

Accessing GroupWise Email from the Internet

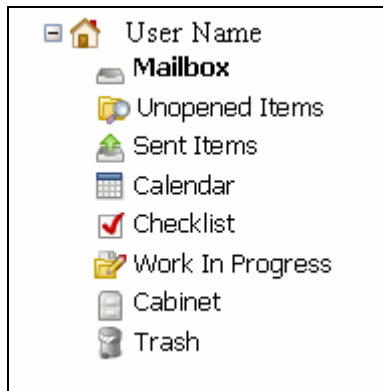
Note: to access your GroupWise email account from the web, you must have already enabled your WebAdvisor account for the current semester.

(You cannot login to GroupWise email through the internet using AOL, use Internet Explorer instead or Mozilla Firefox.)

Accessing GroupWise Email from the Web

1. In the **Address Bar** of the internet browser of your choice, type in the URL:
<http://email2.dbu.edu>
2. Press Enter or click Go button on the web page
3. In the **Username** box, type your Login ID
4. In the **Password** box, type your GroupWise password
5. Passwords are case sensitive
 - ★ Your email password will be the same as your web advisor and lab account password
6. Click the **Login** button.

Once you are in GroupWise you will see the following menu bar:



How to Check Your E-mail

1. Click the **Mailbox** icon to check your mail.
2. Click on the E-mail you want to read to open it.

If you have any problems or questions, call Support at 214-333-5500.