GroupWise 6.5 Introduction

Length: 1 Day

Summary: Students will probably get the most out of this course if they want to learn how to use GroupWise to work with mail messages, as well as notes, tasks, and appointments.

COURSE CONTENT

GETTING STARTED WITH GROUPWISE

- An Overview of GroupWise
- The GroupWise Environment
- The GroupWise Help System

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

WORKING WITH THE ADDRESS BOOK

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

MANAGING MAIL

- Customizing Message Headers
- Working with Attachments
- Creating a Checklist
- Archiving Messages
- Deleting Messages

ORGANIZING YOUR MAILBOX

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

USING YOUR CALENDAR

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

USING RESOURCES AND MULTI-USER VIEWS

- Scheduling a Resource
- Using Multi-User View
- Working with Rules