

# GroupWise 7.0 Introduction

**Prerequisites:** Knowledge of Windows XP and Windows 2000

**Length:** One Day

**Summary:** You will use GroupWise to send and receive email messages, schedule appointments and meetings, maintain a list of contacts and keep track of tasks.

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## Course Content

### GETTING STARTED WITH GROUPWISE

- Work with the GroupWise Interface
- Explore the GroupWise Help System

### WORKING WITH MESSAGES

- Read Messages
- Send Messages
- Work with Advanced Message Options
- Set Email Properties
- Work with Attachments
- Work with Sent Items
- Reply to and Forward a Message

### MANAGING MESSAGES

- Create a Checklist
- Filter Messages
- Create Color-Coded Categories
- Delete Messages
- Work with Folders
- Configure Junk Mail Handling
- Archive Messages

### WORKING WITH ADDRESS BOOKS

- Send Messages Using the Address Book
- Create a Mail Group
- Work with Contacts

### USING THE CALENDAR

- Work with the Calendar

- Schedule Posted Appointments
- Schedule Appointments for Others
- Work with Reminder Notes

### USING RESOURCES AND MULTI-USER VIEWS

- Schedule a Resource
  - Use Multi-User View
  - Work with Rules
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