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.
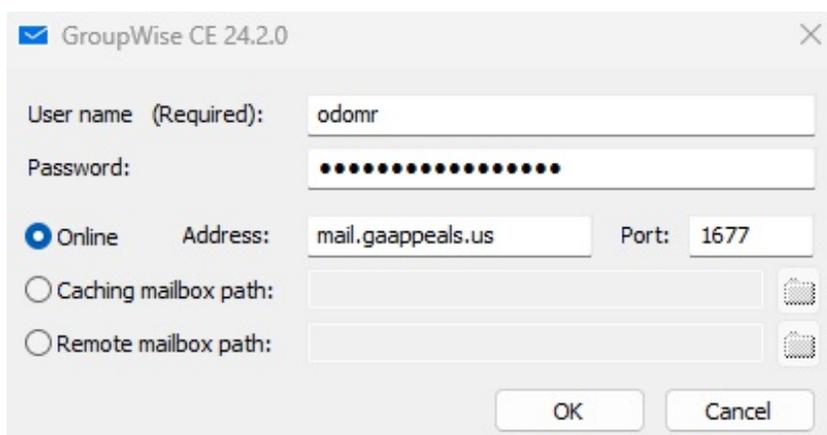
Step 1: Launch Groupwise
When you first open the Groupwise application, a pop-up window will appear asking for some information to connect to the server and your email account.

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.

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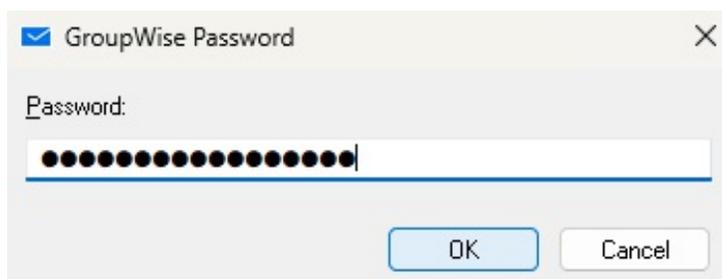
That's it! You are now set up to use Groupwise. If you need any help, please contact IT via email IT@gaappeals.us or the Help Line: (404) 657-5423