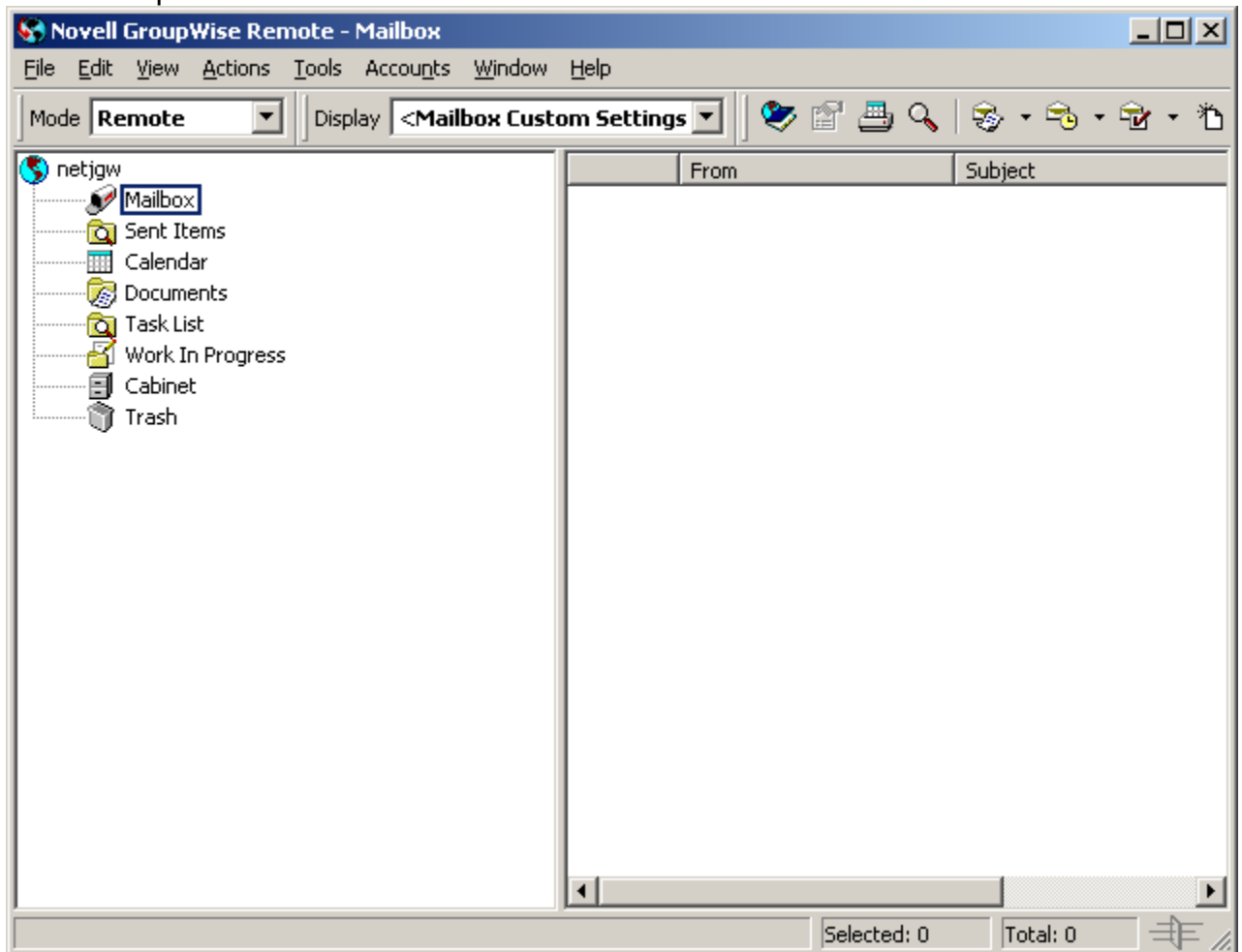


Adjusting GroupWise Remote on your home computer

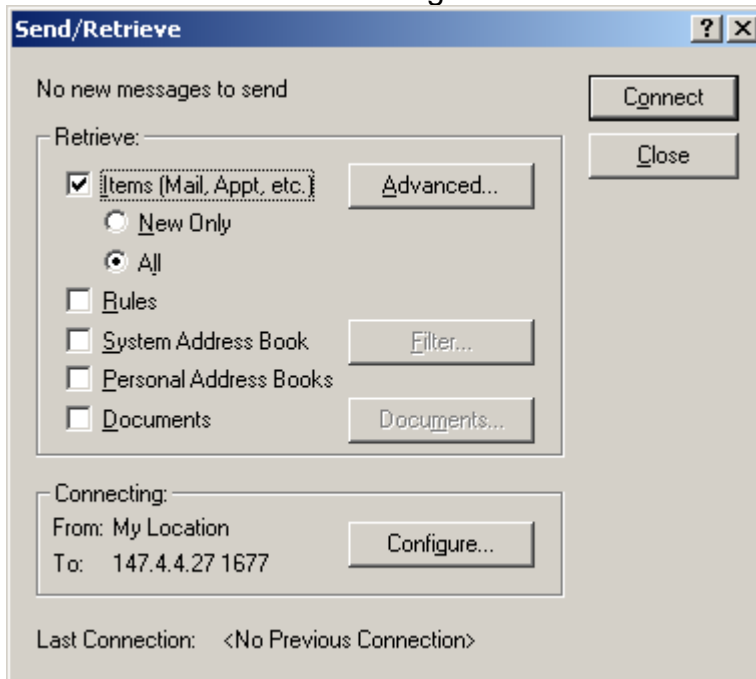
When you mailbox is moved to a new post office, the domain and post office information needs to be updated. To update this information:

From GroupWise Client



Go to Accounts → Send/Retrieve → Account Options

From the Send/Retrieve Dialog box



Click Configure

Select the Server Tab

netjgw Properties

General Server Connection Advanced Signature

Contact your GroupWise system administrator for your User ID, Domain, and Post office.

User ID: netjgw

Domain: domain11

Post office: po111

Time Zone...

Online Mailbox password...

OK Cancel

This information needs to be changed

See the chart below or call the Help Desk for assistance (516) 463-7777

Your user name does not change when you are moved to a new post office, so this can remain the same.

You must however change the domain and Post office information. Please use the following chart to find out your Domain and Post Office. If you have questions please call the Help Desk at 463-7777:

Container Where User Belongs:	GroupWise Domain	GroupWise Post Office
Business Affairs and Treasurer	Domain 12	Po122
Business Development Center	Domain 12	Po122
Campus Life	Domain 12	Po121
College for Continuing Education	Domain 14	Po142
College of Liberal Arts and Science	Domain 13	Po132
Computer Center	Domain 11	Po111
Development	Domain 12	Po122
Enrollment Services	Domain 12	Po122

Admissions Enrollment Services	Domain 12	Po122
Library Services	Domain 14	Po141
New College	Domain 14	Po142
Office of the President	Domain 12	Po122
Office of the Provost	Domain 12	Po122
Planning and Liaison	Domain 12	Po121
School of Business	Domain 14	Po142
School of Communication	Domain 14	Po142
School of Education	Domain 13	Po131
School of Law	Domain 14	Po141
Legal Affairs	Domain 12	Po122
School of University Studies	Domain 14	Po142

Please enter the appropriate Domain and Post Office in the screen above. Once you click OK your information is updated and you will be able to connect to your GroupWise mailbox from home.