

GROUPWISE SECURITY DIRECTIONS

Assigning a Password to a Mailbox

All users must assign a password to their mailbox. Directions:

- In the GroupWise Main Menu, click Tools > Options.
- Double-click Security > Click the Password Tab.
- In the New Password text box, type the password.
- In the Confirm New Password text box, type the password > Click OK >.
- Close.

Changing Your Password

- Follow steps 1 and 2 above.
- In the Old Password text box, type the password you want to change> press the tab key.
- In the New Password text box, type the new password.
- In the Confirm New password text box, type the password again > click OK.
- Close.

If you forget your password, you must call the GroupWise Administrator to clear the password and set a new one.

Adding a Confidentiality Message to Email

- In the GroupWise Main Menu, click Tools > Options.
- Double click on the Environment Icon.
- Select the Signature tab.
- Check the signature Box.
- Type the confidentiality message.
- Check Prompt before Using.
- Close.

Confidentiality Message

Confidentiality Notice: This e-mail message, including any attachments, is for the sole use of intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply e-mail and destroy all copies of the original message.