Using your GroupWise Web Access Account & Changing Your Password
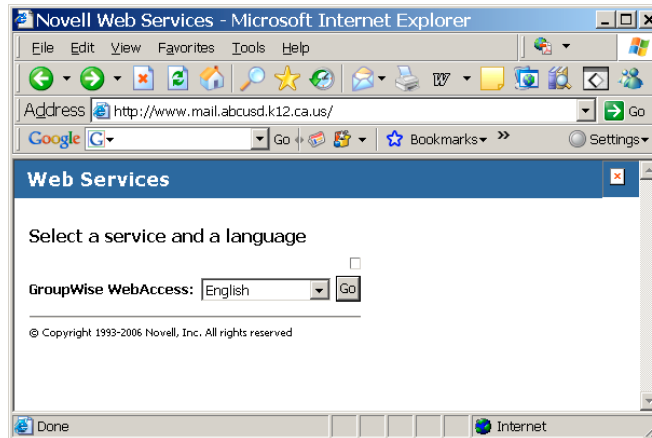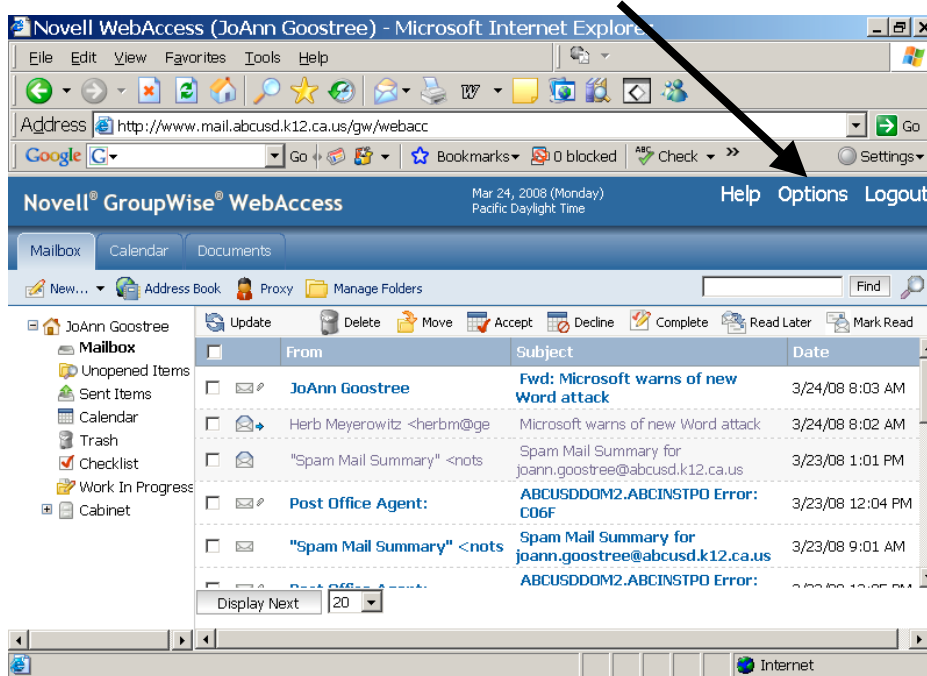
1. Open your web browser (Netscape, IE, etc.)
2. The website you will access is: http://www.mail.abcusd.k12.ca.us
3. Click on the GO button for English access on GroupWise WebAccess

4. The Login Screen pops up
5. Input your login name which has been provided to you and your password which is "guest"
   Please be sure to use lower case when inputting your login name and password.
6. Click on the LOGIN Button.

7. You are now in your WebAccess Account.
8. To change your password, click on OPTIONS.

10. Now you can enter a new Password