

Network and E-mail Access Information

June, 2008

«AddressBlock»

W&L Class of «Class»



Shown below are your personal network account User ID and initial password for accessing the W&L *network* and *GroupWise e-mail* system. This account has been set up for you and is ready to use. ***This account information is necessary when logging into University network resources. The most important resource at this time is your W&L GroupWise e-mail account. Start using your W&L e-mail account immediately!!***

Network User ID:

«UN»

Network Password:

«PWD»

GroupWise User ID:

«UN»

GroupWise Password:

«PWD»

E-mail Address:

«UN»@wlu.edu

The security of this account information is your responsibility. With this information, anyone can access your e-mail account (to look at your e-mail OR send e-mail in your name), network files or print to laser printers at your expense. In addition to protecting your own account, you should respect the privacy of others. The University regards the unauthorized use of access codes as a serious disciplinary matter.

If you need help in using this account information contact Computing Help desk (helpdesk@wlu.edu or 540-458-4357) or Earl Edwards, Student Computing Coordinator (edwardse@wlu.edu or 540-461-1015).

First and foremost – Immediately change the initial password for your account to something more meaningful to you, following the password guidelines below. Using a web browser (e.g., Internet Explorer) go to the web site <http://www1.wlu.edu/x5616.xml> to change your password. Use your GroupWise User ID and GroupWise Password (shown above) in “Step One” of the password change process and click on “submit”. On the next page, type in your new password (twice) following these guidelines. It must

- have at least eight characters
- not contain your name
- contain at least three of the following types of characters
 - lowercase character
 - UPPERCASE CHARACTER
 - number (0-9)
 - special character such as !@#\$\$%

Your initial password, shown above, follows these guidelines by using uppercase and lowercase letters as well as numbers. Your password will expire 180 days after you change it, every time you change it. Changing your password regularly increases the security of your personal information. These increased security requirements for network passwords are based upon recommendations made by the auditors for the W&L Board of Trustees.

Secondly – After changing your network password, login to your GroupWise e-mail account by using a browser to go to the web site <http://groupwise.wlu.edu>. See the “GroupWise” section below for information on how to connect to and use your W&L e-mail account from off-campus. **There will be important e-mail in your personal W&L mailbox from the Registrar, your advisor or other W&L faculty and students.**

Definitions

User ID: For accessing the W&L *network* resources, particularly the *GroupWise* e-mail system. It provides access to network resources including personal data storage, class resources, laser printing and e-mail.

Password: The privacy code to identify you as the authorized user of your User ID. **Guard it carefully.** The password for your *network* and *GroupWise* accounts will always be the same. Your **initial** password for accessing

