



GroupWise 7.0: Introduction

Overview: This course is designed to provide students the critical skills needed in GroupWise to create, send and respond to email; maintain a list of contacts; keep track of tasks; and schedule appointments and meetings.

Prerequisites: Windows XP or 2000 Introduction or equivalent knowledge.

Course Length: One Day

Course Content

Lesson 1: Getting Started with GroupWise

Work with the GroupWise Interface
Explore the GroupWise Help System

Lesson 2: Working with Messages

Read and Send Messages
Work with Advanced Message Options
Set Email Properties
Work with Attachments
Work with Sent Items
Reply to and Forward a Message

Lesson 3: Managing Messages

Create a Checklist
Filter Messages
Create Color-Coded Categories
Delete Messages
Work with Folders
Configure Junk Mail Handling
Archive Messages

Lesson 4: Working with Address Books

Send Messages Using the Address Book
Create a Mail Group
Work with Contacts

Lesson 5: Using the Calendar

Work with the Calendar
Schedule Posted Appointments
Schedule Appointments for Others
Work with Reminder Notes

Lesson 6: Using Resources and Multi-User Views

Schedule a Resource
Use Multi-User View
Work with Rules