

UT Southwestern Medical Center

Computer Support for Students and Postdocs

Downloading and Installing GroupWise for Mac 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

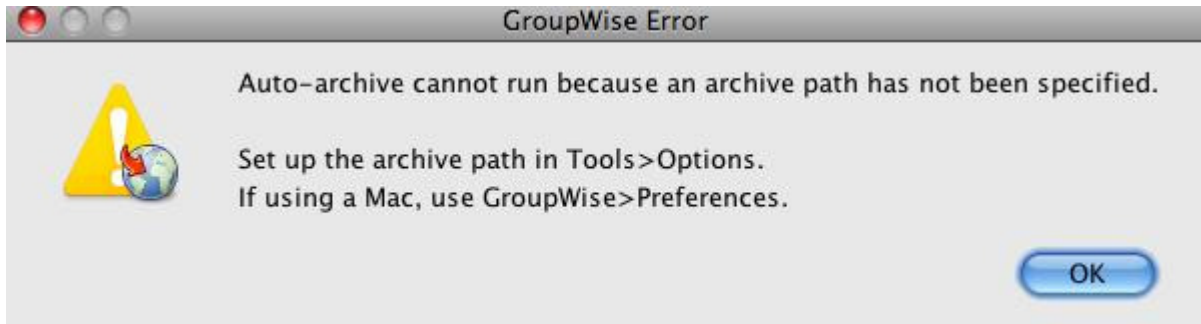
1. Open a browser window.
2. Go to the [Software Download](#) page.
3. Select the appropriate operating system installer.



4. Close all open programs.
5. Double-click the GroupWise installer file downloaded earlier. A window will appear regarding the origin of the file.



6. Select "Open."
7. A prompt for a SouthwesternID and Password will appear. Enter the appropriate information.
8. Select "OK."
9. Set-up will take a few minutes. The program will download the necessary files automatically. Install times will vary depending on connection speed. A GroupWise Error window will appear when the installation is completed.



10. Select "OK."

An archive path must be set-up to eliminate the GroupWise error above. To complete the set-up, proceed to "Setting the GroupWise Archive Path" directions below.

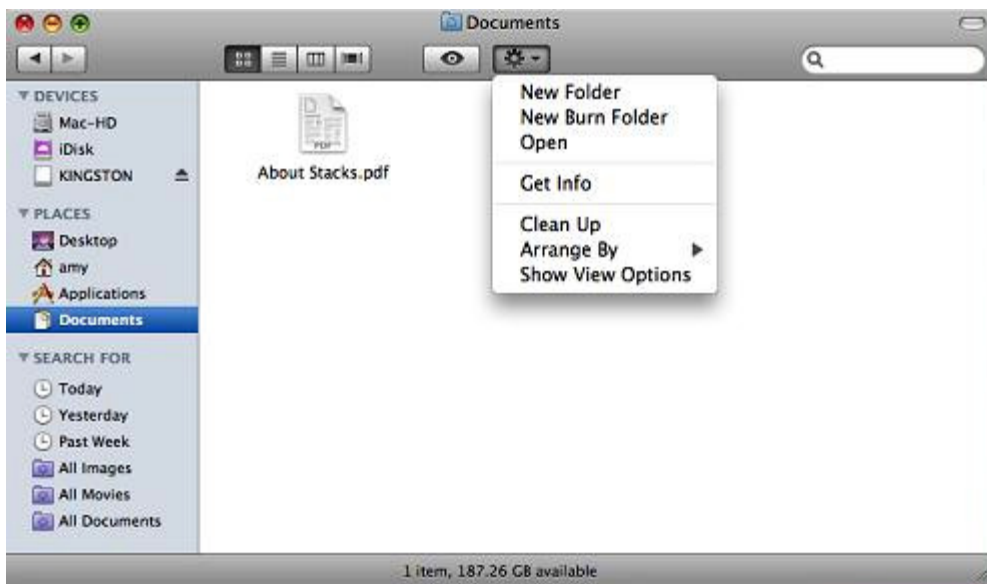
Setting the GroupWise Archive Path

1. Double-click the Hard Drive icon on the desktop.

- From the "Places" section of the left hand column, select the user name.



