Course Description:
New and seasoned employees alike will learn something new in one of the Advanced GroupWise courses. You will experience a hands-on review of many advanced GroupWise functions you can use everyday. Class time is VERY flexible and students are encouraged to bring topics they wish to discuss. If students do not have specific topics they want to review, the instructor will cover a list of commonly used advanced functions.

Note: For classes indicating an emphasis topic, that subject will be the concentration during the last half of the class time. General topics will be discussed during the first portion.

Prerequisites:
• Basic understanding of computer usage and sending/receiving email
• CSM GroupWise email account should be established
• GroupWise Basics course would provide a good base understanding

Audience:
• Anyone with a GroupWise email account

Course Length:
• 3 hours

Course Outline:
If there are not specific topics the students ask to discuss, the instructor will demonstrate some of the advanced functions provided with GroupWise. Some topics typically covered include:

• Tools -> Options
  ✓ Set work schedule
  ✓ Environment settings

• Rules
  ✓ Out of Office
  ✓ Moving email to folders
  ✓ Processing order

• Address Books – Novell, Frequent Contacts, Yours
  ✓ Customize address book display
  ✓ Getting your personal information updated
  ✓ Display icons
  ✓ Cleaning up
  ✓ Adding new books
  ✓ Adding shared books

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

Or contact:
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