



GroupWise 6.5: Introduction

Overview: Students will learn the basic skills necessary to work with work with mail messages, as well as notes, tasks, and appointments.

Prerequisites: Windows 2000 or XP Introduction or equivalent knowledge.

Course Length: One Day

Lesson 1: Getting Started with GroupWise

An Overview of GroupWise
The GroupWise Environment
The GroupWise Help System

Lesson 2: 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

Lesson 3: Working with the Address Book

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

Lesson 4: Managing Mail

Customizing Message Headers
Working with Attachments
Creating a Checklist
Archiving Messages

Lesson 5: Organizing Your Mailbox

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

Lesson 6: Using Your Calendar

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

Lesson 7: Using Resources and Multi-User Views

Scheduling a Resource
Using Multi-User View