ID# __________________

TO DICTATE A REPORT:

Step 1
USE DICTATE PHONE, or DIAL
BH 978-922-3000 ext 3500
AGH 978-283-4001 ext 224

TO REVIEW A REPORT

Step 1
Enter your 4 digit user ID
Press #1, enter ID again as password
Enter 2 to review by medical record #
Enter 7 digit medical record#

Step 2
ENTER YOUR 4 DIGIT ID

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Step 3
ENTER 7 DIGIT MEDICAL RECORD#
Directions on how to access Northeast Hospital Corporation's email system via GroupWise from your home computer.

Access the internet how you normally would. For most computers, it would be:
Click "Start"
Click "Internet Explorer"

In the address bar type: “https://gwweb.nhs-healthlink.org”

You screen will look like the following:

Put the 1st initial and your last name in the “Username” Field (example, Jack Smith would input “jsmith”)

Put your password in the “Password” field. If you need to reset your password (can't remember it), please call Sally Hendrickson at the AGH campus extension 75-618.
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Put your password in the "Password" field. If you need to reset your password (can't remember it), please call Sally Hendrickson at the AGH campus extension 75-618.
Now when you access Internet Explorer, simply click "Favorites". Click "Access to NHS Emails" and you will be directed to the logon screen.
To add the GroupWise address to your "Favorites" within Internet Explorer click on "Favorites"

Click on the "Add" Button

In the "Name" field input "Access to NHS Emails"
Click "Ok"