Accessing Your Archives through GroupWise® 8
Quick Reference Guide
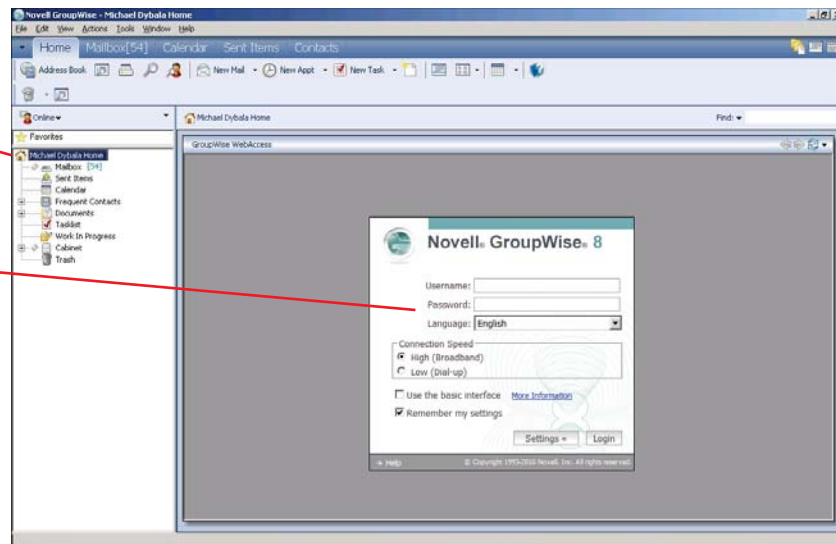
Messaging Architects™

It's possible for you to access your personal archives directly through your GroupWise 8 Client. When this functionality is enabled, you'll be able to view GroupWise WebAccess and your Netmail Archive WebViewer archives directly in your GroupWise Client. As such, you'll no longer have to navigate away from your GroupWise Client and/or remember the GroupWise WebAccess URL.
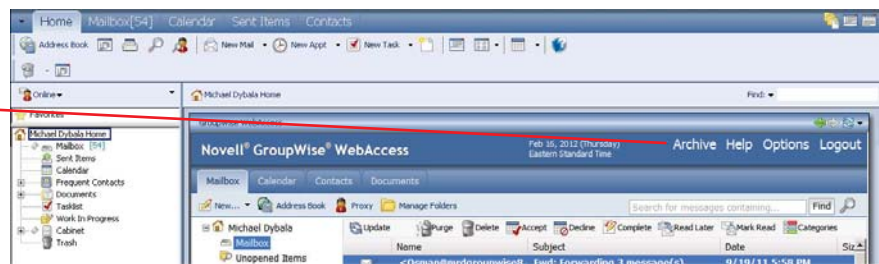
How to Access Your Archives

After GroupWise 8 has been configured and deployed by the system administrator, you'll be able to launch GroupWise WebAccess directly in your GroupWise Client. From GroupWise WebAcces, you can then easily link to your archives in Netmail Archive WebViewer.

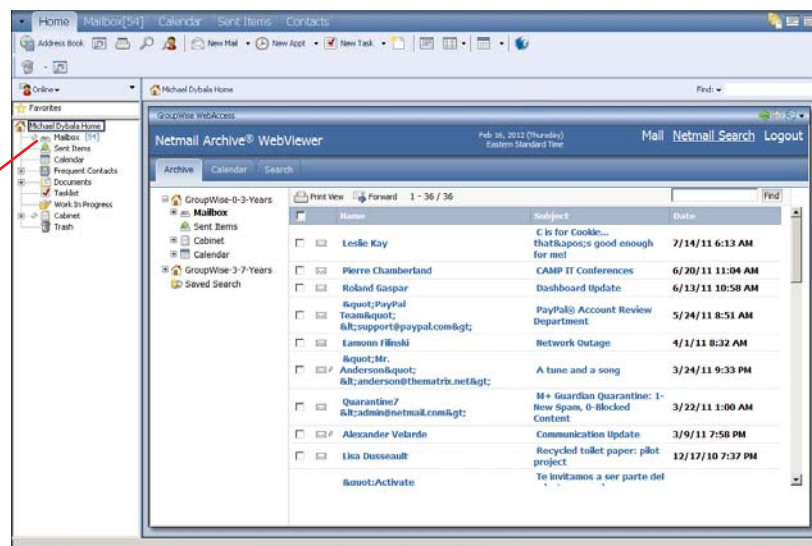1. Click the **Home View** link your GroupWise Client.

2. When prompted, enter your GroupWise user credentials, and click **Login** to log in to GroupWise WebAccess.

3. Once you have entered your user credentials, GroupWise WebAccess is launched in your GroupWise Client. You can then click the **Archive** link to open Netmail Archive WebViewer directly in your GroupWise Client.

Your Netmail Archive WebViewer archives are now displayed directly in your GroupWise Client.

To return to your inbox and view your mail, simply click the **Mailbox** link in the GroupWise Client.