



## **GroupWise 7.0: Advanced**

**Overview:** This course is designed for students who want to use the advanced features of GroupWise 7.0. Students will share information and documents with other GroupWise and non-GroupWise users, access email and documents through a browser, and create and use rules to manage GroupWise resources.

**Prerequisites:** GroupWise 7.0 Introduction or equivalent knowledge.

**Course Length:** One Day

### **Course Content**

#### **Lesson 1: Customizing GroupWise**

Customize the Mailbox  
Customize the Calendar

#### **Lesson 2: Sharing Information**

Use GroupWise Instant Messenger  
Use Discussion Threads

#### **Lesson 3: Working with Documents**

Create Documents Using Integrated Applications  
Share Documents Using Document References  
Manage Documents  
View Documents Using WebPublisher

#### **Lesson 4: Controlling Workflow**

Work with Tasks  
Track a Broadcast Workflow Task  
Track a Sequential Workflow Task

#### **Lesson 5: Using GroupWise WebAccess**

Explore the WebAccess Environment  
Work with Mail Messages Using WebAccess  
Organize Mail Messages  
Access Documents Using WebAccess

#### **Lesson 6: Working with Rules and Access Rights**

Manage Messages Using Rules  
Manage Resource Reservations  
Assign Access Rights