



GroupWise Web Access Portal

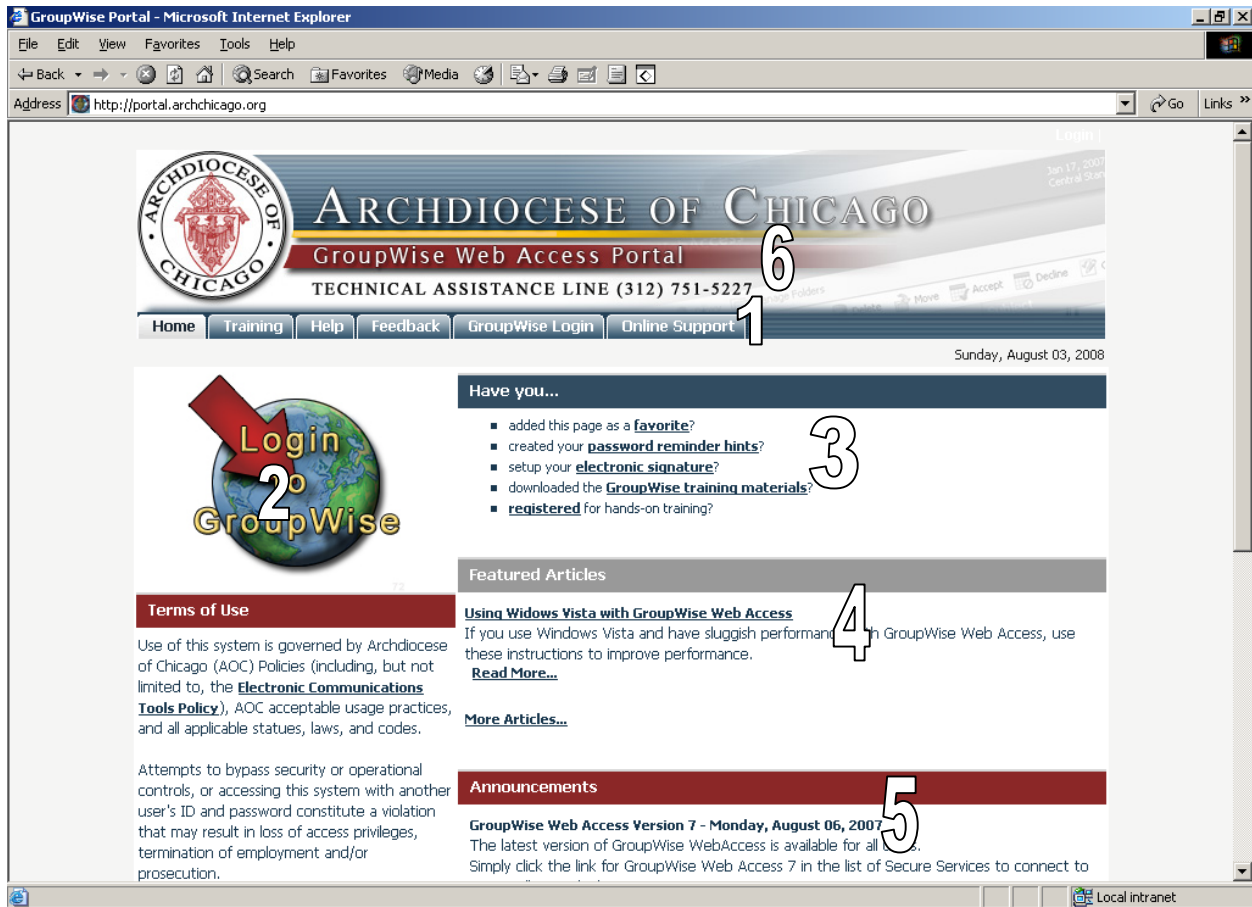
August 5, 2008

About the Portal

The GroupWise Web Access Portal (<http://portal.archchicago.org>) is your entry point to your GroupWise e-mail account. The portal also contains additional information and resources.

The appearance and contents of the GWWA Portal are subject to change.

Home Page (1 of 2)



