



Novell GroupWise 8.0: Advanced

Overview: In this course, students will use the advanced features of GroupWise 8.0 to share information and documents with other GroupWise and non-GroupWise users. They will also learn how to access email and documents through a browser, and create and use rules to manage GroupWise resources.

Prerequisites: Novell GroupWise® 8.0: Level 1, or have equivalent knowledge.

Course Length: One Day

Course Content

Lesson 1: Customizing GroupWise

Customize the Mailbox
Customize the Calendar

Lesson 2: Sharing Information

Communicate Using GroupWise Instant Messenger
Communicate Using Discussion Threads
Share Calendars

Lesson 3: Working with Integrated Applications

Create Documents
Share Documents Using Document References
Manage Documents
View Documents Using WebPublisher
Create Email

Lesson 4: Controlling Workflow

Track a Broadcast Workflow Task
Track a Sequential Workflow Task

Lesson 5: Using GroupWise WebAccess

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

Lesson 6: Defining Rules and Access Rights

Manage Messages Using Rules
Manage Resource Reservations
Assign Access Rights