

UT Southwestern Medical Center

Computer Support for Students and Postdocs

Downloading and Installing GroupWise for PC Users

GroupWise Mail is the standard e-mail software used on the UT Southwestern campus. In addition to its e-mail functionality, it also has the following features:

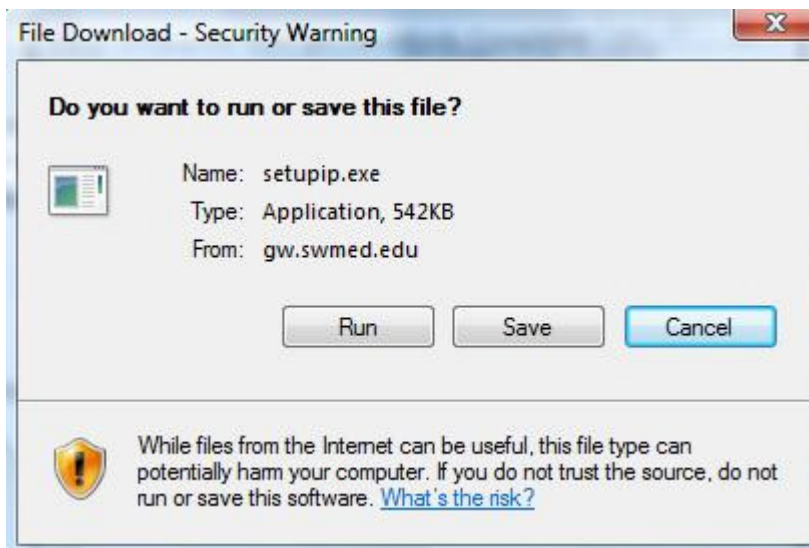
- Calendar
- Address book
- Message folders
- Task list
- Remote device synchronization allowing e-mail to be viewed and responded to from a remote PC or mobile device

GroupWise is the preferred e-mail client on campus since it is fully integrated with the GroupWise Mail Servers used to send and receive mail at UT Southwestern. The GroupWise e-mail system is not required since there are other mail clients available but be aware that other mail clients may not be as fully supported. Some will only be partially supported and others will not be supported at all by UT Southwestern.

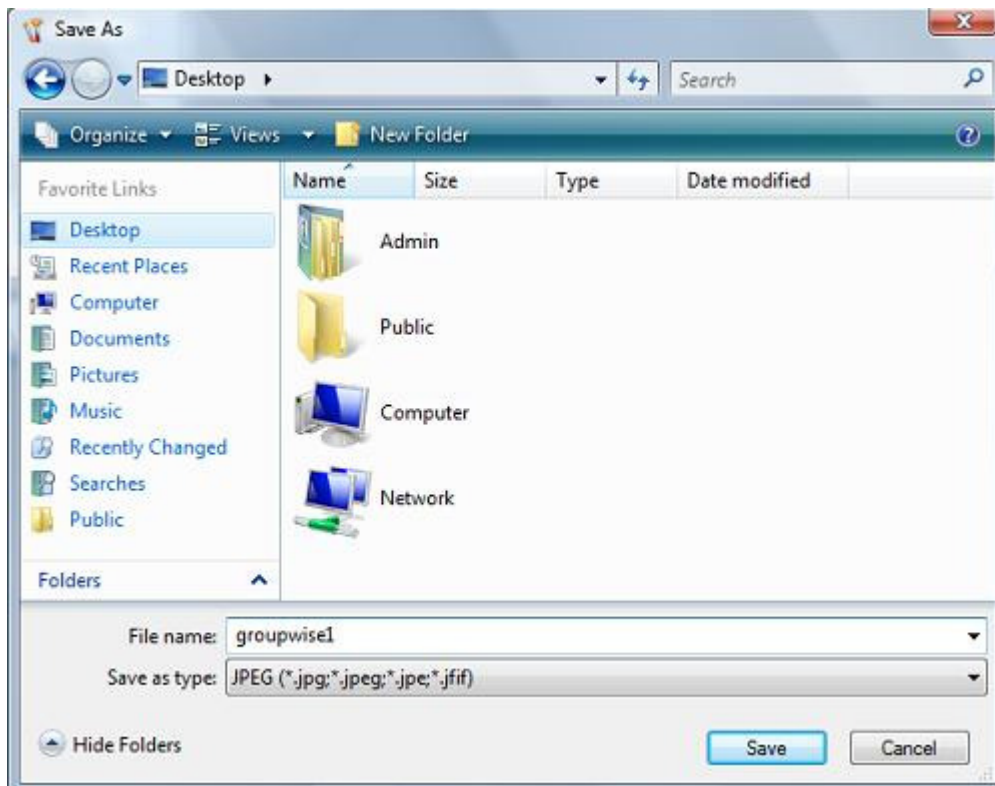
It should be noted that the program install will involve downloading approximately 75 Mb of material. If connecting through dial-up or other slow connection the procedure may take longer than expected.

