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.

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

Course Outline (cont’d):
- Shared Folders
- Calendar overview
- Spam and virus report
- GroupWise Help

Advanced GroupWise with Emphasis on the Calendar will include an in-depth review of calendar functions. Topics such as setting display options, recurring appointments and advanced busy search functions will be demonstrated. Even an experienced GroupWise user will learn some new tricks!

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

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