

# Groove 2007 Essentials Workshop

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Welcome to the Microsoft Groove 2007 Essentials workshop. In this course, you'll show you're participants how to communicate and collaborate with team members all over the world, whether they are in your organization or not. Taking the time to learn about the basic features of Groove 2007 will increase their collaboration and communication skills.

Groove 2007 allows people to create workspaces, share files, and start and participate in team discussions. You'll also show the participants how to use Groove tools like the Calendar and SketchPad. Your participants will learn how to use the basic features of Groove 2007. This workshop incorporates a hands-on approach to learning. They will get a chance to practice some of the basic features right on a computer.

## Workshop Objectives:

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- Understand how Groove works
- Open and Close Groove
- Understand Workspace Types
- Add Workspace Members
- Set user roles
- Use the Calendar
- Use Forms and InfoPath forms
- View Message History
- View Item Properties
- Manage identities
- Modify general options
- Set synchronization options



For more information on this workshop or to reserve your spot, please contact:

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