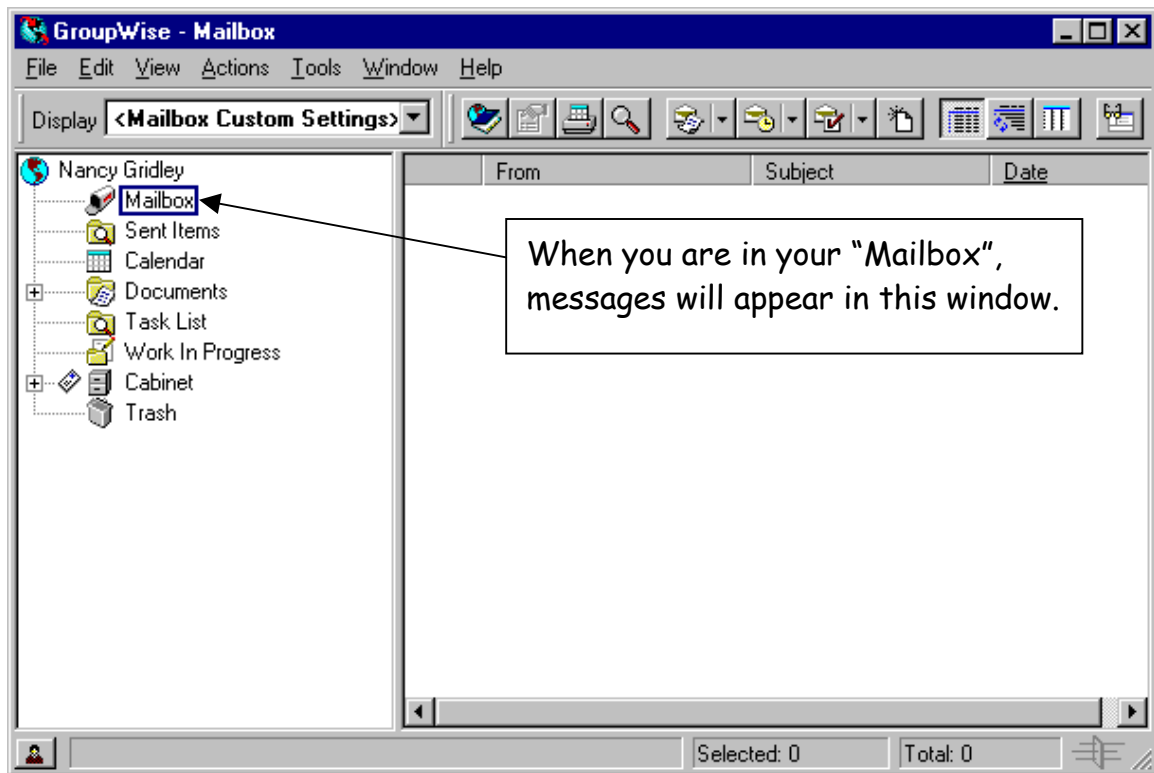


# GroupWise

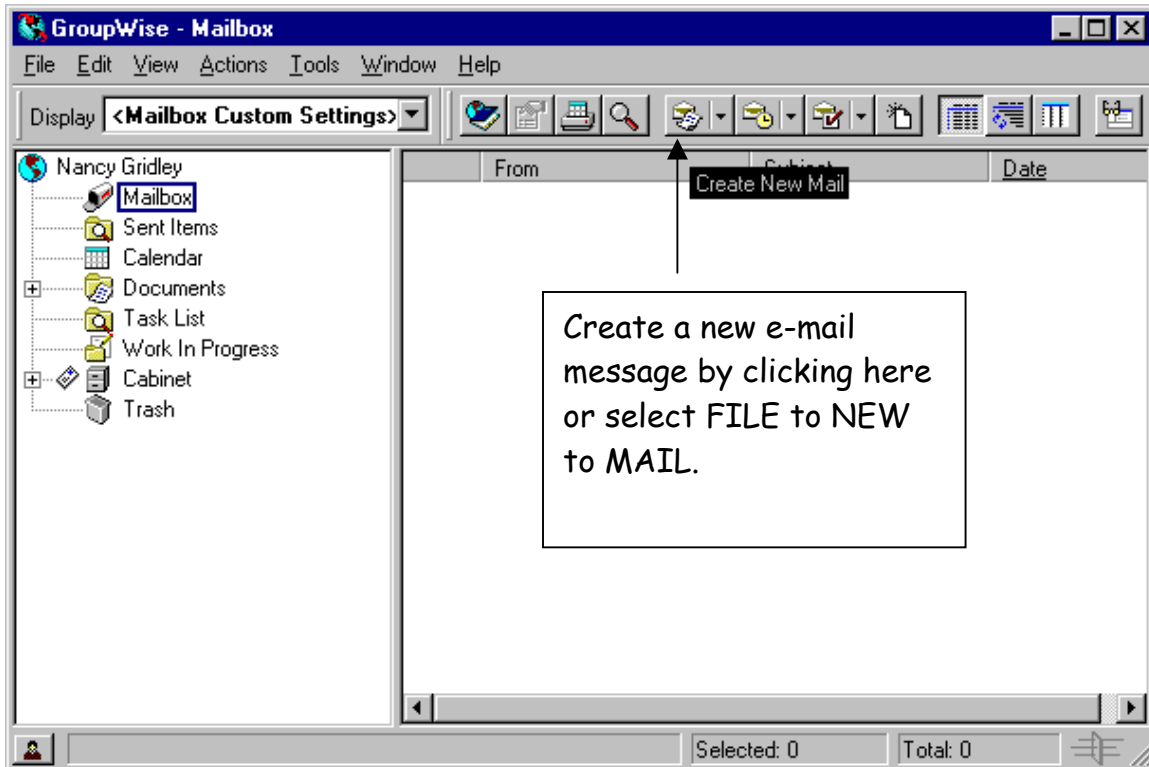
GroupWise is an e-mail program. Every school has access to GroupWise. You have the ability to send and receive messages both within our district and externally. When you enter GroupWise, this is what you will see:



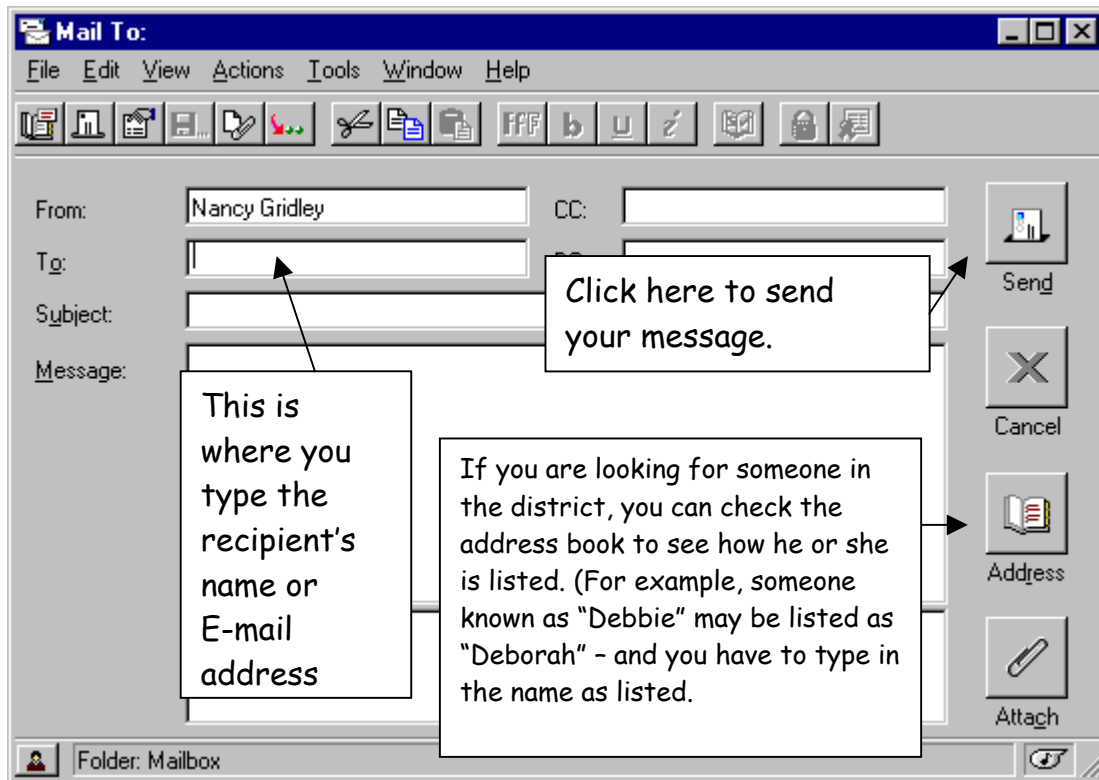
Messages have a picture of an envelope next to them. Unopened mail has a closed envelope and opened mail has an opened envelope. To open and read a message, just double click on it. From there you can Close, Reply, Forward, or Delete the message.

GroupWise Directions  
Nancy Gridley and Laura Oakes  
Elementary Technology Facilitators  
West Milford Township Public Schools

To send a new message, click on the first picture of an envelope. This will open up a new mail window. You could also pull down the FILE menu and select NEW then select MAIL.



This is what you will see when you are creating new mail:



If you want to see if someone within the district has opened the mail you sent, click on the folder "Sent Items" (under the Mailbox). If the envelope is open, they have read it. (This only works with e-mails sent to staff using GroupWise, not external mail).

Your external e-mail address is your first name, a period then your last name @wmpts.org. You can send an e-mail from GroupWise to your home address. You will see the full address when you open your mail at home. For your information, ours are:

[Nancy.Gridley@wmpts.org](mailto:Nancy.Gridley@wmpts.org)

[Laura.Oakes@wmpts.org](mailto:Laura.Oakes@wmpts.org)

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