GroupWise – Accessing Email from Home

Before you can access your email from home, there are a couple of steps that need to be completed:

1. Left click on Tools - Options
2. Double click on Security
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To access email from home, go to www.eacs.k12.in.us and left click on Staff – EACS Email.

Type new password
Confirm password
Left click on OK
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Type Username – same as your Novell User Id
Type Password – this is the password that was created in the previous slide
Select your Connection Speed (if you have Comcast or Verizon) left click on High
Left click on Login

To read an email double click on the email
To send an email, left click on New