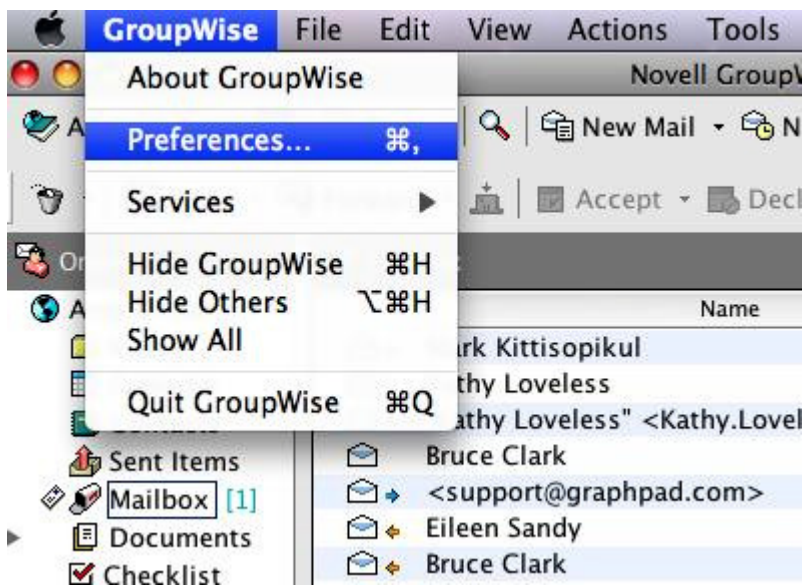
- Double-click the "Documents" folder.
- Select "New Folder" from the action pane in the window.



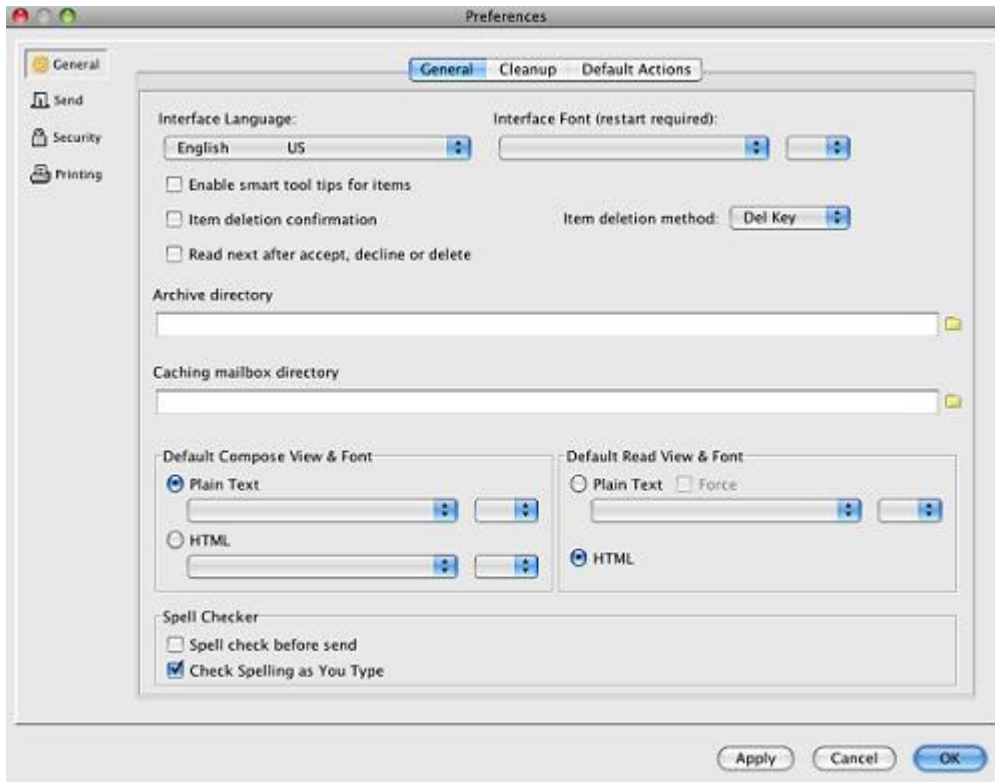
5. Select the "untitled folder" field.