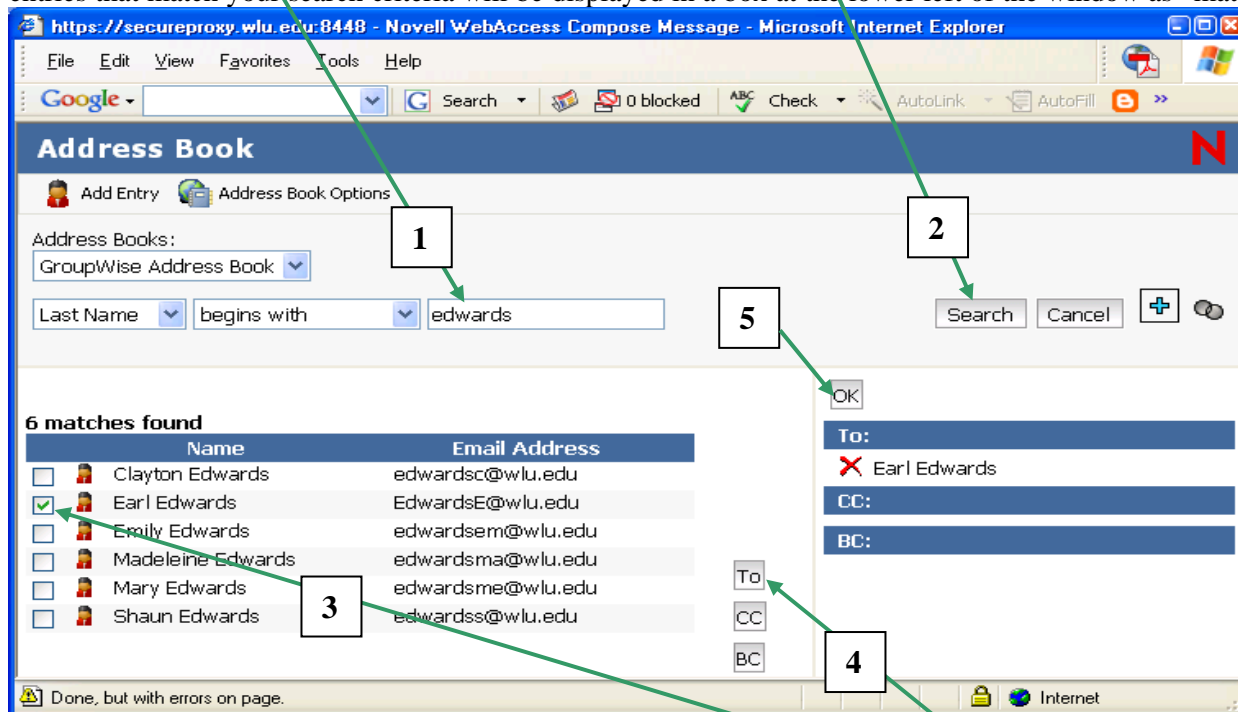
the W&L network or GroupWise is shown above. **Be sure to change it immediately!!!**

E-mail Address: The address to which e-mail can be sent to you from any Internet connection. Your e-mail address is your User ID plus W&L domain name (@wlu.edu). **E-mail at W&L is considered an official means of communication, so you should expect to receive important and confidential information in this way.**

GroupWise: An integrated communication tool that combines e-mail, calendar and task management. To access your W&L GroupWise e-mail account go to <http://groupwise.wlu.edu> . Click on WebAccess 1 or 2 (DSL or cable connection), satellite/dial-up or handheld device. On the “Login” page, “Username:” is your GroupWise User ID (as it appears above). “Password:” is whatever you changed it to above. Click on the “Login” button.

Basic GroupWise Operations from Off-Campus (WebAccess)

When the GroupWise page opens you will see the first 20 messages in your mailbox. Double-Click on one of the subjects to read the message. While reading a message, use the buttons near the top of the message box to Close, Reply, Forward, etc. To create a new e-mail message click on the “New” button at the left of the GroupWise window. You can send an e-mail to anyone who has an e-mail address. Simply type the e-mail address in the “To:” text box of the “Mail Message” window. If you are sending the message to more than one recipient, separate the e-mail addresses using a comma. If you want to send a message to someone at W&L, but you do not know their e-mail address, use the W&L campus address book which is built-in to GroupWise. The “GroupWise Address Book” contains the names of all the current students, faculty and staff at W&L. You access it by clicking on the “Address Book” button in the middle of the toolbar of the “Mail Message” window. This version of the address book operates as a search process, which looks for names that match your search criteria. (1) Type the first few letters of a person’s **last** name in the text box and then (2) click the “Search” button. All GroupWise address book entries that match your search criteria will be displayed in a box at the lower left of the window as “matches found”. To



select one or more entries to receive your message, (3) click in the **box** at the left of the entry. A check mark will appear in the box. When you have completed the process of selecting the names, (4) click on the “To:” button. The selected name/s will appear in the “To:” list at the right-hand side of the address book window. You can repeat the search-and-select process over and over to build the list of recipients. When your list of message recipients is complete, (5) click the “OK” button above the list of names. The “Mail Message” window reappears so that you can type in the “Subject” of the message and complete the message. Click “Send” to dispatch your message. When you are finished using GroupWise WebAccess, click on the “Logout” button at the top, right-hand side of the GroupWise WebAccess window. More detailed GroupWise WebAccess information can be found at http://www.wlu.edu/Documents/computing/gw7_userweb.pdf .