

Training: Novell  
3105 Novell GroupWise 8 Administration



FORM OF TRAINING	MATERIALS	PRICE	DURATION
Traditional	Hardcopy	1200 EUR	5 days
Traditional	Digital materials	1200 EUR	5 days
Traditional	CTAB Tablet	1300 EUR	5 days

## LOCATIONS

Krakow - 5 Tatarska Street, II floor, hours: 9:00 am - 4:00 pm

Warsaw - 17 Bielska Street, hours: 9:00 am - 4:00 pm

## TRAINING GOALS:

**Novell Groupwise 8** has many new and exciting features making it the undisputed hub of your business collaboration. As a **GroupWise administrator**, you need to know how to install, configure, and monitor many of the new and enhanced features in web accessibility, calendaring, and messaging. In this course, you will learn how to confidently migrate existing GroupWise systems to Novell GroupWise 8, install and configure GroupWise 8 for multiple platforms, and perform many other tasks needed in the day-to-day administration of a GroupWise system. **Novell GroupWise Administration**(Course 3105) is ideal for:

- GroupWise system administrators, integrators and engineers
- Networking consultants
- Reseller and partner technical-support staff
- New GroupWise customers

## CONSPECT:

This Novell Groupwise 8 training course covers the following topics:

- Install and Create a Basic GroupWise System
  - Identify GroupWise Components
    - GroupWise System Components
    - GroupWise User Components
    - GroupWise Administration Utilities
    - GroupWise Messenger
  - Identify Prerequisite Requirements
    - System Requirements

- Workstation Requirements
- Additional Requirements
- Install the GroupWise Software
  - Plan Your GroupWise System
  - Begin a GroupWise 8 Installation on NetWare or Windows
  - Begin a GroupWise 8 Installation on Linux
  - Tasks to Complete the GroupWise Installation on all Platforms
  - Starting the Agents on Linux
- Understanding the GroupWise Agents
  - View the Agents on NetWare
  - View the Agents on Linux
  - View Agent Activity from a Web Browser
  - Important Agent Information
- View the GroupWise System in ConsoleOne
  - How to Administer GroupWise Systems in ConsoleOne
  - How GroupWise and eDirectory Work Together
- Understand the GroupWise Domain and Post Office Directories
  - Understand the Domain Directory
  - Understand the Post Office Directory
- GroupWise 8 Client
  - Install the GroupWise 8 Client on Windows
    - Meet GroupWise Windows Client System Requirements
    - Install the GroupWise Windows Client
  - Install the GroupWise 8 Client on Linux
    - Meet GroupWise Linux Client System Requirements
    - Provide Users with Access to the Installation Files
    - Install the GroupWise Linux Client
  - Starting the GroupWise Client
    - Start the Client
    - GroupWise Client Startup Options
  - New Features of the GroupWise 8 Client
    - New GroupWise 8 Client Features
  - Use the New Features in the GroupWise 8 Client
    - Customize the Home View
    - Manage Your Messages
    - Manage Your Calendar

- Manage Your Contacts
- Manage Your Tasks
- Perform GroupWise Administration Tasks
  - Evaluate System Performance Using Agent Log Files
    - The MTA Log File
    - The POA Log File
  - Create GroupWise Post Office Users
    - Assign eDirectory Users to a Post Office
    - Assign a GroupWise Account to an eDirectory User
    - Assign a User to a Post Office When Creating an eDirectory User
    - Create a GroupWise External Entity
  - Create Additional GroupWise Objects
    - GroupWise Nicknames
    - GroupWise Distribution Lists
    - GroupWise Resources
  - Delete Post Office Objects
    - Delete a User
    - Delete a GroupWise Nickname
    - Delete a GroupWise Resource
    - Delete a Distribution List
    - Delete an External Entity
  - Rename a GroupWise User ID
    - What Happens When You Rename a GroupWise Mailbox
    - Prerequisites to Rename a GroupWise Mailbox
    - How to Rename a GroupWise Mailbox
    - How It Works
  - Establish Mailbox Security
    - Security Set by the User
    - Security Set by the Administrator
  - Configure Junk Mail Handling
- Maintain a Basic GroupWise System
  - Identify Database and System Maintenance Issues
    - Structural Problems
    - Content Problems
  - Use the Mailbox/Library Maintenance Tool
    - Common Mailbox/Library Symptoms

