

Introduction to GroupWise – 1 day



Course Objectives

Learn the essential skills of this electronic mail package and navigate through the GroupWise environment. By the end of this course, students will be able to work with mail messages, manage mail, organize the mailbox, use the calendar and address book.

Prerequisites

This course assumes that you have gained a basic understanding of Windows. This includes an ability to work with multiple windows and navigate the desktop, as well as having an understanding of computer file storage (i.e. drives, files and folders).

Exercises

This course is instructor led, involving the utilisation of examples and exercises in a workshop environment.

Course Content

Getting Started with GroupWise

- Course Introduction
- An overview of GroupWise
- The GroupWise environment
- The GroupWise Help System

Working with Mail Messages

- Working with mail properties
- Reading Mail
- Replying to and Forwarding Mail
- Creating and Sending Messages
- 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 Contacts

Using your Calendar

- Working with a calendar
- Working with tasks
- Scheduling Posted Appointments
- Scheduling Appointments for Others
- Working with Reminder Notes

Managing Mail

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

Organising your Mailbox

- Working with Folders
- Configuring Junk Mail Handling
- Sorting and Filtering Mail Messages
- Creating Color-coded Categories
- Creating and using rules
- Using the Notify program
- Setting access rights