



Student Groupwise Tipsheet For the First-Time User

Registering Before May 1, 2004

@students.mcg.edu

What's my email address?

Your internet email address is the first initial of your first name and your last name up to 13 characters plus a two digit school suffix followed by @students.mcg.edu.

Allied Health = ah
Dentistry = de
Graduate **Studies** = gs
Medicine = md
Nursing = nu I
Special Studies = Sp

As a reminder write your email address and suffix in the space provided above.

What's My login Name?

Your login name is the first initial of your first name and your last name up to 13 characters plus your two digit school code. This is **not** case sensitive. (e.g. John Doe in the school of Allied Health would be ideoeah.)

What's my password?

Your password will be **ssn and the last four digits of your social security number**. When you logon for the first time change that password to something easy to remember. To change your password look for the link labeled Options in the lower left hand corner of the page. Click on that link. This will allow you to change your password. Passwords **are** case sensitive.

If you forget your password, it will have to be reset. To have your password reset, notify the Information Technology Support and Services Division Help Desk at 721-4000.

How long will mail stay in my mailbox and folders?

The system will purge all messages that are 180 days old. Some actions that will occur automatically:

- The trash is purged every **five** days.
- The system will log you out after 45 minutes of inactivity.

NOTE: Typing text in a message does not count as activity. To compose a long message type it in a word processor and send it as an attachment.

-Currently for GroupWise WebAccess, automatic Forwarding is not available.

Where can I access my email?

Internet access

Go to www.mcg.edu. Select GroupWise under the Quick Links heading.

Access in the library

All computers in the Library are Intranet accessible. Use the above link to gain access to e-mail. ****When you are finished with your mail, be sure to click- on Exit and close the internet browser.****

Where can I get help?

Online Help,

Click on help button within GroupWise. There is an extensive help selection within **this** menu.

Access the GroupWise WebAccessUser's Guide at www.mcg.edu/it/Help/GroupWise/gwmanuals.htm

Contact the Library

For instruction on how to log into your GroupWise account for the first time call the Library Information Center at 721-3441.

Contact the Help Desk

For technical support call the Information Technology Support and Services Division help Desk at 721-4000 (8:00am-5:00pm, Monday-Friday).