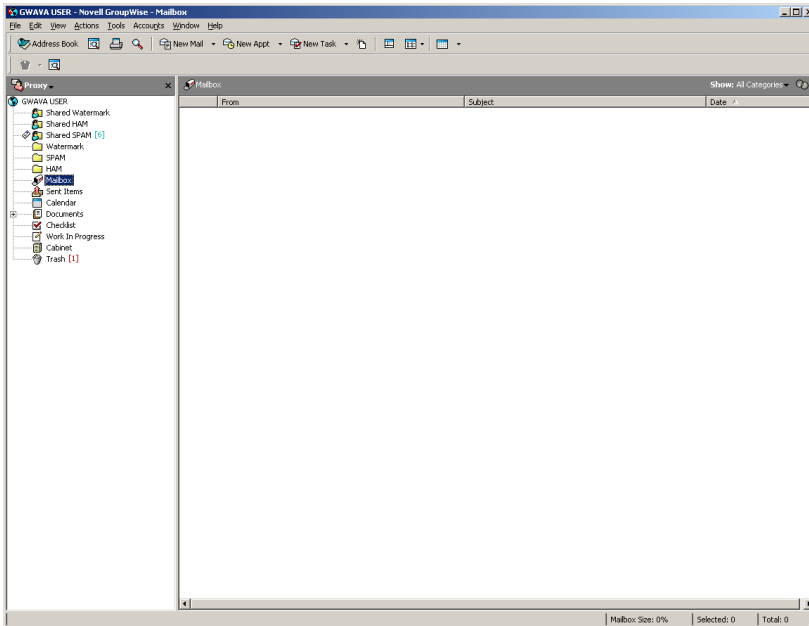


## Accessing Wilson Area School District email from a remote system.

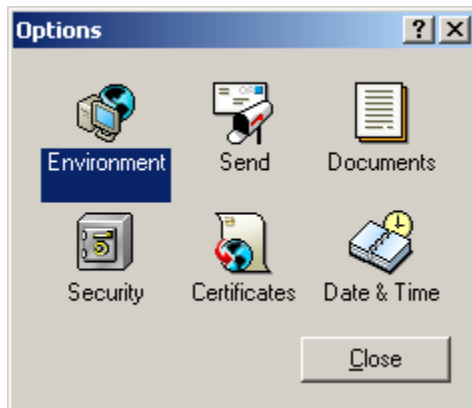
In order to access your school district email remotely, there are 2 steps that must be completed first from your computer in the district.

1. You will need to be logged into the computer. Open the GroupWise program so that you see the following screen.

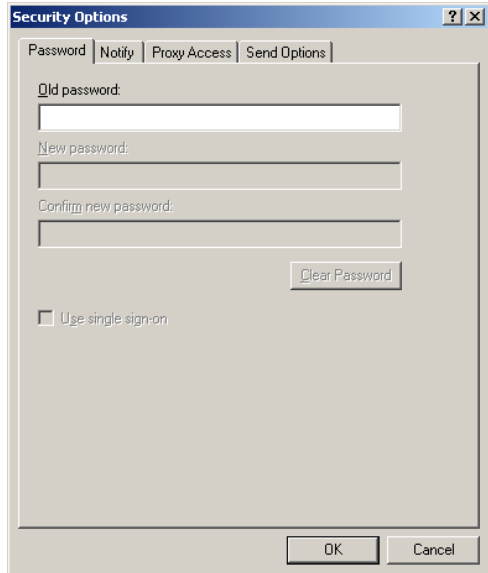


2. On the top line you will see "FILE" "EDIT" "ACTIONS" "TOOLS" etc. etc.

Click tools, then options. You will see the following:



Double click “SECURITY” you will see the following:



Here is where you will enter and confirm the password that you wish to use to access your email remotely.

NOTE: Passwords here ARE case sensitive. You can make your password anything you like, even the same as your main network password.

After you have it entered in, and in the confirm box, click OK, then close on the options box. You should now be back to your main GroupWise window.

To access your email from anywhere in the world that has an internet connection, you can do one of two things,

Visit [www.wilsonareasd.org](http://www.wilsonareasd.org) and click on EMPLOYEES, THEN EMAIL.

Or, go directly to the address [www.webaccess.wilsonareasd.org](http://www.webaccess.wilsonareasd.org)