

GroupWise 6.5 Introduction

Duration: 1 Day

Course Overview:

Students will learn the basics of using GroupWise to send mail messages and create tasks, notes, and appointments for themselves and others. Students will also organize the display and storage location of these items. In addition, students will learn how to use the Internet to access their Mailbox to send and receive mail messages from any computer.

Students Learn To:

- Navigate through the GroupWise environment
- Explore the basics of electronic mail by reading, creating, sending, and replying to messages
- Attach a file to a message
- Organize documents by creating folders, copying and moving documents to folders, and deleting folders
- Manage personal appointments and appointments for others
- Manage notes and tasks by using Calendar view
- Organize items in the main window's Item List box, manage files, and control the appearance of the main window

Who Should Attend: Anyone who wants to learn the basics of working with mail and phone messages, notes, tasks, and appointments in GroupWise.

Prerequisites: Windows 2000 or XP Introduction or equivalent knowledge.

Course Outline:

Getting started with GroupWise

An Overview of GroupWise
The GroupWise Environment
Creating and Sending Messages

Working with Mail Messages

Reading Mail
Creating and Sending Messages
Reply To and Forward a Message
Working with Advanced Message Options
Setting Mail Properties
Working with Sent Items

Working with the Address Book

Using the Address Book to Send Messages
Creating a Personal Address Book
Creating a Mail Group
Working with Contracts

Managing Mail

Customizing Message Headers
Working with Attachments
Creating a Checklist
Archiving and Deleting Messages

Organizing your Mailbox

Working with Folders
Configuring Junk Mail Handling
Sorting And Filtering Mail Messages
Creating Color-Coded Categories

Using Your Calendar

Working with a Calendar
Scheduling Posted Appointments
Scheduling Appointments for Others
Working with Reminder Notes

Using Resources and Multi-User Views

Schedule a Resource
Using Multi-User View
Working with Rules