Installing the GroupWise Client

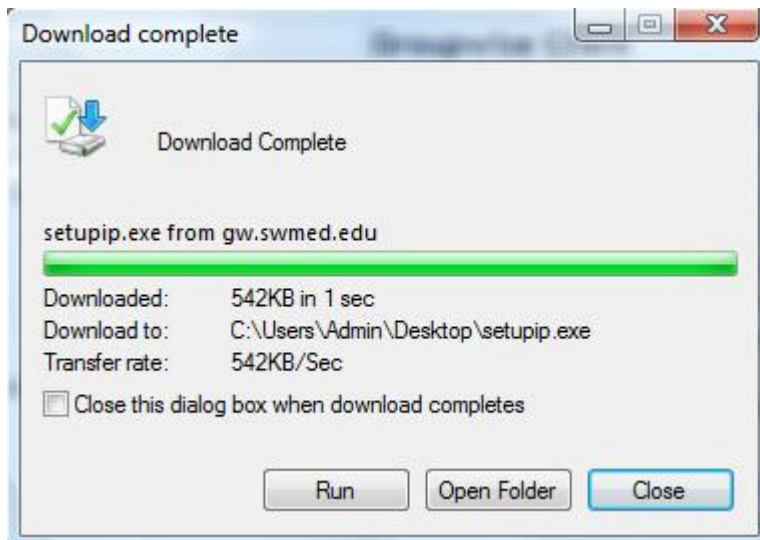
1. Open a browser window.
2. Go to the [Software Download](#) page.
3. Select the appropriate operating system installer.
4. Select "Save" in the pop-up window.



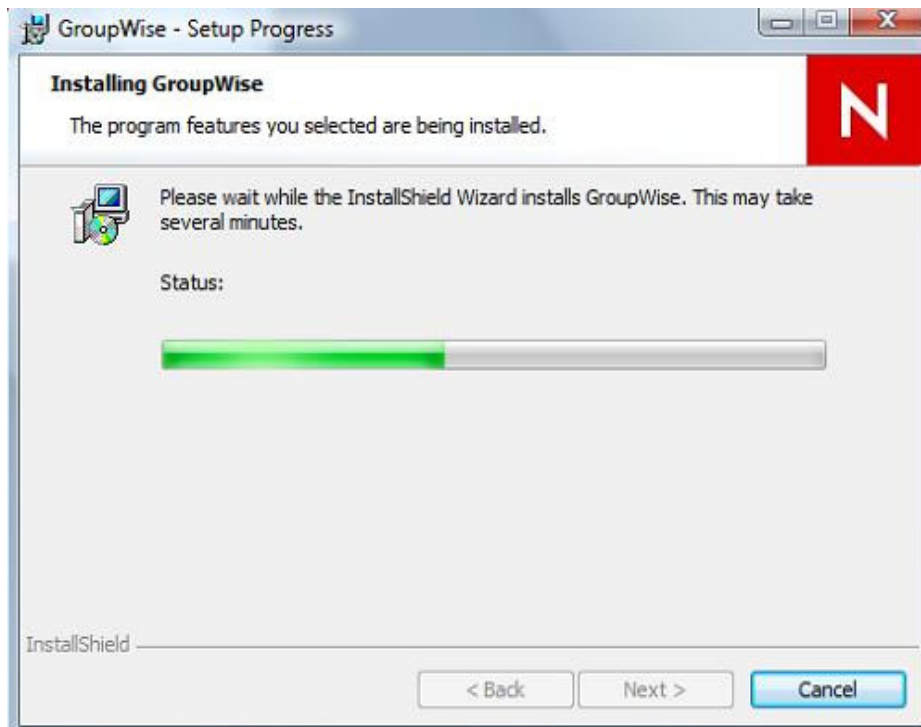
5. Select "Desktop" from the top of the folder section of the Save As window.



6. Select "Save." The GroupWise installer will now be saved to the Desktop.
7. Close all programs except the Download Complete window.
8. Select "Run" from the Download Complete window.



9. If the User Account Control window appears, select "Allow."
10. Set-up will take a few minutes. The program will download the necessary files automatically. Install times will vary depending on connection speed.



11. After the setup is complete, a prompt to run the program will appear. Select "Finish" to end the setup program. The set-up program installed an icon on the computer desktop allowing for quick access.

For self-paced e-learning modules on using GroupWise (including how to archive e-mail), go to the Information Resources [eLearning page](#).

If not installing the GroupWise Client, UT Southwestern e-mail, calendar and address book may be accessed by using GroupWise WebAccess at <http://gw.swmed.edu>. This site does not require VPN and is accessible from any computer connected to the internet. The browser will need to support Java and pop-up blockers should be disabled.

For assistance with any of the steps above or questions regarding Groupwise , please [e-mail](#) or call (214-648-7600) the [IR Call Center](#).