- How to Use the Mailbox/Library Maintenance Tool
- Set Up Scheduled Maintenance Events Using Mailbox/Library Maintenance
  - Scheduled Events
  - When to Use Scheduled Events
  - How to Create Scheduled Events
- Use the System Maintenance Tool to Maintain Directory Store Databases
- Back Up a GroupWise System
  - Why Back Up Data
  - Back Up and Restore GroupWise Databases
  - How TSAFSGW Works
  - Backup Utilities
- Configure Backup and Restore Options for the GroupWise Client
  - Configure Restore Area Management
  - Restore a User's Mailbox Items
  - Restore Items From the GroupWise Client
  - Enable Smart Purge
- Install and Configure GWIA
  - Describe the Protocols and Components of GWIA
  - Verify GWIA Installation Prerequisites
    - GroupWise System Requirements
    - Internet Access Requirements
    - Server Requirements
  - Install and Configure GWIA
    - Install GWIA on NetWare
    - Configure GWIA on NetWare
    - Install GWIA on Linux
    - Configure GWIA on Linux
  - The GWIA Console Screen
    - Accessing the GWIA Console
    - Understanding the GWIA Console Screen
  - Configure Internet Addressing
    - Override Internet Addressing System Level Settings
    - Configure Address Handling
  - Configure GWIA Services
    - POP3 and IMAP4
    - LDAP

- Optimize and Configure Additional GWIA Properties
  - Optimize GWIA
    - Manage Connections
    - Increase Message Throughput
    - Manage Messages
    - Provide Delivery Status Notification (DSN)
    - Secure Connections with Secure Socket Layer (SSL)
    - Modify the gwia.cfg Parameters
  - Configure SMTP Security
  - Implement Third-Party Virus Scan Utilities
  - Configure and Maintain Access Control
    - Set Up Access Control
    - Test Access
    - Run Access Database Management Options
    - Configure SMTP Relay
    - Enable Automatic Shutdown
- Expand Your GroupWise System
  - Determine When to Expand Your System
    - Determine When to Add a Post Office
    - Determine When and Where to Add a New Domain
    - Determine Who Will Administer the New Domain
  - Set Up an Additional Post Office
    - Know the Role of the MTA
    - Create the Post Office
    - Configure the POA
    - Create a Startup File
    - Test the Post Offices
  - Link Existing Post Offices
  - Move a GroupWise Mailbox
    - Prepare to Move Mailboxes
    - Determine How Many Users to Move at One Time
    - Move a GroupWise Mailbox to Another Post Office
    - Identify Move Status
  - Create Secondary Domains and Post Offices
    - Create a Secondary Domain
    - Create a Post Office

- Install Agents for the Secondary Domain and Post Office
- Configure Agents
- Load Agents for the Secondary Domain and Post Office
- Link Existing Domains
  - View Links
  - Edit Domain Links
- Link Domains Using TCP/IP
  - What TCP/IP Links Are
  - How the TCP/IP Domain Link Message Flow Works
- Define Routing Domains
  - Use the System Default Routing Domain
  - Override the System Default for an Individual Domain
- Maintain an Expanded GroupWise System
  - Decide How You Will Administer GroupWise
    - eDirectory and GroupWise Administration
    - Centralized or Distributed Administration
  - Define the Directory Synchronization Process
    - Centralized Administration
    - Distributed Administration
    - Manual Synchronization
  - Perform Database Maintenance
    - Recover a Lost Primary Domain Database
    - Convert a Secondary Domain to a Primary Domain
    - Perform Remote Directory Store Database Maintenance
    - Perform Remote Message Store Database Maintenance
    - Perform Mailbox/Library Maintenance on Restored Databases
    - Maintain Indexes
    - Rebuild Indexes
  - Configure Client Settings
    - Determine Client Access Mode
    - Configure Client Options
  - Troubleshoot GroupWise
- Install and Configure GroupWise WebAccess
  - Describe the Benefits and Features of GroupWise WebAccess
    - GroupWise WebAccess Benefits
    - GroupWise WebAccess Features

