



*Kankakee Community College*

Information Technology Services

## **Student GroupWise WebAccess E-mail Accounts**

### **Your E-mail Account**

Each student at KCC receives an e-mail account. All e-mail involving this account is the property of Kankakee Community College and will be treated as college business. Kankakee Community College management can enter the e-mail system and review, copy, or delete any messages and disclose such messages to others. Though individual student accounts with passwords are provided for e-mail, students should not assume that e-mail messages are confidential.

The e-mail system used by students and staff at KCC is called GroupWise. Students will access the GroupWise e-mail system using a web-based process called WebAccess. GroupWise WebAccess will allow students to use e-mail from both on and off-campus locations through any standard Web browser.

Your student e-mail account password is the same as your network account password.

### **Functionality of GroupWise WebAccess E-mail**

GroupWise WebAccess e-mail works like many of the popular e-mail systems on the Internet today. For all on-campus use of student e-mail, you will first need to login to your student network account to gain access to a Web browser. You may use any browser to access your e-mail. You can access your student e-mail account from off-campus locations by going through any Internet Service Provider and gaining access to the GroupWise e-mail system using the browser of your choice. To obtain the best results, use a current version of the browser.

## Accessing Your E-mail Account Using GroupWise WebAccess

Open the computer's browser and at the **Address** or **Go To:** prompt, type this:

<http://mail.kcc.edu>

You should see a screen for the Novell Web Services login that looks like the following:

Web Services

Select a service and a language

GroupWise WebAccess:

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This is the opening screen for GroupWise WebAccess. Make sure that “English” is selected and click on the **GO** button to proceed to the login screen.

The GroupWise WebAccess login screen will prompt you for the Username and Password. (*Remember your e-mail account Username/Password is the same as your student network account Username/Password.*) The login screen should look like this.

GroupWise® WebAccess Novell.

**Login**

Username:

Password:

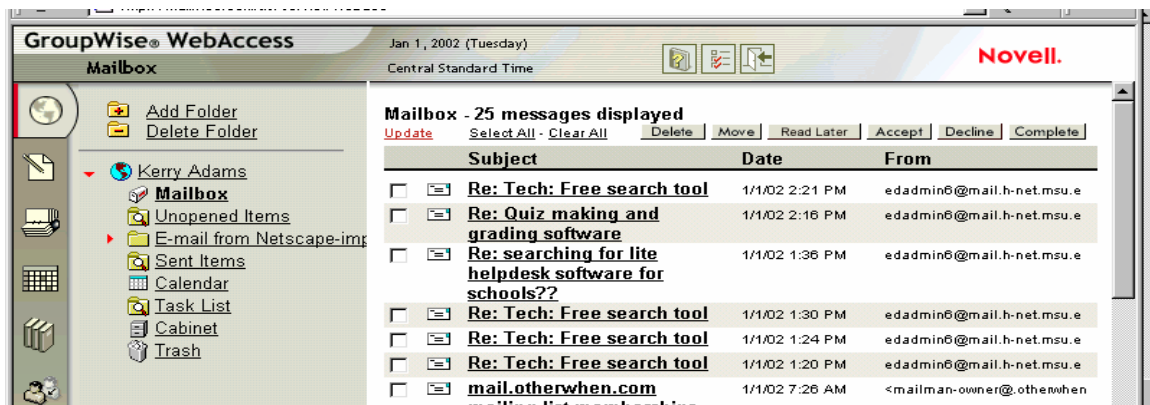
[Language Setting Information](#)

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Version 6

Click the **Login** button to complete the login process.


## Using GroupWise WebAccess

This section will give you a brief overview of the main e-mail features available. Most features are run off the main GroupWise WebAccess window. The main window is broken into two sections. On the left are all the various folders containing your e-mail items. *The folder named Mailbox is the primary place where new e-mail is stored.* Other folders are listed and several contain capabilities that will not be covered in this handout. To learn more about those capabilities, use Help in WebAccess. Another folder you will need to pay attention to is the Trash folder. This folder contains your deleted e-mail. You will need to empty or clear messages from the trash folder periodically to keep your e-mail storage area cleaned up. If you run out of space to store e-mail, cleaning up your trash is a good place to free up more space. The right side of the main window displays messages from the folder that you have selected. Buttons exist along the far left side of your screen and across the top of the message area to accomplish most functions.




