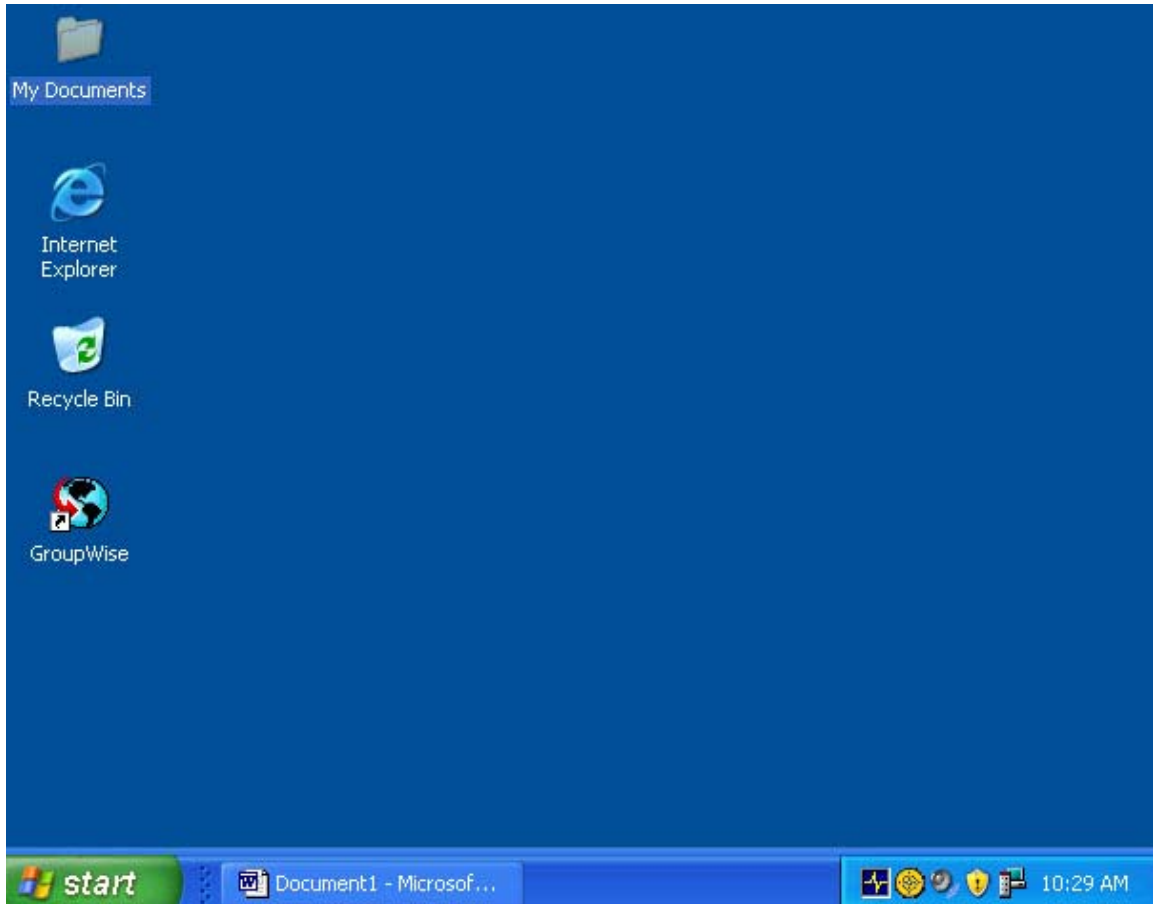


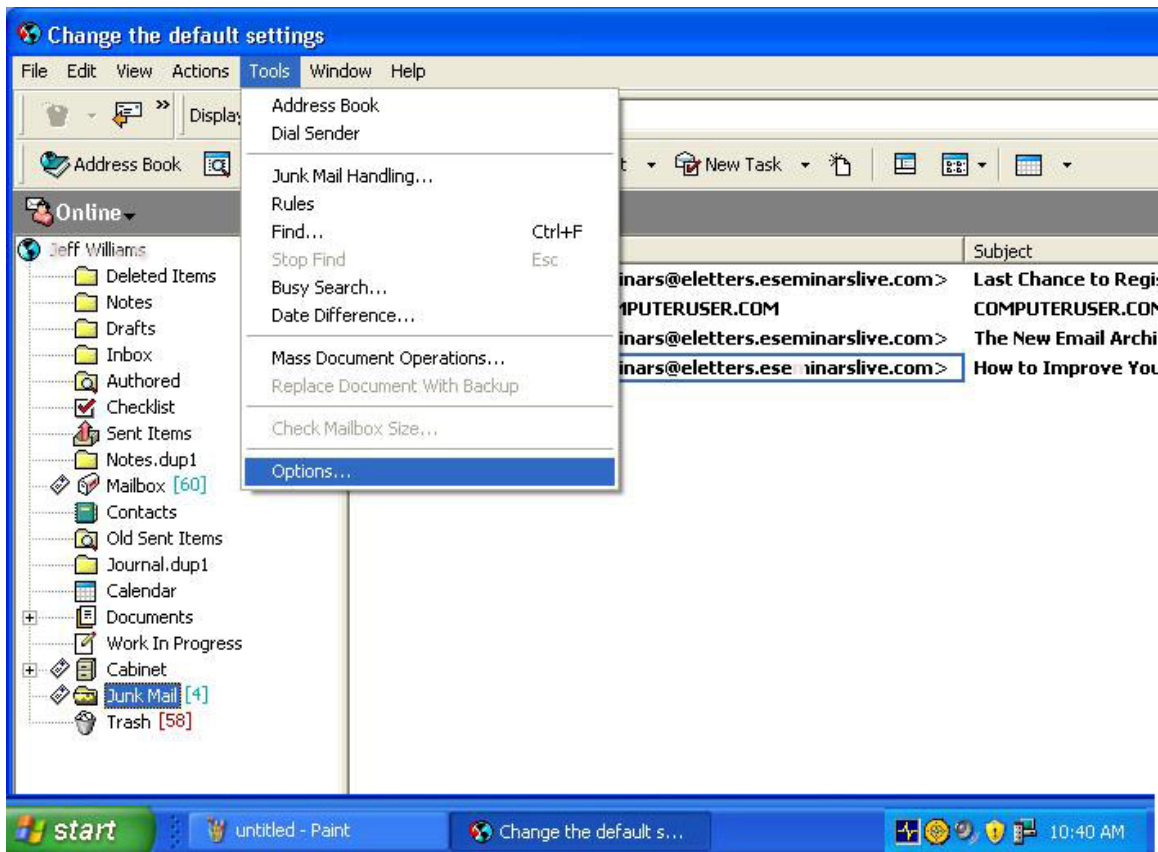
# Setting up a GroupWise Password



(Figure 1)

On your Desktop there is an Icon that looks like “The World” with GroupWise name under it. (Fig 1)

Double Click on the **GroupWise** Icon [The World]  
Your GroupWise email mail box is in view.



(Figure 2)

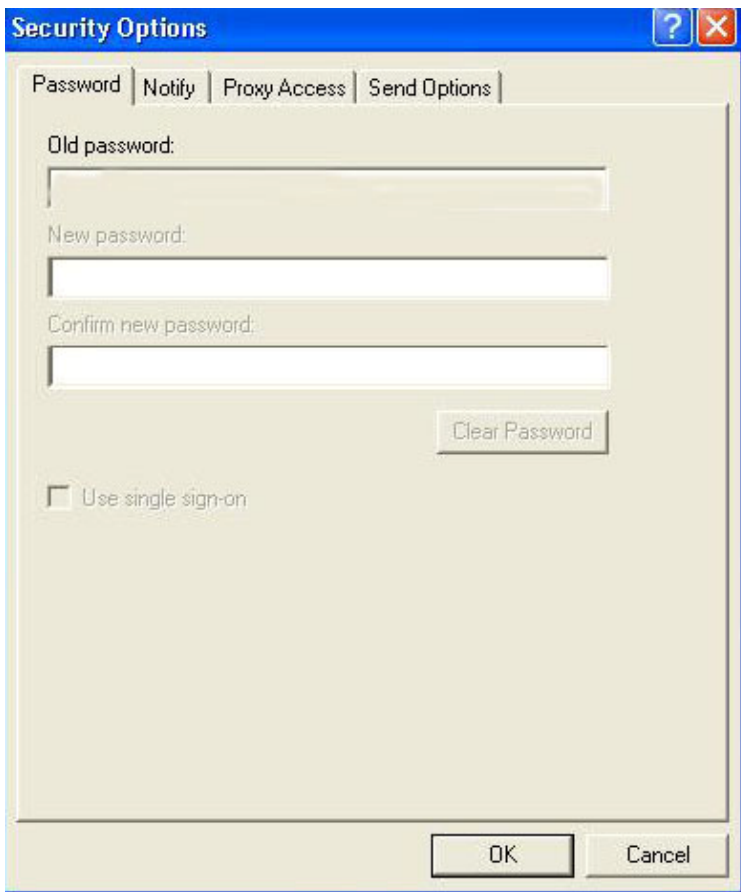
At the Menu bar go to **Tools\Options** [as in figure 2]

Options menu box will appear as below. (Fig 3)



(Figure 3)

Click on the Security Icon [Looks like a Safe]. (Fig 3)



(Figure 4)

In the Security Options box [pictured above]. (Fig 4)  
Enter your new password in the New Password box.  
Type it in again in the Confirm New Password box.  
Click OK.  
Click Close.

The Next time you click on the GroupWise Icon you will get the following Screen.  
(Fig 5)



(Figure 5)

Type in your GroupWise password and you will be entered into your email box.