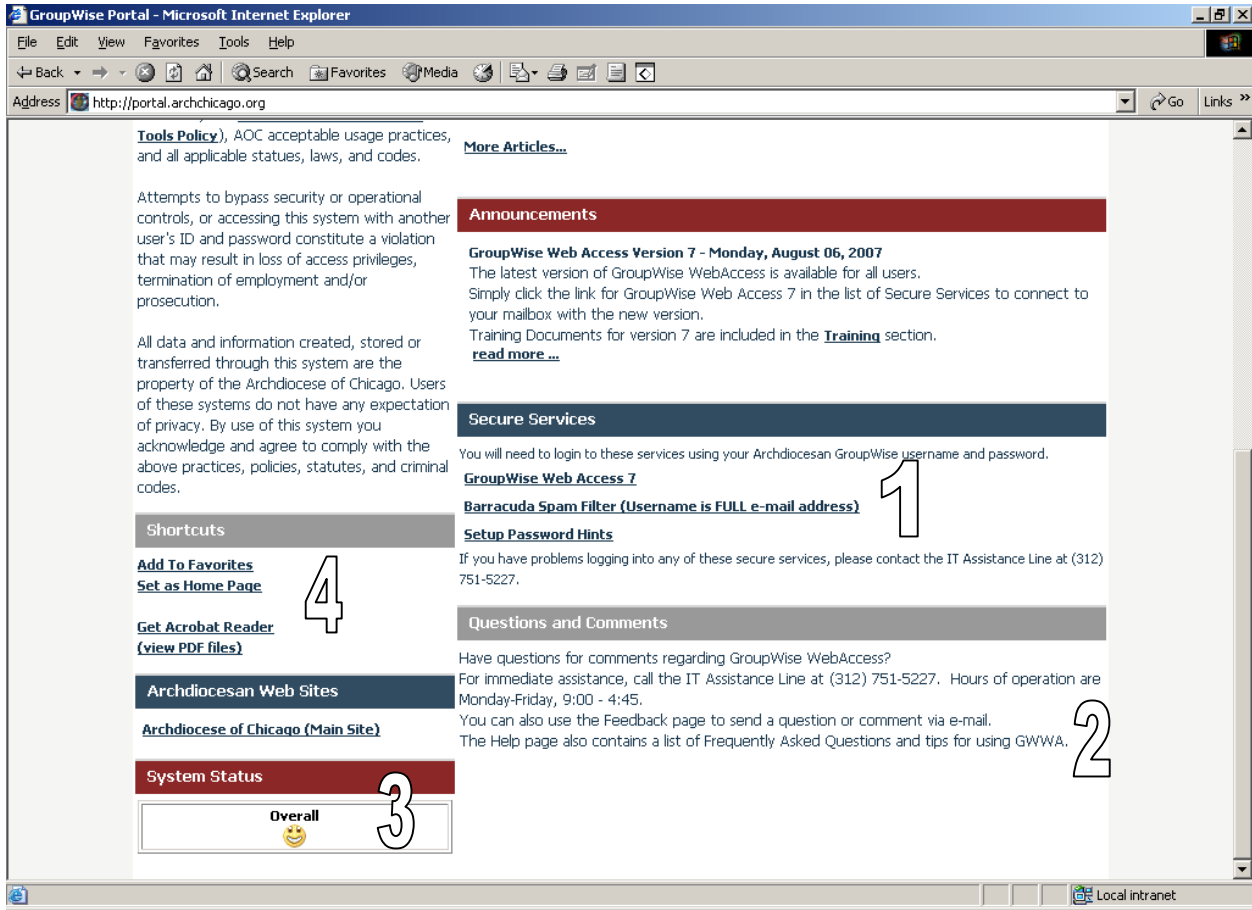
1	Navigation Tabs	Use these tabs to move to different pages within the portal
2	Login to GroupWise	Click this graphic to navigate to the GWWA login page
3	Have You	Important things to make sure you do, these will make using email easier
4	Featured Articles	Articles about how to use your email.
5	Announcements	The latest information about Archdiocesan Email
6	Tech Support	The Archdiocesan Technical Assistance Line.



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August 5, 2008

Home Page (2 of 2)



