

Soft-Train



*At Soft-Train
Technology Works*

Novell GroupWise 7.0 (1 Day) ST85075

COURSE GOAL: The student will have a solid knowledge of the various components of GroupWise.

PREREQUISITES: None

LEARNING OBJECTIVES:

Upon completion of this course the student will be able to:

- Utilize all the features available in GroupWise 7.0.
- Utilize all of the Electronic Mail functions in GroupWise 7.0
- Utilize the Calendar and Tasks in GroupWise
- Manage Documents utilizing GroupWise.

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Do you understand the GroupWise Screen Elements
<input type="checkbox"/>	<input type="checkbox"/>	Can you use GroupWise Options
<input type="checkbox"/>	<input type="checkbox"/>	Can you create a calendar
<input type="checkbox"/>	<input type="checkbox"/>	Can you assign tasks
<input type="checkbox"/>	<input type="checkbox"/>	Can you sort documents
<input type="checkbox"/>	<input type="checkbox"/>	Can you turn on Out of Office
<input type="checkbox"/>	<input type="checkbox"/>	Can you create a task

If you answered NO to three or more of these questions, you should attend this class

KEY TOPICS:

I. Getting Started with GroupWise

- A. Starting GroupWise
- B. The GroupWise Screen Elements
- C. Accessing Help

II. Electronic Mail

- A. Creating Mail
- B. Send Options
- C. Reading & Replying to Mail
- D. Attaching Files
- E. Forwarding Mail
- F. Adding a Signature
- G. Previewing Documents
- H. Creating Groups
- I. Sent Item Properties
- J. Junk Mail

III. Calendar & Tasks

- A. Viewing the Calendar
- B. Creating Personal Appointments
- C. Editing the Calendar Entries
- D. Scheduling A Meeting
- E. Creating a Task
- F. Assigning Tasks to others
- G. Notes
- H. Recurring Appointments, Tasks & Notes

IV. Managing Documents

- A. Deleting Items
- B. Sorting Documents
- C. Finding Items
- D. Creating New Folders
- E. Printing E-Mail and Calendars
- F. When You're Out of the Office