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Microsoft
GOLD CERTIFIED

Partner

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COMMITTED TO SKILLS DEVELOPMENT IN THE ICT SECTOR

GroupWise 7.0: Level 1

Course Specifications

Course number: 084600
Software: GroupWise 7.0
Course length: 1.0 day(s)

Course Description

This course is for the new user of GroupWise 7.0 and assumes no experience with Lotus Notes or any other email application. The topics covered are the critical skills you need to create, send and respond to email in GroupWise, maintain a list of contacts and schedule appointments and meetings.

Course Objective: You will use GroupWise to send and receive email messages, schedule appointments and meetings, maintain a list of contacts and keep track of tasks.

Target Student: The target student for this course is anyone who needs to learn how to use GroupWise 7.0 for email, notes, tasks and/or appointments.

Prerequisites: To ensure students' success with this course, we recommend that they first take the Element K courses: Introduction to Personal Computers Using Windows XP and Introduction to Personal Computers Using Windows 2000; or have equivalent knowledge.

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

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- explore the GroupWise 7.0 environment, the fundamental features of GroupWise, and its help system.
- work with email and phone messages.
- manage email and phone messages efficiently so that your system performance is enhanced.
- work with address books, and manage your contacts using personal address books and mail groups.
- use the Calendar to schedule appointments and create reminders in order to suitably allot your time to various tasks.
- work with resources and Multi-User views.

Course Content

Lesson 1: Getting Started with GroupWise

- Topic 1A: Work with the GroupWise Interface
- Topic 1B: Explore the GroupWise Help System

Lesson 2: Working with Messages

- Topic 2A: Read Messages
- Topic 2B: Send Messages
- Topic 2C: Work with Advanced Message Options
- Topic 2D: Set Email Properties
- Topic 2E: Work with Attachments
- Topic 2F: Work with Sent Items
- Topic 2G: Reply to and Forward a Message

Lesson 3: Managing Messages

- Topic 3A: Create a Checklist
- Topic 3B: Filter Messages
- Topic 3C: Create Color-Coded Categories
- Topic 3D: Delete Messages
- Topic 3E: Work with Folders
- Topic 3F: Configure Junk Mail Handling
- Topic 3G: Archive Messages

Lesson 4: Working with Address Books

- Topic 4A: Send Messages Using the Address Book
- Topic 4B: Create a Mail Group
- Topic 4C: Work with Contacts

Lesson 5: Using the Calendar

- Topic 5A: Work with the Calendar
- Topic 5B: Schedule Posted Appointments
- Topic 5C: Schedule Appointments for Others
- Topic 5D: Work with Reminder Notes

Lesson 6: Using Resources and Multi-User Views

- Topic 6A: Schedule a Resource
- Topic 6B: Use Multi-User View
- Topic 6C: Work with Rules