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.*