**Reading E-mail and Viewing Attachments:** To read an e-mail message you will need to make sure your mailbox folder is open. Click on a message to open it. It will open in a new window in your browser and you can read it from there. You will need to use the back button or close the message window to return to the main window. When an e-mail contains an attachment file(s) you will see a small paper clip next to the envelope icon in the message area of the main window. You will also see a paper clip icon when you open the message. Click on the [view] to see the attachment. (When you work with your e-mail from off-campus locations, you may not be able to work with some attachments if you do not have the proper software loaded on that computer.)


**Deleting E-mail and Emptying the Trash Folder:** Located next to the left of the envelope icon on each message is a small check box that you can use to select one or more messages to be deleted. Once checked, you can delete messages by using the **Delete** button located above the message area on the main window. Deleted messages are moved to the trash folder. They stay in this folder until you delete them or a process that is set up by the administrator of the GroupWise e-mail system removes them automatically. It is recommended that you always keep your trash folder as clean as possible. Messages in the trash folder still take up some of your e-mail storage space. To empty your trash folder, click on it and hit the **Empty Trash** button in the upper right portion of the message area.

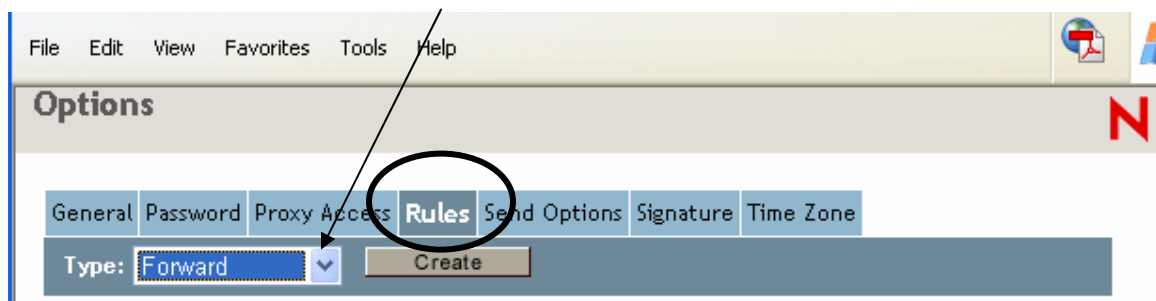
Creating E-mail Messages: The create/compose button is located on the left side of the folder area and looks like this.  When you click on it, a new window will open (heading on new window says Mail Message) that will allow you to create a message. Enter an e-mail address on the To: line and fill in the Subject line and begin typing your message. When you are ready to send your message, click the **Send** button located on the right side of the Mail Message window. Note that one of the buttons on the right side of the Mail Message window is called Spell Check and can be used to perform a spelling check of your e-mail before you send it.

Adding Attachments to Your Message: While in the Mail Message window, you can click on the **Attachment** button to add an attachment to the message being composed. You will be presented with a standard Windows dialog box to help locate the file to be attached. You can attach more than one item to a message if necessary.

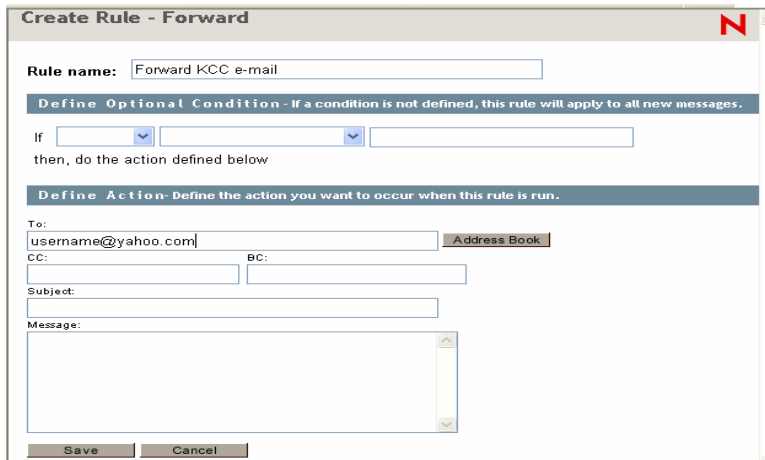
Using the Address Book Feature: To work in the Address Book from the main window, click on the Address Book icon on the left side of the folder area. The icon looks like this.  You can enter e-mail addresses and other information about people you would like to keep e-mail addresses for. This is strictly an optional part of the e-mail system and is here for your convenience if you choose to use it. Once entries have been made into the address book you may use them to address your new messages by clicking on the Address Book button while in the Mail Message window. Like anything new, you will need to practice with this feature to get familiar. You could certainly put yourself in the address book and practice using the address book feature by sending a message to yourself.

