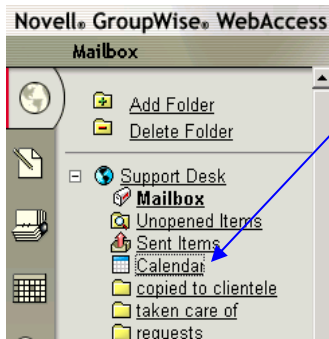


GroupWise Web

Calendar

Using the WebAccess Calendar



The Calendar lets you view appointments, tasks, or notes you've received from others or created for yourself. You can view one day, one week, or one month at a time.

You open the Calendar from the toolbar in the GroupWise WebAccess main window.

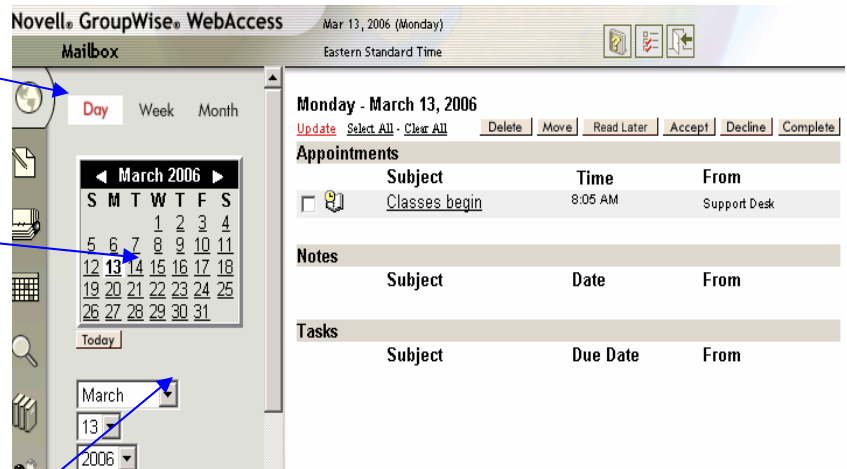
The Calendar displays any appointments, tasks, and notes you've received whether you've accepted them or not. You can perform the same actions on an item in the Calendar that you can on an item in the Mailbox, such as accepting, declining, delegating, or moving the item. In addition, you can also decline, delegate, or move items you've accepted that no longer appear in your Mailbox. While you have the Calendar open, you can also schedule appointments, assign tasks, and write notes to other users.

If you don't want to open the Calendar, you can use the Calendar option in the Folder List to display your Calendar items in the Item List.

By Day

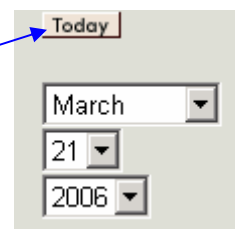
The Day View calendar displays the current date. To change dates within the current month, click the desired date in the monthly calendar.

The following can be done in either the Day, Week or Month view. This box will show in all calendar views.

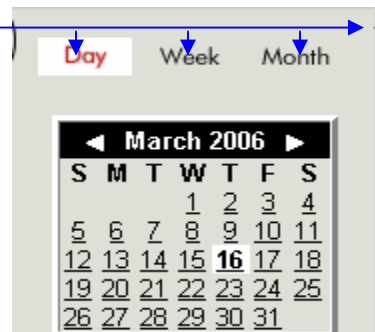


To move forward or backward one month, click the arrow buttons next to the month header.

To return to the current day's calendar, click Today.



You can also use the Month, Day, and Year drop-down lists to display a calendar for a different date.

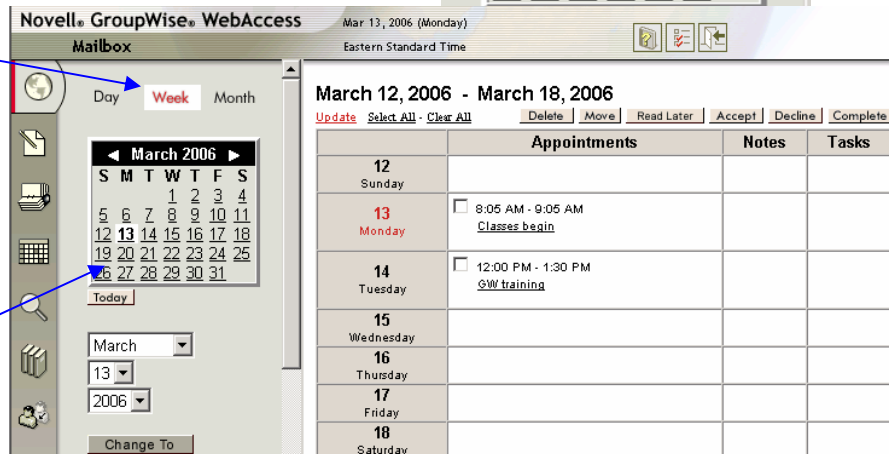


You can create an appointment, task, or note from within the calendar by using the appropriate option in the lower-left corner of the calendar view.

By Week

Click Week in the top-left corner of the Calendar view.

The Week View calendar displays the current week's calendar. To change the view to display another week's calendar, click any date from the desired week in the monthly calendar.



By Month

Click Month in the top-left corner of the Calendar view.

The Month View calendar displays the current month's calendar. To change the view to display another month's calendar, click the month in the yearly calendar.

