


Quick Tips

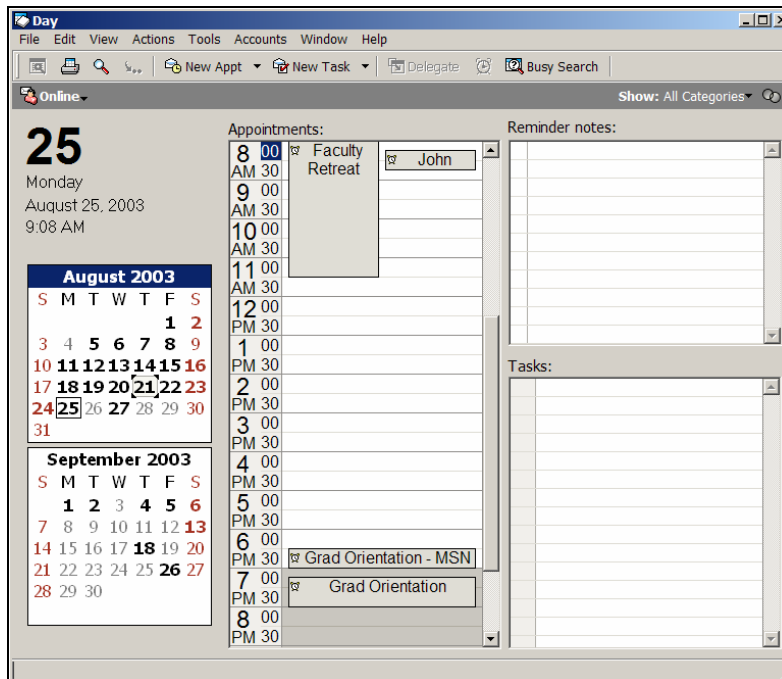
for

Using the GroupWise Calendar

Viewing the Calendar

You can view the calendar by doing one of the following:

- From the menu bar, click on **Window - Calendar**
- Click on the Calendar Icon in the toolbar. 



Adding Appointments to the Calendar

To make Self Appointments

- **Double click** on the date and time that you want to make the appointment. Type in the information for the event.

To make Appointments for others

Instead of just sending a basic e-mail about an appointment, you can send an e-mail appointment. If the receiver accepts the appointment, it will automatically be posted in their calendar.

- **Right click** on the appropriate time. Choose **New – Appointment**. Type in the name of the person to whom you are sending the message. Fill in the information for the event.* Click Send.

*Hint: You can also check to see if someone already has an appointment schedule. To check their schedule, click the **Busy Search** icon in the toolbar. It will block out the times that are scheduled in their GroupWise calendar.

Editing Appointments

- To edit an appointment, **double click** on the scheduled appointment. Change the date, time, or information. Or, **click and drag** the appointment from one hour to another, or one day to another.

Quick Tips for Using the GroupWise Calendar

See These Other Quick Tips:

- **Sending E-mail Attachments**
- **Setting Expiration Dates in GroupWise**