

## GroupWise Web Access

GroupWise Web Access allows you to access your e-mail from any web browser connection.

To access GroupWise Web Access:

1. Connect to any internet service provider.
2. Launch your browser i.e. Internet Explorer
3. Enter the following URL address: <http://webmail.childandfamilycentre.on.ca>
4. Choose your language.
5. You will be prompted for a username and password, i.e. Username: jsmith  
Password: this is something Penny or Keon would have assigned to you.
6. Click the login button.
7. GroupWise will open
8. Save this to your favorites for easy access next time.

