

# Groupwise v7 Level 1

**Audience** This course is for a new user of Groupwise with no prior experience in the product. Students should have experience with a PC and be comfortable with the keyboard, mouse, and Windows.

**Description** The course uses a combination of lecture, hands-on practice, and independent exercises to teach students how to read, create, and organize mail messages, use an address book, and work with the Calendar. They also learn how to manage tasks, create reminder notes, work with personal folders, handle documents, and share a Mailbox. Finally, they learn how to send and receive instant messages.

**Objectives** Upon completion of the course, students should be able to:

- start GroupWise; explore the GroupWise environment; and use the Help system,
- communicate by using GroupWise to create, send, read, forward, and delete e mail messages; and read attachments,
- use the Address Book and mail groups to address e-mail messages; and store and manage contact information,
- use the Calendar to schedule appointments for themselves and for others,
- use tasks and notes to manage activities that need to be done,
- use views to organize the Mailbox; use the Notify program; work with rules; and find and filter items,
- organize GroupWise items by using personal folders; and share information by using library documents and granting other users access to Mailboxes,
- log on to GroupWise Messenger and use it to add contacts, send instant messages and e-mail messages, change availability status, and create custom status options.

**Length** 1 day

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## I. Getting Started

- A. Exploring the GroupWise environment
- B. Getting Help

- C. Setting mail properties
- D. Personalizing and categorizing messages

## II. Working with Mail

- A. Reading and creating messages
- B. Handling messages

## III. Managing Address Books

- A. Using address books
- B. Working with contacts



**IV. Working with the Calendar**

- A. Using calendars
- B. Working with posted appointments
- C. Scheduling meetings

**V. Managing Tasks and Reminder Notes**

- A. Working with tasks
- B. Working with reminder notes

**VI. Managing the Mailbox**

- A. Working with the Mailbox and the Notify program
- B. Working with rules
- C. Finding and filtering items

**VII. Advanced E-mail Techniques**

- A. Working with personal folders
- B. Working with documents
- C. Sharing your Mailbox

**VIII. Sending Instant Messages**

- A. Using GroupWise Messenger
- B. Working with the status feature