Novell GroupWise 5 Administration
A Three Day Training Course

Course Aims:

This course is designed to provide delegates with knowledge of GroupWise 5, system fundamentals, architecture and messaging configurations. It will also provide the knowledge and skills to set up and maintain GroupWise 5.

Course Outline:

GroupWise 5 System Fundamentals
- How the system components work together
- How you administer a GroupWise 5 system
- Relationship between GroupWise 5 and NetWare 4
- GroupWise 5 document management

GroupWise 5 Architecture
- GroupWise 5 architectural components
- Users of GroupWise
- GroupWise objects
- GroupWise post offices
- GroupWise domains
- GroupWise 5 system

Installing and Configuring GroupWise 5
- GroupWise 5 installation prerequisites
- Installing the GroupWise software
- Configuring a basic GroupWise system
- Installing and running the GroupWise agents

Installing and Configuring the GoupWise 5 client
- Developing an installation strategy
- Installing the GroupWise 5 client
- Configuring the GroupWise client
- Testing your system

Single Post Office Messaging Configuration
- The GroupWise 5 message store
- Access modes and message delivery
- The affect of direct access on message delivery
- The affect of client-server access on message delivery
- Modifying your access and delivery modes for message delivery

Creating a Multiple Post Office System
- Planning factors
- Adding another post office
- Testing a multiple post office system

Performing GroupWise Administration Tasks
- GroupWise 5 administration tasks
- Assigning accounts to users of GroupWise
- Creating GroupWise objects
- Creating GroupWise resources
- Deleting GroupWise accounts
- Renaming a user with a GroupWise account
- Moving a GroupWise mailbox
- Moving GroupWise mailboxes
- Setting up user preferences
- Setting up post office level administration

Implementing GroupWise 5 Document Managing Services
- Document management benefits
- Document management in GroupWise 5
- Creating GroupWise libraries
- Creating library storage areas
- Creating the library in NW admin
- Importing documents into the library
- How GroupWise libraries work

Performing Client and Database Maintenance
- Upgrading client software performing database maintenance
- Maintaining directory store databases
- Setting up scheduled events
- Backing up the GroupWise database files and the NDS tree

GroupWise 5 Client
- GroupWise 5 client features
- The GroupWise 5 interface
- Quickviewer
- Shareable folders
- The proxy feature
- GroupWise 5 remote access
- Developing GroupWise compatible applications
- GroupWise 5 address book

Target Audience:

Ideally, a typical delegate is someone who has previous GroupWise administration experience and has completed the Netware 4 administration course or has had a practical job experience administering a NetWare 4 network.

Assumed Knowledge:

Delegates should have completed the NetWare 4 administration courses or has an equivalent level of management experience with NetWare 4.