Forwarding your KCC student e-mail: You may forward your KCC student e-mail to your personal e-mail account by using the GroupWise rule functionality.

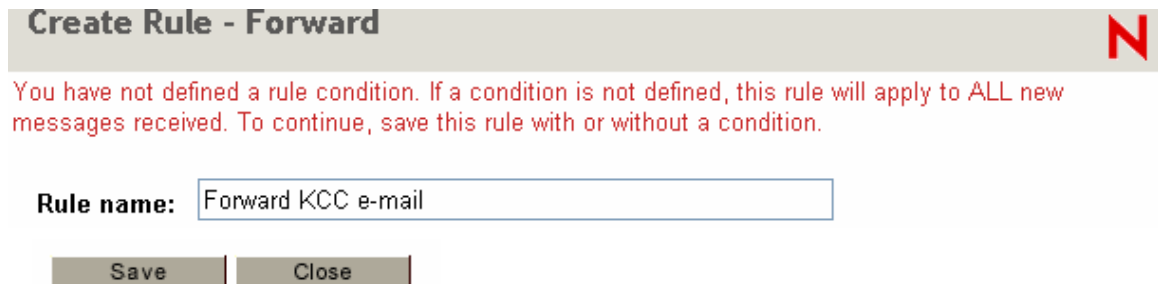
At the top of this window across from the words “GroupWise WebAccess” you will find three buttons that look like this.  The middle button is called the **Options** button. Click on the **Options** button and then click on the **Rules** tab to open the Options window. Click the drop-down arrow next to the Type field and select Forward then click the **Create** button.



In the Create Rule – Forward window, type a name for your rule, e.g. Forward KCC e-mail. Under the Define Optimal Conditions leave all fields blank. Under Define Actions, type your preferred e-mail address then click the **Save** button.



A warning message will appear advising that you have not defined a condition which is correct since this will forward all messages to your home e-mail account. Click the **Save** button at the bottom of the window.




The Options window opens for you to make certain there is a check next to the Rule name which activates the rule.




Click the **Save** button once again to see the message that the rule was both activated and saved then click the **Close** button.

**Note:** To deactivate the rule, remove the check from the box or if the rule is no longer needed click Delete next to the rule name.

Exiting GroupWise WebAccess: When you are done accessing your e-mail you will want to exit from the GroupWise e-mail system. This is an important step, especially when you are using your e-mail from off-campus locations. Security is always an issue when you use Internet-based services. You don't want your e-mail account open any longer than is necessary. To exit GroupWise you will click on the EXIT button. This button is located on the top row of buttons and looks like this.  Clicking this button logs you off the GroupWise WebAccess e-mail system. A security feature that is built into the e-mail system is worth noting here. If you are in the e-mail system and do not do anything for a period of time, the system will log you off automatically and you will have to log in again to continue your work.

### **Finding Additional Help**

This document is meant as an overview of the e-mail system. You can find additional help on all the areas of GroupWise WebAccess by accessing the help feature. On the main window, you access help by clicking the **Help** button on the top row. It looks like

this.  You will find a complete help system here that you can use to answer most questions you might have about the features of GroupWise WebAccess. You should also use your instructor as a source for getting help. Information Technology Services (Room L364) can also provide help with your e-mail account.