Course Description:
Whether you are a new employee to CSM or have been using GroupWise email for a while, you will learn something new in the GroupWise Basics training. This course offers a hands-on review of many GroupWise functions you can use everyday to easily manage your mailbox and calendar. For example, you will learn how to organize your mailbox and set clean up parameters to keep your mail environment clutter-free and orderly. Novice and experienced GroupWise users are welcome.

Audience:
• Employees with GroupWise email accounts

Course Outline:
• Security overview
  ✓ Threats
  ✓ Do's and Don'ts
  ✓ Password selection
  ✓ Spam and virus filter
• CSM email and phone statistics
• Review of email layout
  ✓ Navigation
  ✓ Moving folders
  ✓ Toolbar review
    ▪ Customizing your toolbar
    ▪ Setting default options
  ✓ Understanding the icons
  ✓ Address books review
• New mail
  ✓ Creating
  ✓ Tools review

Course Outline (cont’d):
• Calendar
  ✓ Tool bar review
  ✓ Appointments
  ✓ Busy search
  ✓ Reminder Notes
  ✓ Tasks
• Your cabinet
  ✓ Creating folders
  ✓ Organizing folders
• Clean up
  ✓ Options
  ✓ Setting parameters for maximum efficiency
• Understanding options and defaults (Tools -> Options)
  ✓ Environment
  ✓ Send
  ✓ Documents
  ✓ Security
    ▪ Change password
    ▪ Proxy access
  ✓ Certificates
  ✓ Date & Time settings

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

Prerequisites:
• Basic understanding of computer usage and sending/receiving email
• Experience with any email software a plus
• CSM GroupWise email account should be established before attending this training

GroupWiseBasics.ppt updated
10/18/16