

Novell GroupWise

Course Objectives:

This course is designed to familiarise the inexperienced user with the basic concepts of GroupWise. This will include use of the software for e (lectronic)-mail, creation of notes, tasks and 'phone messages. In addition, you will learn how to arrange meetings with other staff within the company and accept or decline appointments.

Course Contents

Mail Messages	Addressing and sending mail messages. Includes sending 'attachments' (files) with your message and how to open and view messages containing attachments.
Notification	Procedures for setting the system to notify you of incoming mail messages.
Replying to Mail	How to reply to your e-mail, or forward it to another person.
Trash	Deleting / undeleting messages and using 'drag and drop' with the Trash Folder.
Address Books	How to use public mailing groups and creating/using your own personal groups.
Calendar	Viewing your calendar in different forms.
Appointments	Creating and editing personal appointments. Includes accepting/declining appointments.
Printing	Printing mail messages, attachments and calendars.
Tasks and Notes	Creating/editing and completing tasks. Creating notes and sending to others; using personal notes.

Course Details This is a one-day introductory course running from 9:30 am - 4:30 pm. Courses run at both Swansea and Cardiff locations.

Prerequisites To gain the maximum benefit from this course, an attendee should have a basic knowledge of Windows and be able to use the mouse.

Qualifications This course covers material from the standard European Computer Driving Licence (Module 7).

What Next? **Internet**
Improve your Internet skills. Navigate the World Wide Web. Learn how to use search engines to find interesting and relevant websites. Understand the basics of purchasing online and security precautions