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.