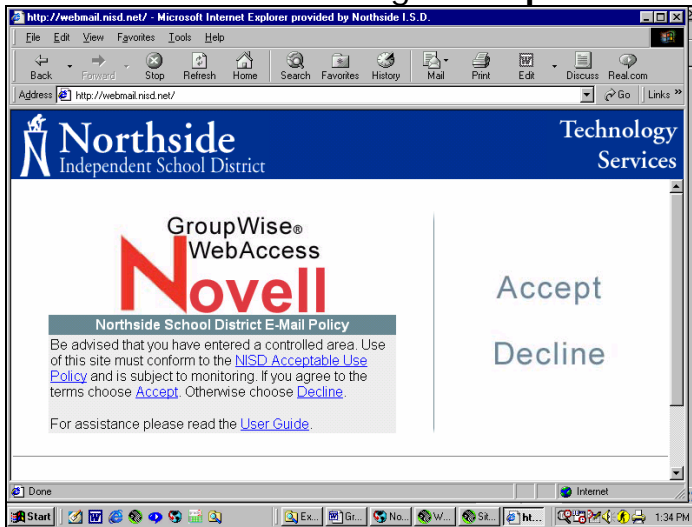
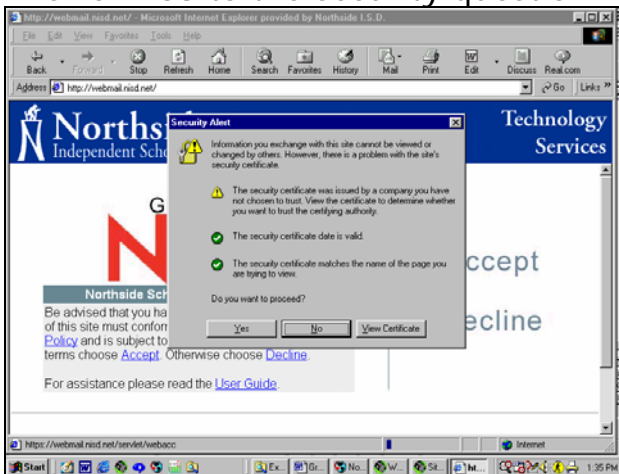


Accessing Your GroupWise Account Outside NISD

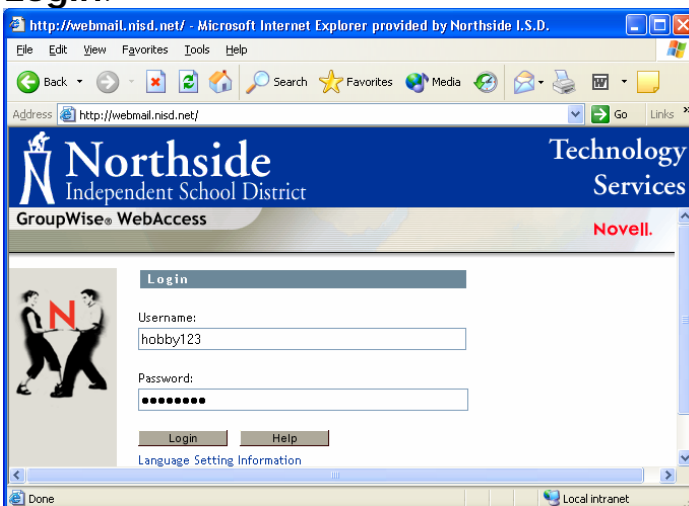
You can handle your GroupWise account from home. Connect to your Internet provider, open your browser (*Internet Explorer, Netscape, etc.*) and type this URL in the **address** line: **webmail.nisd.net** Press Enter. Click the large **Accept** on the right.



Answer **Yes** to the security question.



Log in as you do at school. In the **Username** box, type your regular user name; for example, *hobby123* or *E065767*. If you use a hobby number to log in to GroupWise at school, use that instead of your E number. Type your regular password in the **Password** box. Click **Login**.



The screen that appears is easy to use. Be sure to use **complete e-mail addresses**. Be sure to **log out** before you close the browser.

Notice that the default setting is for only 25 messages to display at one time.

Log out or your account will stay open to any user for about twenty minutes.

Double click to read your message.

New mail. When you address your mail, you must use the full e-mail address, even for NISD staff:
geraldforet@nisd.net

Subject	Date	From
abs0908	9/7/05 11:12 AM	LaVunn M
Daughter's Rec...	9/7/05 10:23 AM	"Lisa" <li...
PDAS	9/7/05 9:51 AM	Janis Co
Attention: Ray Mon...	9/7/05 9:06 PM	Djream P
Phone in A155	9/7/05 5:30 PM	"Gloria Nance" <6036786@n...
Fwd: info discussed at the last meeting	9/7/05 4:39 PM	Mike Bruce
Lab A156	9/7/05 4:20 PM	Laura Peterson
Re: Hobby progress report in Grade2 is now active	9/7/05 4:15 PM	Mike Bruce
CSI	9/7/05 3:00 PM	Tom Co

You must use an entire email address instead of simply the person's name when you create a new message.

In To:
Don't use
Gerald Foret
Do use
geraldforet@nisd.net