



What Is GroupWise on the Web?

GroupWise on the Web is the Web-based component of GroupWise, Loyola's email system. With GroupWise WebAccess, staff, faculty, and students can log into their GroupWise e-mail accounts using FireFox, Safari, Internet Explorer, or most other browsers. One benefit of accessing GroupWise on the Web is that it eliminates the need for you to install software on your off-campus computer.

What Is Needed to Use GroupWise WebAccess?

1. A valid Loyola Law School Username and password.. This is the same Username and Password that you use to access the LOCUS system and to login to a Law School Computer. If you have forgotten your Loyola Law School Username and/or password you have three ways to find this information: **1.** You can reset your own password using the Personal Account Manager(PAM) web page Self Reset credentials that you established when you were first issued your Username and Password. **2.** You can come to the Law School Computer Center and see a Lab Advisor who can help you. **3.** You can contact the university Call Center at ext. 4-4444 from a campus phone or 773-508-7500 from off campus for help. The Call Center hours are Monday - Friday 9am to 5pm.
2. A web browser such as FireFox, Safari, Internet Explorer, or most other browsers and an internet connection.

Accessing GroupWise on the Web.

Open your web browser and go to the following web address: <http://webaccess.luc.edu>.

1. Type your Loyola Law School Username into the "Username" field.
2. Type your password in the "Password" field.
3. Click on **Login** or press the **Enter Key**.

Maneuvering Through GroupWise on the Web

Once you login to GroupWise you be at the GroupWise WebAccess Main Window. GroupWise on the web will look similar to the full GroupWise Client program that you use on Law School Computers to access your email. Near the top of the window you will see the GroupWise Tool Bar which has buttons and menus that can be used to perform tasks while using GroupWise WebAccess. Just below the Tool Bar on the left side of the Main Window is your Folder List and on the right side is your mail Item List.

On the top right side of the Main Window you will see two important buttons. The first is the Logout button, which is used to logout of GroupWise when you are done using the system. **Important Note:** It is very important that you logout when you are done checking your email and it is recommended that you quit the browser you are using to avoid unauthorized access to your email account. This is especially important if you use a public computer to check your mail.

The second button that you will find in the top right side of the Main Window is the Help button. Detailed explanations of how to use GroupWise WebAccess features such as the Address Book, the Calendar and more can be found by clicking on this button.

What Is your Email Address?

Your e-mail address is your Loyola Law School Username @luc.edu. For example, a student named Joe Smith who has a Loyola Law School Username of **jsmith** would tell people his e-mail address is **jsmith@luc.edu**.