

Novell® GroupWise®
7.0



The GroupWise Calendar is where you can store all of your scheduling information: it allows you to organize your entire schedule.

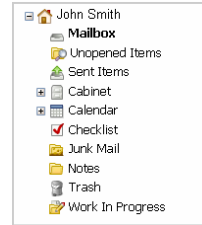


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Accessing the Calendar

- To access your calendar click on the **Calendar** tab in the main WebAccess window.

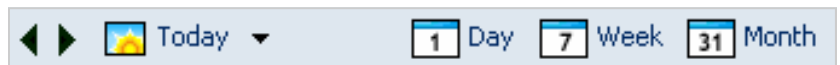


Note: You can also access the calendar by clicking on **Calendar** in the left folder pane.

Calendar Toolbar

There are three views in the Calendar: Day, Week, and Month. The Calendar Toolbar is present during any view.

To **change the view** click the corresponding button on the right side of the Calendar Toolbar.



If you have navigated far from the current day and you wish to return to it quickly click on the **Today** button next to the date window. The view will re-orient to the current day.

Day View

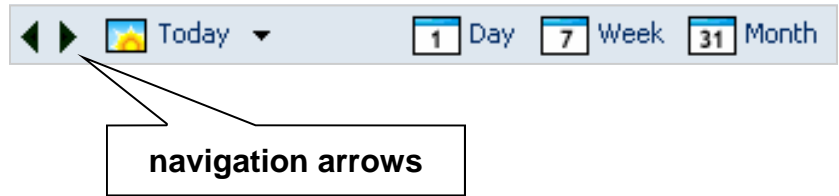
The **Day View** shows a specific day's appointments, the **Notes** list, and the **Task** list. It also shows a month view on the left for ease of navigation.

← **Thursday - November 1, 2007** →

<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td colspan="7">November 2007</td> </tr> <tr> <td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td> </tr> <tr> <td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td> </tr> <tr> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> <tr> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> </tr> <tr> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td> </tr> </table>	November 2007							S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th colspan="3">Appointments</th> </tr> <tr style="background-color: #d9e1f2;"> <th>Subject</th><th>Time</th><th>From</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> <u>Work</u></td><td>8:00 AM</td><td></td> </tr> <tr> <td><input type="checkbox"/> <u>Business Meeting</u></td><td>12:00 PM</td><td></td> </tr> <tr> <td><input type="checkbox"/> <u>Class</u></td><td>12:55 PM</td><td></td> </tr> </tbody> </table>	Appointments			Subject	Time	From	<input type="checkbox"/> <u>Work</u>	8:00 AM		<input type="checkbox"/> <u>Business Meeting</u>	12:00 PM		<input type="checkbox"/> <u>Class</u>	12:55 PM		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th colspan="2">Notes</th> </tr> </thead> <tbody> <tr><td> </td></tr> <tr><td> </td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th colspan="2">Tasks</th> </tr> <tr style="background-color: #d9e1f2;"> <th>Subject</th><th>Due Date</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Notes				Tasks		Subject	Due Date				
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Change Day Viewed:

- To view a different day click on the arrows that appear next to the *Today* button in the Calendar toolbar.
- Click on the right arrow to go forward by day and click on the left arrow to go back by day.



If you desire to view a day that is shown in the months located in the left side of the window click on that specific day. It will appear in the view.

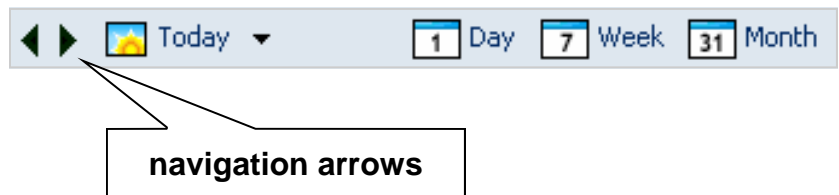
Week View

The **Week View** shows an overview of a specific week's appointments. It also shows a month view on the left for ease of navigation. The week view is shown as a table of days with their appointments, notes, and tasks.

← October 28, 2007 - November 3, 2007 →			
November 2007	Appointments	Notes	Tasks
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	28 Sunday		
	29 Monday	<input type="checkbox"/> 8:00 AM - 3:00 PM Work <input type="checkbox"/> 6:00 PM - 7:00 PM Dinner	<input type="checkbox"/> Clean
	30 Tuesday	<input type="checkbox"/> 9:00 AM - 10:00 AM Class <input type="checkbox"/> 12:00 PM - 1:00 PM Lunch	<input type="checkbox"/> E-mail class group
	31 Wednesday	<input type="checkbox"/> 6:30 AM - 7:00 AM Exercise	
	1 Thursday	<input type="checkbox"/> 8:00 AM - 5:00 PM Work	
	2 Friday	<input type="checkbox"/> 8:00 AM - 10:00 AM Class	
	3 Saturday	<input type="checkbox"/> 8:00 PM - 10:00 PM Concert	

Change Day Viewed:

- To view a different week click on the arrows that appear next to the *Today* button in the Calendar toolbar.
- Click on the right arrow to go forward by week and click on the left arrow to go back by week.



If you desire to view a week that is shown in the months located in the left side of the window click on a day in that week. It will appear in the view.

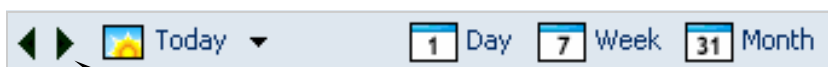
Month View

The **Month View** shows an overview of a month's appointments. An appointment appears as text on a specific day. Tasks and notes also appear on the day to which they pertain.

← October 2007 →						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 8:00 AM Work	20 10:00 AM Walk
21	22 8:00 AM Work	23 8:00 AM Work	24 6:30 AM Walk 4:00 PM Class	25 8:00 AM Work	26 8:00 AM Work	27
28	29	30	31			

Change Month Viewed:

- To view a different month click on the arrows that appear next to the *Today* button in the Calendar toolbar.
- Click on the right arrow to go forward by month and click on the left arrow to go back by month.



navigation arrows