

Groupwise E-mail

I. Personal Groups

This lesson is designed to teach participants how to create and manage personal groups within their e-mail address book. Groupwise is not loaded on lab computers, so this lesson might be presented as a demonstration.

Steps for establishing a personal group:

1. Open Groupwise.
2. Open New Mail.
3. In the To: window type names of people to be included in the personal group.
OR
3. Click on Address Book; Locate names of people to include in the personal group, double click to select or click to highlight, then click To:
4. Open the Address Group. All names should be listed in the address window.
5. Click SAVE GROUP.
6. Name the group.
7. Determine where the personal group will be stored (Click ▼ to select Personal Address Book or Frequent Contacts).
8. Click OK

Steps to manage personal groups:

1. Open Groupwise.
2. Open Address Book.
3. Select the personal group (click once to highlight)
4. Click Information, then Edit Group
5. Add or delete names, then repeat steps for creating a personal group

Groupwise E-mail

II. Attachments

This lesson is designed to teach participants how to attach documents to e-mail and access, save and resend attachments. Groupwise is not loaded on lab computers, so this lesson might be presented as a demonstration.

Steps for attaching a file to an e-mail:

1. Open Groupwise.
2. Open New Mail. Type in address and subject information. You may also type a short message in the body of the email.
3. Click Attach (Paper Clip icon) to attach a Word document to your email.
4. A window (Attachments) appears on the screen. Now, you must FIND the document! The document to be attached MUST BE closed and saved!!!
 - A. Click Select File, a smaller window will open.
 - B. Click the ▼ to find C:\
 - C. Select My Documents (or another storage folder).
 - D. Click to highlight the document, then click OK. Or, double click on the document.
 - E. Click Close.
5. An icon with the name of the document should appear in the attachments section of your email.

Steps for opening or viewing an attachment:

1. When you receive an e-mail with an attachment you may open the attachment in Word 97 or view the attachment with Groupwise.
2. To view an attachment with Groupwise, right click on the icon and select VIEW.
3. To open in Word 97, double click. MS Word 97 should open the document which is stored in a Temporary File.

To work with an attachment in Word 97:

1. Open the document in Word.
2. Save the document. (File/Save As/My Documents)
3. Make additions, corrections, changes, etc. then Save.
4. Reattach following the above directions.

Groupwise E-mail

III. Managing E-Mail

This lesson is designed to teach participants how manage email, including archiving e-mail, deleting multiple e-mails and filtering e-mail. Groupwise is not loaded on lab computers, so this lesson might be presented as a demonstration.

In the Mailbox, Sent Items or Trash, you can easily delete unwanted e-mail. E-mail deleted from the Mailbox or Sent Items is sent to the Trash. E-mail deleted from the Trash is gone forever! Also, after 90 days e-mail is automatically deleted. Mail in the Trash disappears after three days.

Steps for deleting e-mail:

1. Select one email (click to highlight)
 - A. Press the Delete key
 - B. Click Edit/Delete
 - C. Right click, select Delete from the mini menu

2. To delete multiple e-mails in a series, click on the first e-mail to highlight it. Then, hold the Shift key down and click the last e-mail. All the e-mails in-between should now be highlighted. Now, delete according to the directions above.

3. To delete multiple random e-mails, click on the first e-mail to highlight it. Then, hold the Ctrl key down and click on selected e-mail. Each selected e-mail should be highlighted in blue. Now, delete according to directions above.

Steps for archiving e-mail:

1. To save e-mail forever, right click to highlight one e-mail.
2. Select Archive. The e-mail will disappear from your Mailbox.

Steps to view archived e-mail:

1. Click on File
2. Click Open Archive. Only archived e-mail will appear in your Mailbox.
3. To return to your regular Mailbox view, click on File, then de-select Open Archive.

Steps to view e-mail from selected people (Filter):

1. In your Mailbox view, click View.
2. Click Filter, then Edit/Create.
3. Select To: or From:
4. Type in the First and Last Name of the person. You may also use an * as a search wild card (e.g. John D* or J* Do*).
5. Click OK.
6. Only e-mails meeting the qualifications of your filter will appear in the Mailbox window. Note: if you select 'From' only e-mail in the Mailbox will appear; if you select 'To' these e-mails can be found in the Sent Items.

Steps to clear a Filter:

1. Click View.
2. Click Filter, then Clear.
3. All e-mails should now appear in your Mailbox.

Microsoft Word 97

I. Editing Text

This lesson is designed to teach participants how to edit text within a Word document. Many teachers feel comfortable with word processing; this is an opportunity to demonstrate the bells and whistles of Word.

This lesson is best taught in a lab setting using a projection device to demonstrate the different techniques. If you expect a large crowd you may want to ask someone to assist.

Simple Tasks

1. Provide a sample document and have teachers input/type the text (see attached).
2. Demonstrate choices for alignment using buttons.
3. Demonstrate changing font type, size and style using the mini windows on the toolbar and Format/Font.
4. Keystrokes for changing style are: Ctrl B (Bold), Ctrl I (Italic) and Ctrl U (Underline). Repeat to deselect/return to regular type.

Editing

1. Click/Drag to select text. Then, click and drag text to a different location.
2. Click/Drag to select text. Then use the buttons on the toolbar to cut/copy or paste.
3. Click/Drag to select text. Then use these keystrokes: Ctrl C (copy), Ctrl X (cut) and Ctrl V (paste) to edit text.
4. Click/Drag to select text. Use DELETE key or press the space bar to eliminate the text.
5. Click/Drag to select text. Once text is selected (blue) you can type to replace it without deleting.
6. INSERT key works like Pac Man... it gobbles up the text as you type in new text.

The Magic of the Right Click

1. Click/Drag to select text. RIGHT CLICK and a mini menu pops up. LEFT CLICK to select Cut, Copy, Paste and other options.
2. Spelling Errors (red squiggly line): RIGHT CLICK and a mini menu pops up. LEFT CLICK to select the appropriate spelling or other options.
3. Grammar Errors (green squiggly line): RIGHT CLICK and a mini menu pops up. LEFT CLICK to select appropriate usage, punctuation or capitalization. Occasionally, the grammar check highlights spacing errors. When word processing, the standard is one (1) space after a period.

Spelling & Grammar Options

1. You must have text that includes a spelling or grammatical error. Click Tools/Spelling and Grammar, then Select Options. Or, select F7, which opens the same window.

- A. Spelling Options: Check spelling as you type OR Hide spelling errors in this document OR Always suggest corrections OR Suggest from main dictionary only, etc.
 - B. Grammar Options: Check grammatical errors as you type OR Hide grammatical errors in this document OR Check grammar with spelling OR show readability statistics.
2. Thesaurus: Click Tools/Language/Thesaurus or Shift F7. This opens the Thesaurus window which provides synonyms and antonyms for selected words within your text.

