



GroupWise 8.0: Introduction

Overview: Students will learn how to use GroupWise to send and receive email messages, schedule appointments and meetings, maintain a list of contacts, and keep track of tasks.

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 Email Messages
Send Messages
Work with the 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 Tasklist
Filter Items
Create Color-Coded Categories
Delete Items
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
Manage Tasks
Work with Reminder Notes

Lesson 6: Using Resources and Multi-User Views

Schedule a Resource for Appointments
Use Multi-User View
Work with Rules