



Novell GroupWise The Basics Course Outline



Course aims:

- ✚ Use GroupWise to organise your day
- ✚ Use Mail as your email editor
- ✚ Track and group your messages to organise your mail
- ✚ Use the calendar to schedule and view events
- ✚ Prioritise and delegate tasks to manage your time
- ✚ Manage contact records for quick access to addresses

Pre-requisites:

Delegates should be familiar with Microsoft Windows.

Who should attend:

Those users who need to learn how to communicate, schedule appointments and tasks information using GroupWise.

Duration: 1 day

Getting started	Getting familiar with GroupWise
Working with items in your mail box	Sending & receiving messages, attaching files, managing sent/received items,
Using message features	Saving a draft message, using the spell checker, tracking a message, confirming delivery of a message, retracting a message, deleting a message, emptying the trash folder, printing messages, archiving messages, creating a signature, changing your password, using notify
Using the address book	Addressing a message – address book, adding an external entry to an address book, creating personal group, creating a personal address book, sharing a personal address book, accepting a shared address book, closing a shared address book
Managing folders and messages	Using the cabinet folder, creating a personal folder, moving a message to a folder
Sharing mailboxes and address books	Creating a reply rule, working with the proxy feature, granting others access to your mailbox, serving as a proxy
Working with shared folders	Creating a shared folder, accepting a shared folder, using discussions
Using your calendar	Viewing the calendar, scheduling an appointment, scheduling an recurring appointment, creating a task, creating a reminder note, accepting/declining a calendar item marking a task complete, using the busy search feature, managing multiple schedules, printing a calendar