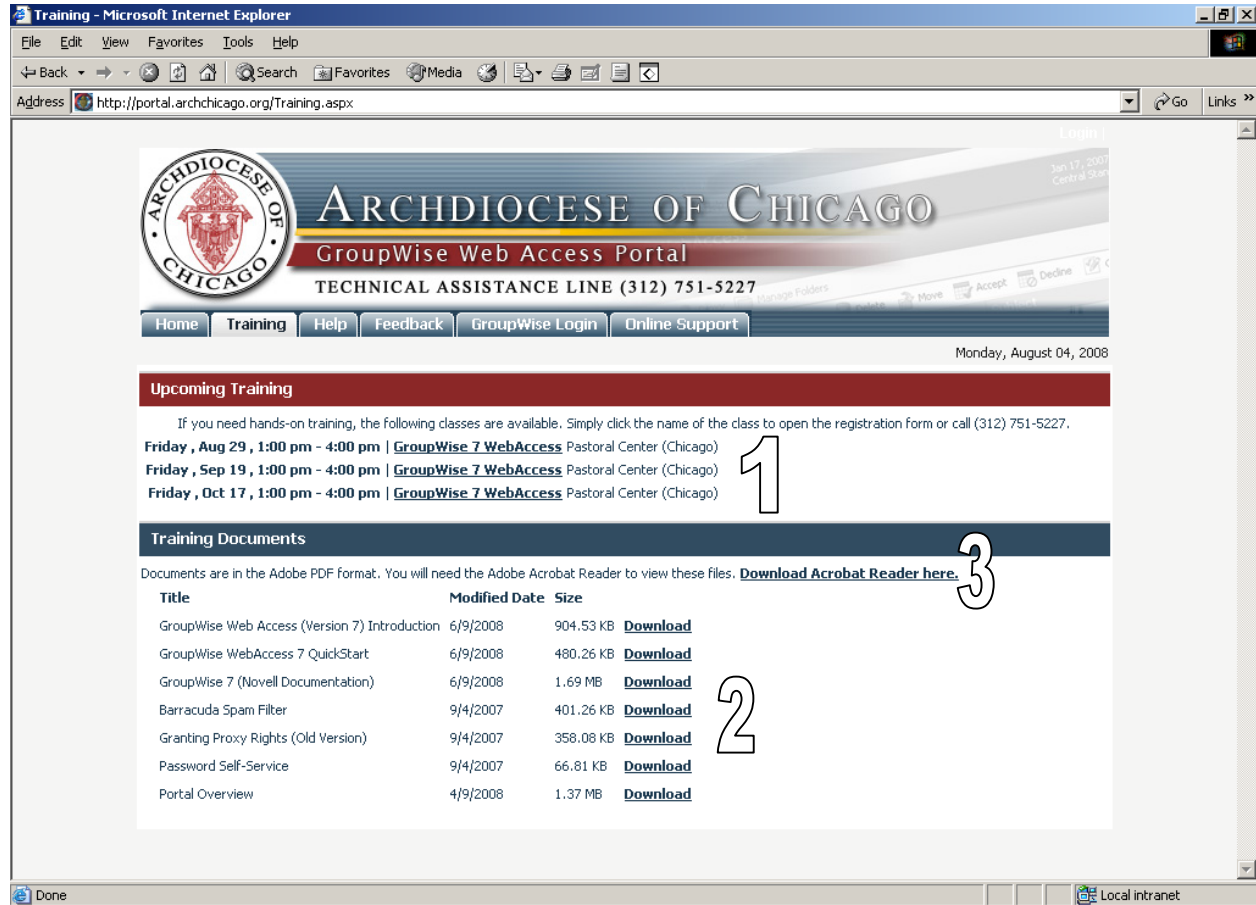
1	Secure Services	Other websites that you can access by logging in with your GroupWise ID and password
2	Questions and Comments	Information for how to get assistance or leave feedback.
3	System Status	Tells whether the system is working well or poorly. Overall-the same status for all systems. PARPO-parish, pastor and priest accounts have unique status. OSCPO-Schools and employees have unique status. PCPO-Pastoral Center employee accounts have unique status.
4	Shortcuts	Shows how to set up shortcuts to the email portal on your computer.



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August 5, 2008

Training



1	Upcoming Training	Lists upcoming GroupWise 7 WebAccess training courses. Clicking the name of the course takes you to the Training Registration site.
2	Training Documents	Provides links to training documents for GWWA and other features. Most documents are in the Adobe Acrobat format (PDF)
3	Download Acrobat Reader	Links to the Adobe Acrobat site for downloading the Acrobat Reader (PDF viewer). If you don't already have Acrobat on your computer, you'll need to install Acrobat to view PDF files.



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August 5, 2008

Help

Help - Microsoft Internet Explorer

Address: http://portal.archchicago.org/Help.aspx

ARCHDIOCESE OF CHICAGO
GroupWise Web Access Portal
TECHNICAL ASSISTANCE LINE (312) 751-5227

Home Training **Help** Feedback GroupWise Login Online Support

Monday, August 04, 2008

FAQs

All

Expand All Collapse All

Who should I contact if I have login problems?
What is my e-mail address?
What is the format for parish/school usernames?
How can I avoid getting spam?

How To...

[Using Widows Vista with GroupWise Web Access](#)
[Mail Notification and Forwarding](#)
[Manage Spam](#)
[Grant Proxy rights](#)
[Access another GroupWise account](#)
[Create a Signature](#)
[Scroll Sent Items](#)
[Create a Distribution List](#)

1	FAQs	Frequently Asked Questions. Click a FAQ to view the answer.
2	How To...	In-depth articles for more advanced features of GWWA. Click a topic to view the details.



GroupWise Web Access Portal

August 5, 2008

Feedback

ARCHDIOCESE OF CHICAGO
GroupWise Web Access Portal

Home Training Help Feedback

Monday, February 12, 2007

Instructions

The Feedback form is for informal feedback on GroupWise Web Access. Please direct any support issues and urgent questions to the IT Assistance Line at (312) 751-5227. Enter your name, e-mail address and message. Click the Send link below the message area to send.

Feedback

Email: **1**

Name:

Message:

Cancel Send

- 1 Feedback You can use this form to send comments to the Office of Information Technology. This is NOT for support issues. If you need support with GWWA, contact the IT Assistance Line.