

How to Open a GroupWise E-mail Attachment

Option #1

1. Open the e-mail message with the attachment.
2. Look at the bottom for the attachment.
3. Double click on an attachment. It may launch an application from which you can read and/or print the file. If it is unreadable, go to option #2.

Option #2

You may need to save the file before opening it.

1. Open the e-mail message with the attachment.
2. Look at the bottom for the attachment icon.
3. Right click on the icon and choose SAVE AS
4. Browse to your h:drive
5. Choose SAVE
6. Launch Microsoft Word (usually attachments are Word documents)
7. FILE > OPEN
8. Browse to your h:drive and open the file.

How To Open a GroupWise E-mail Attachment of a GradeQuick File & Save to h: drive

1. Open the e-mail message with the attachment
2. Look at the bottom for the attachment icon.
3. Right click on the icon
4. Choose Save As . . .
5. Browse to your h: drive and open it. Make sure that your h:drive is in the Look In: window.
6. Choose Save
7. Close/Exit GroupWise and launch Grade Quick 7.
8. File>Open and browse to your h: drive.
9. Highlight file and OPEN.