

Duration 1 day

Overview

This course introduces delegates to the basics of using GroupWise to send mail messages and create tasks, notes, and appointments for themselves and others.

Recommended for

Staff who are new to GroupWise.

Prerequisites

- A knowledge of personal computer fundamentals.
- Experience of working within the Windows environment.
- A reasonable degree of keyboard proficiency.
- Experience using a mouse.

Objectives

At the end of the training the delegate will be able to successfully:

- Start GroupWise to send and receive simple mail and telephone messages
- Attach external files to messages
- Manage mail messages in folders
- Schedule appointments
- Add tasks to a calendar and manage them
- Create personal and group reminder notes
- Organise mailboxes using rules
- Create, edit and share documents
- Resend, retract and delete messages, appointments and tasks
- Use the spellchecker

using the documentation and support provided.

Duration 1 day

Overview

This course provides further skills and knowledge for the GroupWise user.

Recommended for

Staff who have been using GroupWise for a little while and would like to make use of further productivity and efficiency features.

Prerequisites

Attendance on **Clearer Thoughts** course **GroupWise 6.5 Introduction** or equivalent knowledge and skills namely:

- Sending and receiving simple mail and telephone messages
- Attaching external files to messages
- Managing mail messages in folders and using rules
- Creating appointments and tasks
- Creating personal and group reminder notes
- Creating, editing and sharing documents
- Resending, retracting and deleting messages, appointments and tasks

Objectives

At the end of the training the delegate will be able to successfully:

- Use Notify
- Customise the GroupWise environment
- Make extended use of Address Books
- Use Discussion Threads
- Own and Schedule Resources
- Use Multi-User view
- Control task execution with broadcast and sequential workflow
- Use GroupWise remotely
- Work with Documents Remotely

using the documentation and support provided.