



GroupWise 7.0: Advanced

Overview: This course is designed for students who want to use the advanced features of GroupWise 7.0. Students will share information and documents with other GroupWise and non-GroupWise users, access email and documents through a browser, and create and use rules to manage GroupWise resources.

Prerequisites: GroupWise 7.0 Introduction or equivalent knowledge.

Course Length: One Day

Course Content

Lesson 1: Customizing GroupWise

Customize the Mailbox
Customize the Calendar

Lesson 2: Sharing Information

Use GroupWise Instant Messenger
Use Discussion Threads

Lesson 3: Working with Documents

Create Documents Using Integrated Applications
Share Documents Using Document References
Manage Documents
View Documents Using WebPublisher

Lesson 4: Controlling Workflow

Work with Tasks
Track a Broadcast Workflow Task
Track a Sequential Workflow Task

Lesson 5: Using GroupWise WebAccess

Explore the WebAccess Environment
Work with Mail Messages Using WebAccess
Organize Mail Messages
Access Documents Using WebAccess

Lesson 6: Working with Rules and Access Rights

Manage Messages Using Rules
Manage Resource Reservations
Assign Access Rights