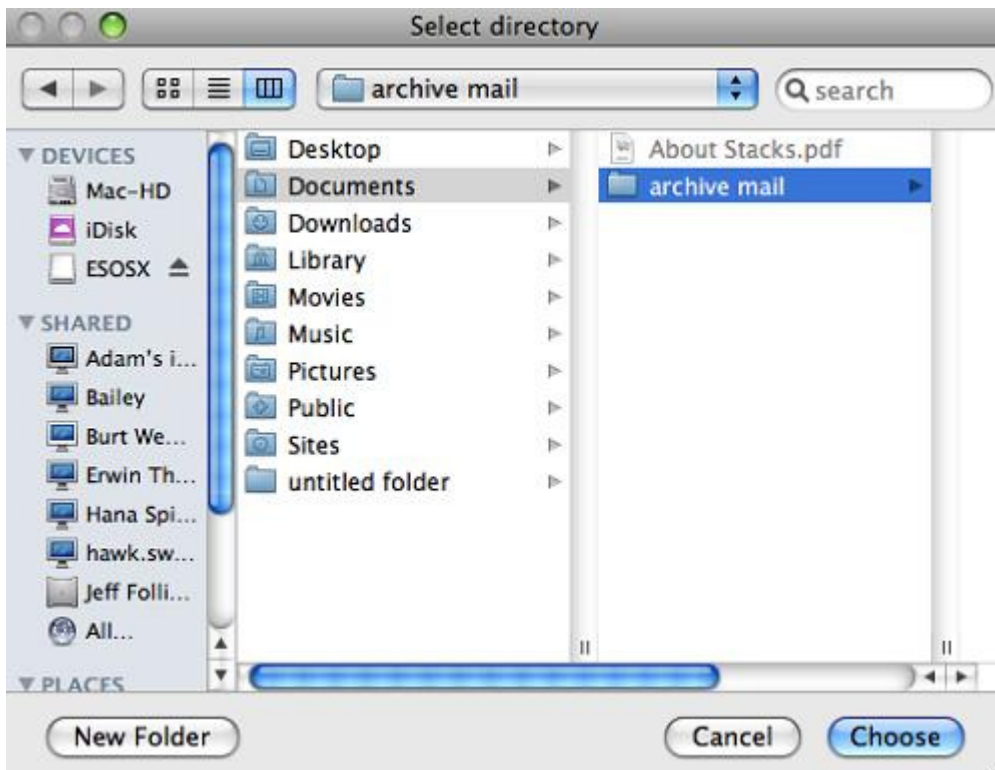
6. Type "archive mail."
7. Press Enter to rename the folder.
8. Close the Documents window.
9. Proceed to GroupWise.
10. Select "Preferences" from the GroupWise menu.



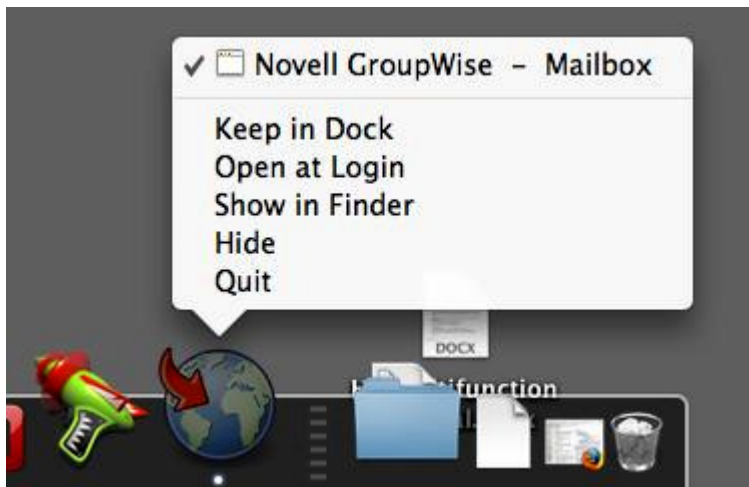
11. Select the folder next to the "Archive directory" field in the middle of the window.



12. Navigate to the "archive mail" created earlier. Select Choose.



13. Select "OK."
14. While GroupWise is open, find the GroupWise icon in the Dock. Press and hold the mouse button while hovering over the icon.
15. Select "Keep In Dock" from the menu that appears.



For instructions on using GroupWise and working with Archives visit the [Using GroupWise and Archiving e-Mail](#) 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](#).