GroupWise is View Only – What You’ll See

We’ve made GroupWise “View only.” You could delete – but don’t! The information you delete won’t move to Outlook.

When you login to GroupWise WebAccess, you’ll see a warning window similar to the one below. Just click OK.

![Warning Window]

When you try to do something OTHER than view your messages, you’ll see an error message similar to the one below. Simply close the error message window if you see it.

![Error Window]

Examples of actions that will cause this error message:

- If you try to send a new message or calendar appointment
- If you try to reply to an existing message
- If you try to forward a message
- If you try to post an appointment on your calendar
- If you try to open your address book

How-to Hint: Need to work with or respond to a message? Use copy and paste.

- Left-click the mouse in front of the text you want.
- Hold down the left mouse button and drag your mouse over the text you want so it is highlighted.
- Let go of the left mouse button (the text should stay highlighted!) and click the right mouse button (right-click).
- Choose Copy.
- To paste, go to the new message window in Outlook, right click in the part of the window where you would normally type your message and choose paste.