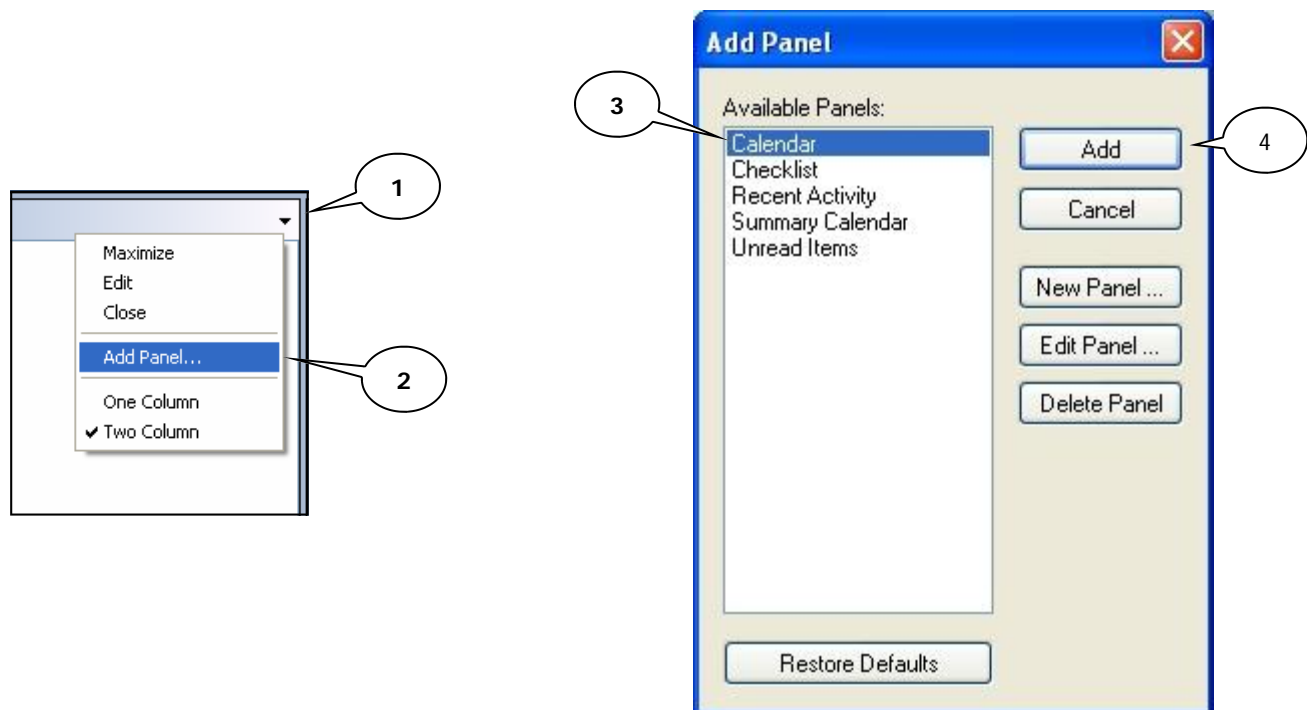


The default GroupWise 7 Home View is configured with three panels: a Calendar panel, an Unread Items Panel, and a Checklist panel. Two additional pre-defined panels are available: a Recent Activity panel that shows the last month of your GroupWise Activity, and a Summary Calendar Panel that displays the details of your calendar items for the next two weeks. You may also define your own panels to add to your Home View .

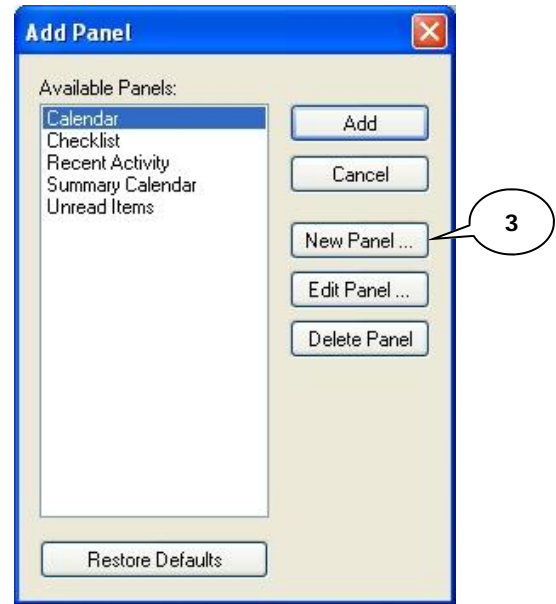
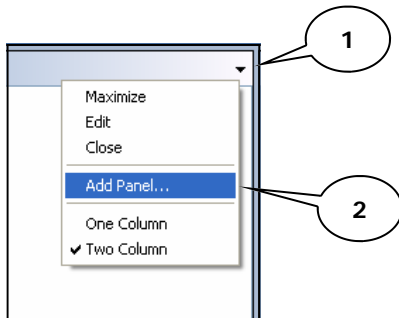
To add a panel to the Home View:

1. Click the arrow at the upper right corner of any current panel.
2. Select **Add Panel** from the pop-up menu.
3. Select the desired panel in the **Available Panels** field.
4. Click **Add**.
5. To change to panel's location in the Home View, click on the panel's Title Bar and drag to the desired location.



To add a panel to the list of Available Panels:

1. Click the arrow at the upper right corner of any current panel.
2. Select **Add Panel** from the pop-up menu.
3. Click **New Panel**.



4. Enter an appropriate name in the **Name the new panel** field.
5. Click the **Change Folder** button.
6. In the **Folder list** field of the **Folders** dialog box, select the object to be represented as a panel.
7. Click **OK**.
8. In the **Chose display settings** field of the **Create Panel** dialog box, select **Details** in the **View by** drop down list.
9. Click **OK**.

