

# GroupWise 6.5 Advanced

**Duration:** 1 Day

## Course Overview:

Students will probably get the most out of this course if they want to learn how to use the advanced features of GroupWise to work with mail messages, as well as documents, tasks, appointments, WebAccess, and Rules. It builds on the email skills you've already obtained and will provide you with the skills needed to communicate in real time with other users, personalize mail, organize items, share information and work offline and remotely.

## Students Learn How To:

- Customize GroupWise according to their preferences
- Use GroupWise Instant Messenger and participate in a discussion thread by using a shared folder
- Create, share and manage documents, and use GroupWise WebPublisher
- Use workflows to route, perform, and track tasks
- Work with mail and documents using the Web Access interface
- Create and use Rules to automate email responses, manage resource reservations, and set access rights

**Who Should Attend:** This course is designed for experienced GroupWise users who need to learn how to customize their environment and want to use the advanced features of GroupWise to work with documents, tasks, appointments, WebAccess, and rules.

**Prerequisites:** GroupWise 6.5 Introduction or equivalent knowledge, and experience with the use of Internet Explorer 6.0 or higher.

## Course Outline:

### Customizing GroupWise

- Customizing the Inbox
- Customizing the Calendar

### Using and Sharing Information

- Using Instant Messaging
- Using Discussion Threads

### Working with Documents

- Creating Documents
- Sharing Documents
- Managing Documents
- Using WebPublisher

### Controlling Workflow

- Working with Tasks
- Tracking a Broadcast Workflow Task
- Tracking a Sequential Workflow Task

### Introduction to GroupWise Web Access

- Exploring the WebAccess Environment
- Working with Mail Messages
- Organizing Web Mail Messages
- Documents and WebAccess

### Working with Rules and Access Rights

- Creating and Using Rules
- Using Rules to Manage Resource Reservations
- Setting Access Rights

### Using GroupWise Remote Features

- Using Documents and Your Remote Mailbox
- Using GroupWise Remote Mode
- Sending and Retrieving Items

### Using GroupWise with a Palm

- GroupWise Access for Palm OS Devices
- Accessing WebAccess using a Palm PDA