



## **Level 1 Training Agenda**

### **Email Functions**

1. Navigation
2. Reading a message
3. Replying to a message
4. Opening an attachment
5. Sending an attachment
6. Using Spell Check
7. How to share a folder
8. Starting and configuring Notify
9. Setting up an "Out of Office" reply

### **Calendar Functions**

1. Viewing your Calendar
2. Printing your Calendar
3. Creating a task
4. Creating an Appointment
5. Accepting an Appointment
6. Sharing your Calendar and Email with someone (Proxy)
7. Using Busysearch
8. Reserving a Room

OIT Groupwise Help webpage: <http://ccc.edu/groupwise/>

Groupwise Web-access: <http://email.ccc.edu>