Statler College GroupWise User Introductory 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 MyID
- More info at: oit.wvu.edu/groupwise/howto

Overview:
1. Getting started: Username; Email address; activate MyID; initial account setup; send message with subject="test" to CEMLTrain1@mail.wvu.edu
2. Highlights: Send/Read message; TO,BC,CC; Auto-Completion email address; Ctrl+Tab=Tab; Spell Checker; Signature; Sent Items (properties); Frequent Contacts; Change password (MyID sync); Address Book (Compose vs Tools); Work in Progress; Junk Mail Handling
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); over quota=receive only/no send
   oit.wvu.edu/groupwise/managing-your-groupwise-mailbox
   oit.wvu.edu/standards/electronic-mail-policy
5. Address Book: Faculty/Staff, students (Individual, Major, Rank); listserv send confirmation
6. Message Filtering: WVU virus/spam filters, notify from “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
   - temporary saved to “%userprofile%\Local Settings\Temp\{XPgrpwise,GWViewer}”
   - use Save As to store in another location, prevents loss of changes
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: EXSMTPT.WVU.EDU ;
    Mobility: oit.wvu.edu/groupwise/mobility
MyID Usage:
- **MyID.wvu.edu** … change password for all accounts using MyID
- **MyID Password selection**
  - Must be at least 8 characters in length, but the longer the better!
  - Must contain characters from at least three of the following four categories:
    1. Uppercase letters: A-Z
    2. Lowercase letters: a-z
    3. Numbers: 0-9
    4. Only these special characters: + – / ! ^ ? : . { } [ ] ~ _
  - Cannot include blank spaces, or more than two sequential characters as they appear in your first or last name, or username.
  - Cannot be one of the last five passwords you used on this system
  - Should never be used on any systems outside of WVU
- Additional password notes
  - Four (4) failed login attempts results in temporary disable for 20 minutes.
  - Password must be changed every 90 days or account will be disabled.
  - Problems resetting password - call (304) 293-4444 x2
  - RECOMMENDATION: Use a minimum 6 character base password plus the 2 digit month of change for uniqueness. Ex: FzyBr$00
- **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](http://its.statler.wvu.edu)
- GroupWise Account, Request:  [its.statler.wvu.edu](http://its.statler.wvu.edu) … request service, account, GroupWise
- Matlab Install, Request:  [its.statler.wvu.edu](http://its.statler.wvu.edu) … request service, software, Matlab
- Anti-Virus software:  [https://oit.wvu.edu/tsc/antivirus/](https://oit.wvu.edu/tsc/antivirus/)
- Self-Help/FAQs:  [its.statler.wvu.edu/selfhelp](http://its.statler.wvu.edu/selfhelp)
- Phone support:  [its.cemr.wvu.edu/CEMR-Phones](http://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
- Room schedules:  [webviewer.wvu.edu](http://webviewer.wvu.edu)
- available facilities …  WVU:  [facilitiesscheduling.wvu.edu](http://facilitiesscheduling.wvu.edu)
- Statler College:  [www.cemr.wvu.edu/students/computing-facilities/](http://www.cemr.wvu.edu/students/computing-facilities/)

**WVU Office of Information Technology:**
- OITHELP  (304) 293-4444
- WVU IT Policies  [oit.wvu.edu/policy](http://oit.wvu.edu/policy)
- Training (New Employee)  [oit.wvu.edu/training](http://oit.wvu.edu/training)

**Classroom Technology Support:**
- MRB 113; ESB G39, G84, G102, 207 contact (304) 293-2832  [oit.wvu.edu/ctec](http://oit.wvu.edu/ctec)
- All other Statler College rooms contact (304) 293-0090  [its.statler.wvu.edu](http://its.statler.wvu.edu)
1. **MyID**
   - MyID.wvu.edu used to synchronize MasterID password across these linked systems:
     - eCampus.wvu.edu
     - BigFiles
     - GroupWise
     - mix.wvu.edu
     - MyAccess.wvu.edu
     - STAR
     - wireless.wvu.edu networks: WVU.Encrypted, WVU.MountainAir
     - WVa.home is part of Health Sciences Center internal network
     - 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

2. **eCampus**
   - eCampus.wvu.edu

3. **BigFiles**
   - oit.wvu.edu/bigfiles

4. **GroupWise**
   - GroupWise wvugw.wvu.edu
   - GroupWise Instant Messenger

5. **MyAccess**
   - MyAccess.wvu.edu

6. **STAR**
   - https://star.wvu.edu

7. **WVU.Encrypted**
   - WVU.MountainAir
   - wireless.wvu.edu networks: WVU.Encrypted, WVU.MountainAir

8. **WVU.Guest**
   - WVU.Guest does not use MasterID, call OITHELP at 304-293-4444 for assistance
   - For off campus guests only.

9. **Libraries**
   - libraries.wvu.edu

10. **Transportation**
    - transportation.wvu.edu