Prerequisites:

- CSM GroupWise email account should be established before attending this training

Course Outline:

- Review statistics
  - Account size stats
  - Check Mailbox Size tool

- Archives
  - What are they?
  - Where are they?
  - L drive review
  - Check Mailbox Size of archives

- Clean Up Parameters
  - Where are they?
  - How are they set?
  - What do they mean?

- Find function
  - Searching
  - Adding columns to the results
  - Analyzing the results

- Email considerations

Course Outline (cont’d):

- Spam/Virus Report - terms to know
  - Spam
  - Virus
  - Spoofing
  - Cookies

- What is the spam/virus filter?
  - Purpose
  - What emails are caught?
  - Tool for employees
  - What if we didn’t have a filter?

- Review daily spam/virus email report

- Review quarantine site to manage account
  - Functions
  - Summary of account
  - Time limit
  - Preferences

Course Description:

Do you know the size of your GroupWise account or how many pieces of mail you have squirreled away? Has your account gotten cluttered and grown so large it’s out of control? How can you locate the largest or oldest pieces of mail? Do you know about archive files? The answers to all these questions and more will be shared in the GroupWise: Keep It Clean class. Discover how to use available tools along with the ‘Find’ functions and ‘Cleanup’ parameters in order to analyze your account and archives. Also learn how to keep spam mail in check using the CSM Spam and Virus Reports. This hands-on review of the report and the quarantined email site will help you easily find information regarding flagged email and options to determine their fate.

Audience:
- CSM employees with GroupWise email accounts

Course Length:
- 3 hours

For more Technical Training information, visit:
http://info.csmd.edu/Training/technical

Or contact:
Technical Training Coordinator
Wendy Cleary
Ext. 7610, email wendyc

Technology Associate
Debbie Proctor
Ext. 7729, email debrap