Novell Web Services homepage. Now, click on the Go button.
4. You should now see the login screen.
5. To log into your email account, enter your username and your password. If you know what your password is, go to step 6, else continue.
 - a. Employees: Information is found on the Network Login Form you completed at hire.
 - b. Students: Letter received in mail from Information Technology.
6. To set a password, contact Information Technology (off-campus, phone: (610)606-4635, on-campus X3348) and a Helpdesk consultant will set a default password for you. To change this, after connecting to Web Access click on the options button, and change your password in the new window that opens.
7. Either press Enter or click on the Login button to enter your mailbox.



- Mailbox:** Will return you to your mailbox view.
- Compose:** This will open a new email window to create and send mail.
- Addressbook:** Your address book contains every Cedar Crest Faculty, Staff, and Student email address that you can search by name.
- Calendar:** Add Appointments to your calendar for an electronic day planner wherever you have access to the internet.
- Find:** Search for a specific email by name or subject.