

Logging into GroupWise Email App

How to Sign into Groupwise for the First Time

Groupwise is the email client used for managing email, calendar, contacts, and other personal information within the Groupwise platform. Here's a simple easy to follow guide to help you sign in for the first time.

Step 1: Launch Groupwise

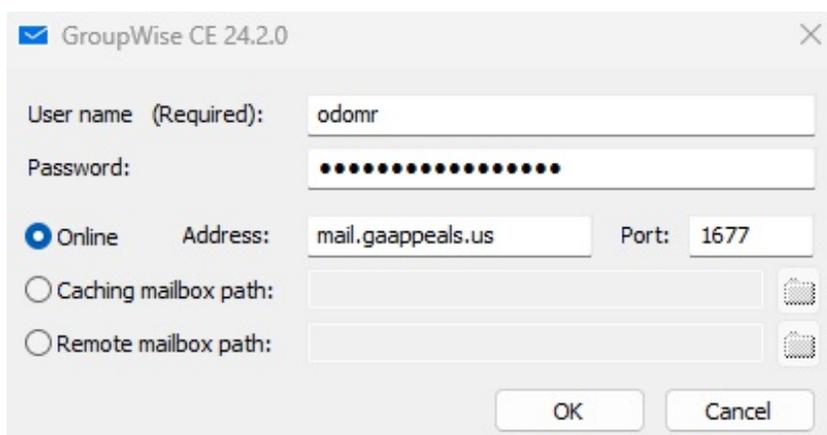
When you first open the Groupwise application, a pop-up window will appear asking for some information to connect to the server and your email account.

A screenshot of the GroupWise CE 24.2.0 login dialog box. The window title is "GroupWise CE 24.2.0" with a close button (X) in the top right corner. The dialog contains several input fields and options: "User name (Required):" with a text input field; "Password:" with a password input field; "Online" selected with a radio button, followed by "Address:" and "Port:" with text input fields; "Caching mailbox path:" with a radio button and a text input field; and "Remote mailbox path:" with a radio button and a text input field. At the bottom, there are "OK" and "Cancel" buttons.

Step 2: Enter Your Login Information

In this window, you will need to provide the following details:

- **Username:** This is the same as your username for other apps like VPN, Nextcloud, and computer login. For example: **Doej**
- **Password:** Use the same password you use for other apps like VPN or Nextcloud. For example: **Notmypassword99!**
- **Address:** This is the email server address. Enter: **mail.gaappeals.us**
- **Port:** Use port number **1677** for the connection.



The screenshot shows the 'GroupWise CE 24.2.0' login dialog box. It contains the following fields and options:

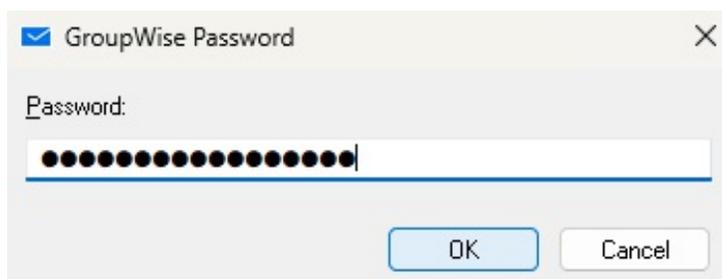
- User name (Required):** A text box containing 'odomr'.
- Password:** A text box filled with 15 black dots.
- Online:** A radio button that is selected.
- Address:** A text box containing 'mail.gaappeals.us'.
- Port:** A text box containing '1677'.
- Caching mailbox path:** An unselected radio button with an empty text box and a folder icon.
- Remote mailbox path:** An unselected radio button with an empty text box and a folder icon.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

Step 3: Click "OK"

Once you've entered the information correctly, click the "OK" button to access your mailbox.

Step 4: Future Logins

After you log in for the first time, Groupwise will remember your email server details. The next time you open the app, it will only ask for your password.



The screenshot shows the 'GroupWise Password' dialog box. It contains the following elements:

- Password:** A text box filled with 15 black dots.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.

That's it! You are now set up to use Groupwise. If you need any help, please contact IT via email IT@gaappeals.us or the Help Line: (404) 657-5423