Logging into GroupWise WebAccess

• Your existing GroupWise messages will not be in Outlook on day one of the move to Outlook.

• Your messages will move some time between one to thirty days after the move to Outlook.

• Use GroupWise WebAccess to view your existing messages until they are moved.

• To get to GroupWise WebAccess
  o Use the GroupWise WebAccess icon on the Virtual Desktop
  o Start Internet Explorer and go to the web page https://webmail.emory.org

• To login, enter your GroupWise username and GroupWise password

• Your GroupWise username is what you enter to log into the client on your desktop.

• It is also what you see as your name in either the GroupWise 6 or GroupWise 7 client.
  o If your name shows up in the GroupWise client with a period (.) somewhere replace that period with a space when entering your name in WebAccess.
  o Examples:

<table>
<thead>
<tr>
<th>Name shows up in GroupWise client as</th>
<th>Enter Name in WebAccess as</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane.Smith Jones</td>
<td>Jane Smith Jones</td>
</tr>
</tbody>
</table>

![Images of GroupWise interface and WebAccess login](images)