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Microsoft
GOLD CERTIFIED

Partner

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COMMITTED TO SKILLS DEVELOPMENT IN THE ICT SECTOR

GroupWise 6.5: Level 1

Course Specifications

Course number: 076641
Course length: 1 day
Software: GroupWise 6.5

Course Description

Students will probably get the most out of this course if they want to learn how to use GroupWise to work with mail messages, as well as notes, tasks, and appointments.

Prerequisites: To ensure students' success with this course, we recommend that they first take the following Element K Content courses or have equivalent knowledge:

- *Windows XP: Introduction*
- *Windows 2000: Introduction*

Delivery Method: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives

- Discuss the basic concepts of an electronic mail package and navigate through the GroupWise environment.
- Read mail, create and send messages, reply to and forward messages, work with advanced message options, set mail properties, and work with Sent items.
- Use the Address Book to send messages, create a personal address book, create a mail group, and work with contacts.
- Customize message headers, work with attachments, create checklists, archive messages, and delete messages.
- Work with mail folders including the Junk Mail folder, sort and filter mail messages, and create color-coded categories.
- Work with a calendar, schedule posted appointments, schedule appointments for others, and work with Reminder Notes.
- Schedule a resource, use the Multi-User View feature, and create and use rules.

Course Content

Lesson 1: Getting Started with GroupWise

Topic 1A: An Overview of GroupWise
Topic 1B: The GroupWise Environment
Topic 1C: The GroupWise Help System

Lesson 2: Working with Mail Messages

Topic 2A: Reading Mail
Topic 2B: Creating and Sending Messages
Topic 2C: Reply to and Forward a Message
Topic 2D: Working with Advanced Message Options
Topic 2E: Setting Mail Properties
Topic 2F: Working with Sent Items

Lesson 3: Working with the Address Book

Topic 3A: Using the Address Book to Send Messages
Topic 3B: Creating a Personal Address Book
Topic 3C: Creating a Mail Group
Topic 3D: Working with Contacts

Lesson 4: Managing Mail

Topic 4A: Customizing Message Headers
Topic 4B: Working with Attachments
Topic 4C: Creating a Checklist
Topic 4D: Archiving Messages
Topic 4E: Deleting Messages

Lesson 5: Organizing Your Mailbox

Topic 5A: Working with Folders
Topic 5B: Configuring Junk Mail Handling
Topic 5C: Sorting and Filtering Mail Messages
Topic 5D: Creating Color-Coded Categories

Lesson 6: Using Your Calendar

Topic 6A: Working with a Calendar
Topic 6B: Scheduling Posted Appointments
Topic 6C: Scheduling Appointments for Others
Topic 6D: Working with Reminder Notes

Lesson 7: Using Resources and Multi-User Views

Topic 7A: Scheduling a Resource
Topic 7B: Using Multi-User View
Topic 7C: Working with Rules