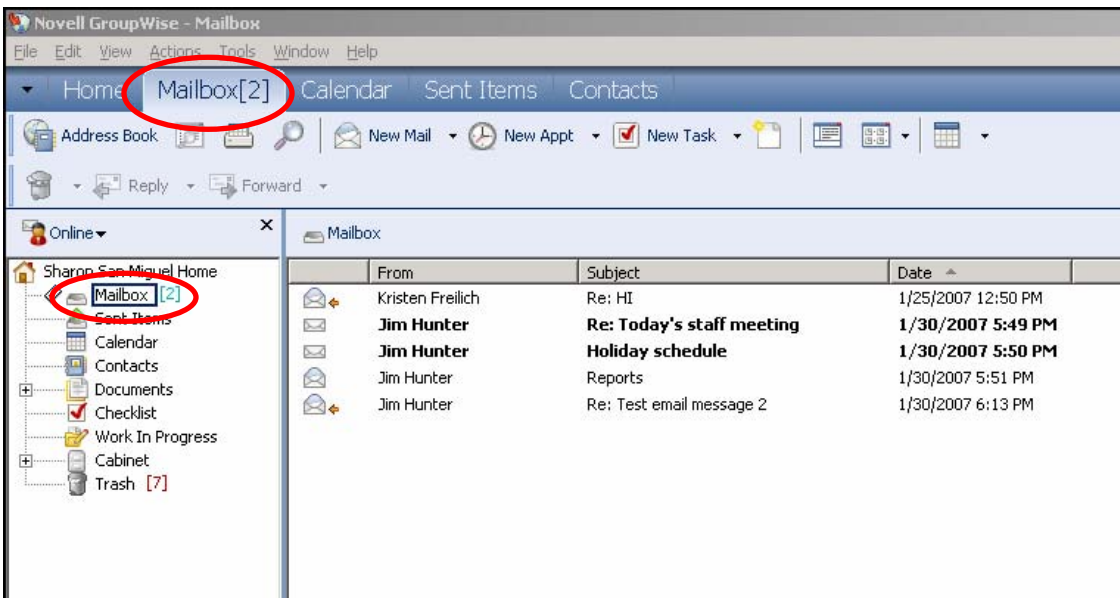


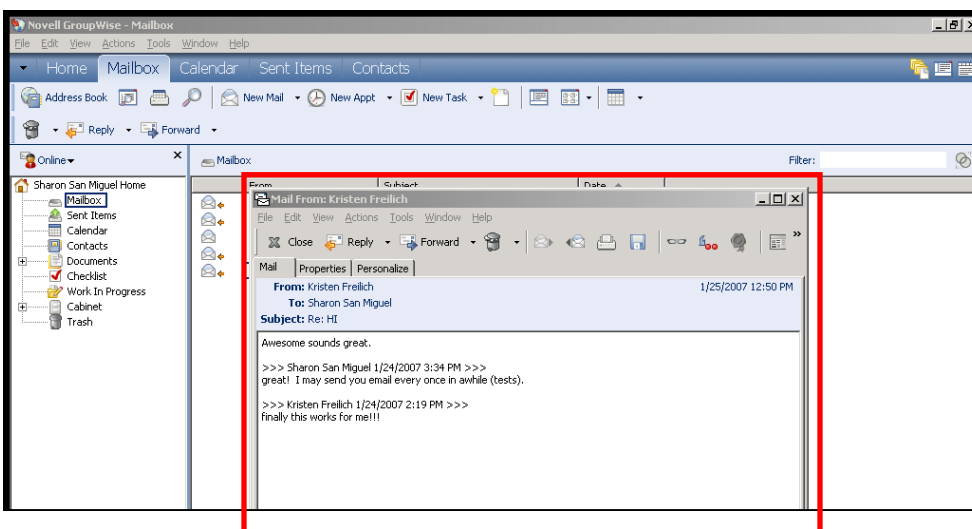


How do I read a message?

1. Login to your GroupWise mailbox with your username and password.
2. To view your Mailbox, you can either click the Mailbox icon in the folder list on the left or click the Mailbox tab on the Navigation Bar. An indicator shows the number of un-opened messages.
3. Your mailbox will appear in the panel on the right. Messages that you have not read yet will be in **bold**.



4. To read a message, double-click on the subject line in the right panel and the message will open in a new window.



5. To close the message after reading it, click the **Close** button