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# Novell GroupWise Scheduling

## Introduction

**Introduction** Novell GroupWise is an integrated E-mail, calendaring, scheduling and task management package. It enables users to send electronic mail, schedule meetings and track assignments throughout the organisation.

**Objectives** In this course, users will learn how to use the GroupWise scheduling features and to integrate GroupWise 5.5 into their working environment.

**Designed for** New users of GroupWise scheduling. Participants should have attended our "Introduction to Windows" course or attained a similar level of proficiency.

**Duration** Half day

**Topics** Appointments, Tasks and Reminder Notes  
Entering Dates and Times  
Sending Reminder Notes  
Sending a Task  
Sending an Appointment  
Resources  
Checking Busy Times  
Accepting, Declining and Delegating Calendar Items  
Displaying Calendar Views  
Tracking Calendar Items  
Completing a Task  
Creating Posted Appointments, Reminder Notes and Tasks  
Printing from Calendar Views  
Auto-Dates  
Autodate by Dates and by Example  
Deleting an Autodate Entry  
Accepting/Declining Autodate Items  
Autodate Formulae

**Follow-up** Individual consultancy and tuition as required.

*Imagine what you'll know tomorrow...*

**For more information call**  
**01256 323223**  
[www.BlackSwanTraining.com](http://www.BlackSwanTraining.com)

