

## Accessing the Groupwise Archive


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1. On the hospitals' intranet home page, **click Web Based Systems.**


2. **Click the Groupwise Archive Access link.**


*The Citrix Receiver Login window opens.*


3. **Type your HSCNetID credentials and click the Log On button.**

 **Note:** If you are presented with the Citrix Security dialog, click the Yes button to allow access.

4. **Click the Groupwise Archive Access icon.**

 **Note:** If the Groupwise Archive Access icon is not displayed, **click the plus sign, select Groupwise > Groupwise Archive Access** to add the icon to your list of applications.

 **Note:** If you are presented with the Citrix Security dialog, click the Yes button to allow access.


 **Note:** If you are presented with the Groupwise Certificate Security dialog, click the Accept button to allow access.

*The Groupwise login window displays.*

5. **Type your HSCNetID credentials and click the OK button.**

*The Groupwise application opens.*

6. **Click the Online selector and select Archive.**

 **Note:** You cannot send email from the Groupwise Archive.

