

# Course overview:

## GroupWise 6.5 Basic

(S587eng)



the courseware  
company

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## Overview and objectives

After completing this one-day course, students will know how to:

Communicate by using GroupWise e-mail features to create, send, read, forward, and delete messages and to read attachments.

Use the Address Book and mail groups to address messages; store and manage contact information.

Use views to organize the Mailbox, use the Notify program, work with Rules, and find and filter items.

Organize GroupWise items by using personal folders and share information by using library documents and granting others access to their Mailboxes

## Who should attend?

Students should have a good working knowledge of Windows XP.

### Getting started

- Exploring the GroupWise environment • Starting GroupWise • Exploring and closing the GroupWise Main Window • Getting help • Exploring GroupWise Help • Using context-sensitive help

### Working with mail

- Working with messages • Exploring the Mailbox interface • Reading a message in the Mail From window • Reading a message in the QuickViewer • Creating and sending a message • Formatting messages • Using the Spell Checker feature • Handling messages • Attaching a file to a message • Reading a file attachment • Replying to a message • Forwarding a message • Deleting and restoring a message • Retracting a message • Moving a message to the Checklist folder • Mail properties • Sending a high priority message • Defining the message classification • Requesting a return receipt • Personalizing and categorizing messages • Personalizing a message • Categorizing a message • Creating new categories • Viewing all messages of a category

### Managing address books

- Using address books • Addressing a message from an address book • Sending a message to multiple recipients • Creating and using a mail group • Creating a personal address book • Working with contacts • Adding a new contact • Editing an existing contact

### Working with the Calendar

- Using calendars • Exploring the Calendar folder • Examining the calendar views • Printing a calendar • Working with posted appointments • Scheduling a posted appointment • Modifying a posted appointment • Scheduling a recurring posted appointment • Scheduling meetings • Scheduling an appointment for others • Accepting an appointment • Scheduling a meeting using the Busy Search feature

### Managing tasks and reminder notes

- Working with tasks • Adding a task • Rescheduling a task • Marking a task as completed and deleting it • Assigning a task • Accepting a task • Working with reminder notes • Creating a posted reminder note • Rescheduling a posted reminder note • Assigning a reminder note • Accepting a reminder note

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### Managing the Mailbox

- Working with the Mailbox and using the Notify program • Changing Mailbox views • Using the Notify program • Working with Rules • Creating a rule • Editing a rule • Disabling a rule • Finding and filtering items • Finding an item • Creating and clearing a filter

### Advanced e-mail techniques

- Working with personal folders • Creating a personal folder • Moving a message to a folder • Deleting a folder • Working with documents • Creating a document • Sharing your documents • Attaching a document reference to a message • Modifying a library document • Saving items as documents • Sharing your Mailbox • Granting access rights to other users • Accessing another user's Mailbox • Returning to your Mailbox • Revoking access rights • Removing a user from the Proxy List

### Sending instant messages

- Using the GroupWise Messenger • Logging on and closing the GroupWise Messenger • Adding a contact • Sending an instant message • Archiving conversation • Sending an e-mail message • Working with the status feature

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