**GroupWise User Notes**

**GroupWise Access:**
- Firstname.Lastname@mail.wvu.edu

Login ID: first name initial, middle name initial (or second initial of first name), full last name
Website for WebAccess: wvugw.wvu.edu (no www)
Password: user defined using MyID.wvu.edu credentials for MasterID
More info at: oit.wvu.edu/groupwise/howto

**Overview:**
1. Username; Email address; send message with subject="test" to CEMRIT@mail.wvu.edu
2. **Highlights:** Send/Read; TO,BC,CC; Auto-complete Address List; Ctrl+Tab=Tab; Spell Checker; Signature; Sent Items; Frequent Contacts; Change password; Address book; Work in Progress; Junk Mail;
3. **Automatic Events:** trash empties in 7 days; Auto-archives only "read" messages older than 180 days; WebAccess disconnects from server after 60 minutes of inactivity
4. **Mailbox Quota:** OIT requires less than 500mb (MIX 500MB);
   - oit.wvu.edu/groupwise/managing-your-groupwise-mailbox
   - oit.wvu.edu/standards/electronic-mail-policy
5. **Address Book:** Faculty/Staff, students (Individual, Major, Rank, Special)
6. **Message Filtering:** WVU virus/spam filters, “Pure Message Admin”; GW Junk/Block filter; Rules; **DO NOT BLOCK:** mix.wvu.edu, mail.wvu.edu, hsc.wvu.edu, listserv.wvu.edu
7. **Attachment Size:** within GroupWise no limit (40MB is okay, but delete from sender and recipient when done to recover server space); transfer to/from outside GW limit is 20MB (MIX 20MB);
   - oit.wvu.edu/bigfiles NOTE: uploads available only 5 days.
8. **Calendar:** posted vs. group; recurring date; busy search; room scheduling; Proxy access for Calendar ... supervisor/secretary can have read access to appointment
9. **Save GW temp files**
   - saved to “%userprofile%\Local Settings\Temp\{XPgrpwise,GWViewer}”
     - while message is open
     - deleted when message is closed, Save As to another location upon opening
10. **Quick View:**
    - Opens 1st unread message when GroupWise client is first opened
    - Opening with HTML Mode may allow viruses in
11. **Forwarding Email:** use stats.mix.wvu.edu to forward MIX to GroupWise; miss only MIX broadcast messages; forward as attachment includes entire message as an attachment
12. **Connection Setup:** Local client installation software at oit.wvu.edu/groupwise
    - IP=ngwnameserver.wvu.edu PORT=1677; IMAP/POP connection IN: GWPOP.WVU.EDU, OUT: EXSMTP.WVU.EDU ; Mobility: oit.wvu.edu/groupwise/mobility
Master ID Usage:

- MyID.wvu.edu … change password for all accounts using MasterID
- **MasterID Password selection**
  - Four (4) failed login attempts results in temporary disable for 20 minutes.
  - Password must be changed every 90 days or account will be disabled.
  - Password requires a minimum of 8 characters.
  - Password must have 3 of 4 of the following: Lowercase Letters, Uppercase Letters, Numbers, and Special Characters.
  - Password must be different from the last 6 passwords used for uniqueness.
  - RECOMMENDATION: Use a minimum 6 character base password plus the 2 digit month of change for uniqueness. Ex: FzyBr$00
  - To change password – MyID.wvu.edu
  - Problems resetting password - call (304) 293-4444 x2
- Student Portal – MIX.wvu.edu
  - Use stats.mix.wvu.edu to forward MIX email to GroupWise.
  - Need for grade posting, contact department ESLI coordinator for course/instructor linking.
  - Quick reference mixinfo.wvu.edu
- Wireless Access – wireless.wvu.edu
  - SSIDs of those available: WVU.MountainAir, WVU.Encrypted, WVU.Guest (off campus guests only)

Contacts …

Statler College Information Technology Support:

- Engineering Science Building room G-40 Help Desk (304) 293-0090  http://its.statler.wvu.edu
- GroupWise Account, Request: its.statler.wvu.edu ... request service, account, GroupWise
- Matlab Install, Request: its.statler.wvu.edu ... request service, software, Matlab
- Anti-Virus software: https://oit.wvu.edu/tsc/antivirus/
- Self-Help/FAQs: its.statler.wvu.edu/selfhelp
- Phone support: its.cemr.wvu.edu/CEMR-Phones

Other useful links:

- MyAccess HR pages myaccess.wvu.edu
- Scheduling Email: cemr-scheduling@mail.wvu.edu or scheduling@mail.wvu.edu
- Available facilities: facilitiesscheduling.wvu.edu
- Room schedules: webviewer.wvu.edu

WVU Office of Information Technology:

- OITHELP (304) 293-4444
- WVU IT Policies oit.wvu.edu/policy
- Training (New Employee) oit.wvu.edu/training

Classroom Technology Support:

- MRB 113; ESB G39, G84, G102, 207 contact (304) 293-2832 oit.wvu.edu/ctec
- All other Statler College rooms contact (304) 293-0090 its.statler.wvu.edu
**MyID**

MyID.wvu.edu used to synchronize MasterID Password across these linked systems

- eCampus.wvu.edu
- oit.wvu.edu/bigfiles
- GroupWise
  - wvugw.wvu.edu
- mix.wvu.edu

**MyAccess**

MyAccess.wvu.edu

**STAR**

https://star.wvu.edu

- wireless.wvu.edu networks: WVU.Encrypted, WVU.MountainAir
- WVU.Guest does not use MasterID, call OITHELP at 304-293-4444 for assistance
  - For off campus guests only.

- libraries.wvu.edu
- transportation.wvu.edu