Accessing the Groupwise Archive

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.