



## **GroupWise 7.0: Introduction**

**Overview:** This course is designed to provide students the critical skills needed in GroupWise to create, send and respond to email; maintain a list of contacts; keep track of tasks; and schedule appointments and meetings.

**Prerequisites:** Windows XP or 2000 Introduction or equivalent knowledge.

**Course Length:** One Day

### **Course Content**

#### **Lesson 1: Getting Started with GroupWise**

Work with the GroupWise Interface  
Explore the GroupWise Help System

#### **Lesson 2: Working with Messages**

Read and Send Messages  
Work with Advanced Message Options  
Set Email Properties  
Work with Attachments  
Work with Sent Items  
Reply to and Forward a Message

#### **Lesson 3: Managing Messages**

Create a Checklist  
Filter Messages  
Create Color-Coded Categories  
Delete Messages  
Work with Folders  
Configure Junk Mail Handling  
Archive Messages

#### **Lesson 4: Working with Address Books**

Send Messages Using the Address Book  
Create a Mail Group  
Work with Contacts

#### **Lesson 5: Using the Calendar**

Work with the Calendar  
Schedule Posted Appointments  
Schedule Appointments for Others  
Work with Reminder Notes

#### **Lesson 6: Using Resources and Multi-User Views**

Schedule a Resource  
Use Multi-User View  
Work with Rules