- GroupWise WebAccess Client Features
- Plan a GroupWise WebAccess Installation
  - WebAccess System Requirements
  - The WebAccess Components
  - How the WebAccess Components Provide GroupWise Access
- Install GroupWise WebAccess
  - WebAccess Installation Information
  - Install WebAccess on Linux
  - WebAccess eDirectory Objects
- Monitor the WebAccess Agent (NetWare Only)
  - Up Time
  - Statistics
  - Logging Box
  - Menu Functions
- Configure WebAccess Agent Properties
  - GroupWise Identification and Network Address
  - Gateway Administrators
  - Post Office Links
- Configure WebAccess Application Properties
  - Environment Properties
  - Security Properties
  - Template Properties
  - Settings Properties
- Install and Configure the GroupWise Calendar Publishing Host
  - Describe How Calendar Publishing Works
    - How the GroupWise Publishing Host Works
    - Calendar Publishing Host Components
    - Security Guidelines for the Calendar Publishing Host
  - Plan a Calendar Publishing Host Deployment
    - Meeting System Requirements
    - Identifying Calendar Publishing Host Settings
  - Install and Configure the Calendar Publishing Host
    - Install the Calendar Publishing Host
    - Configure the Calendar Publishing Host
    - Enable Calendar Publishing
    - Restart Apache and Tomcat

- Configure a POA for Calendar Publishing
- Publish Calendar Information
  - Publishing a Calendar
  - Unpublishing a Calendar
  - Configuring External Busy Search
- Monitor and Manage the Calendar Publishing Host
  - Viewing Calendar Publishing Status at the POA Web Console
  - Using Calendar Publishing Host Log Files
  - Accessing the Administration Web Console
- Install and Configure GroupWise Messenger
  - Describe GroupWise Messenger
    - GroupWise Messenger
    - GroupWise Messenger Benefits
    - GroupWise Messenger Features
    - GroupWise Messenger Components
  - Install and Use GroupWise Messenger
    - GroupWise Messenger System Requirements
    - Install the GroupWise Messenger System on NetWare
    - Install the GroupWise Messenger System on Linux
    - Install the GroupWise Messenger Client
  - Manage the GroupWise Messaging Agent
    - Start the GroupWise Messaging Agent
    - Use the Agent Console to Identify Message Agent Information
    - Use Web Console to Identify Message Agent Information
  - Configure and Optimize GroupWise Messenger
    - Configure the Messaging Agent in ConsoleOne
    - Optimize Agent Performance
- Monitor Your GroupWise System Through a Web Environment
  - Identify the Benefits of GroupWise Monitor
    - GroupWise Monitor Benefits
    - How GroupWise Monitor Works
    - Install GroupWise Monitor
    - Identify Installation Prerequisites
    - Install GroupWise Monitor (Netware/Windows)
    - Install GroupWise Monitor (Linux)
  - Use ConsoleOne to Configure the Monitor Application Objects



- GroupWiseMonitor Object
- MonitorProvider Object
- Use the GroupWise Monitor Agent Console (NetWare/Windows)
  - Review the HTTP Configuration
  - Read the GroupWise Monitor Agent Console
  - View GroupWise Monitor in Web Console
- Use GroupWise Monitor in an Expanded Environment
  - Organize Agents into Groups for Simplified Management
  - Filter Agents Displayed in the GroupWise Monitor Agent Console
  - Add Agents to Be Managed by the Monitor Agent Console
  - Verify and Trace GroupWise System Links
- Configure Threshold Profiles for GroupWise Monitor

## REQUIREMENTS:

Students attending this course should have an understanding of **Linux networking fundamentals** and basic system administration skills. Although useful, Linux administration experience is not required for this course.

## Difficulty level



## CERTIFICATE:

The participants will obtain certificates signed by Novell.

## TRAINER:

Authorized Novell Trainer