

Novell® GroupWise®
7.0



The GroupWise Calendar is where you can store all of your scheduling information. The Calendar allows you to organize your entire schedule and also connect with other GroupWise users to compare availability for appointments.

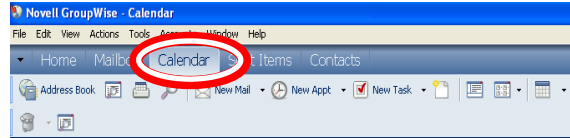


Table of Contents

Accessing the Calendar, Calendar Toolbar	3
Day View	4
Week View	5
Month View	6
Year View	7
Multi-User View, Multi-Calendar View	8

Accessing the Calendar

To view your calendar click on the **Calendar** tab in the main GroupWise window. The Calendar will appear in the Day View by default.



Calendar Toolbar


There are five views in the Calendar: Day, Week, Month, Year, and Multi-User. The Calendar Toolbar is present during any view.

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



The day being viewed will appear in the **date window** on the left side of the calendar toolbar.

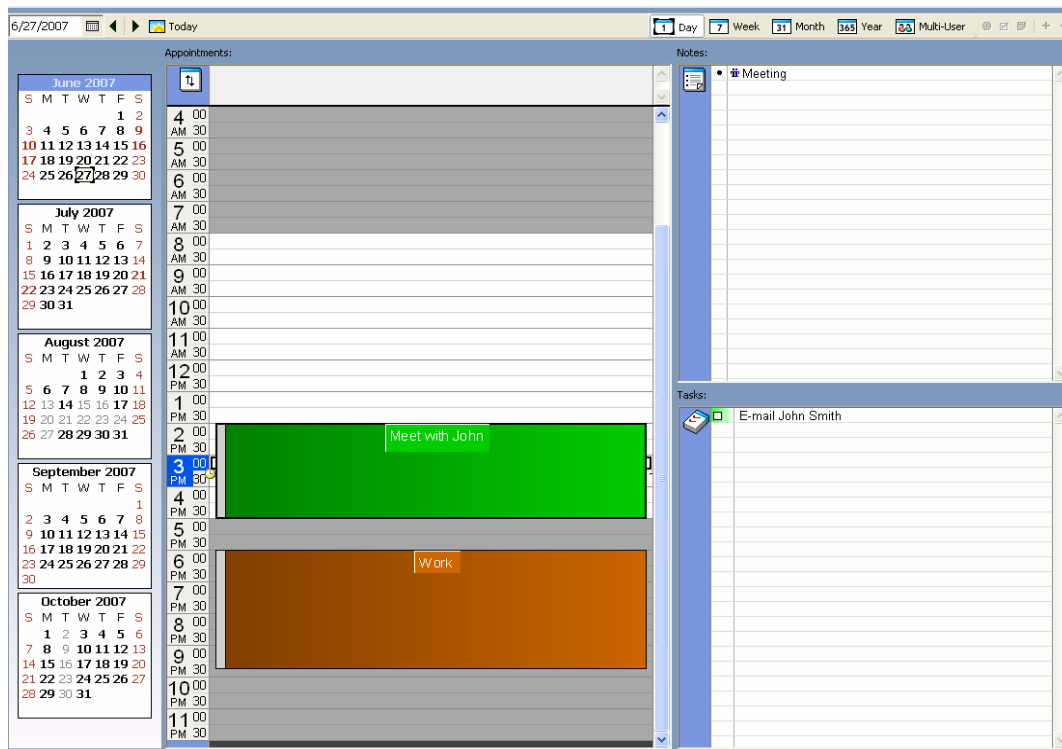


If you have navigated far from the current day and you wish to return to it quickly click on the but-  **Today** ton next to the date window. The view will re-orient to the current day.

Day View

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

An appointment appears as a block spanning the length of the appointment.



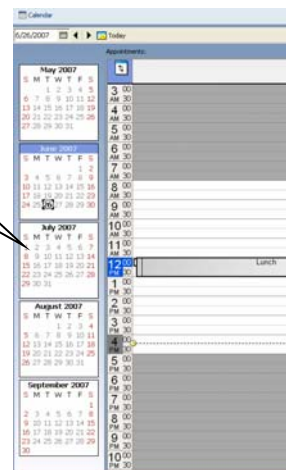
Change Day Viewed:

- To view a different day click on the arrows that appear next to the date window 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.



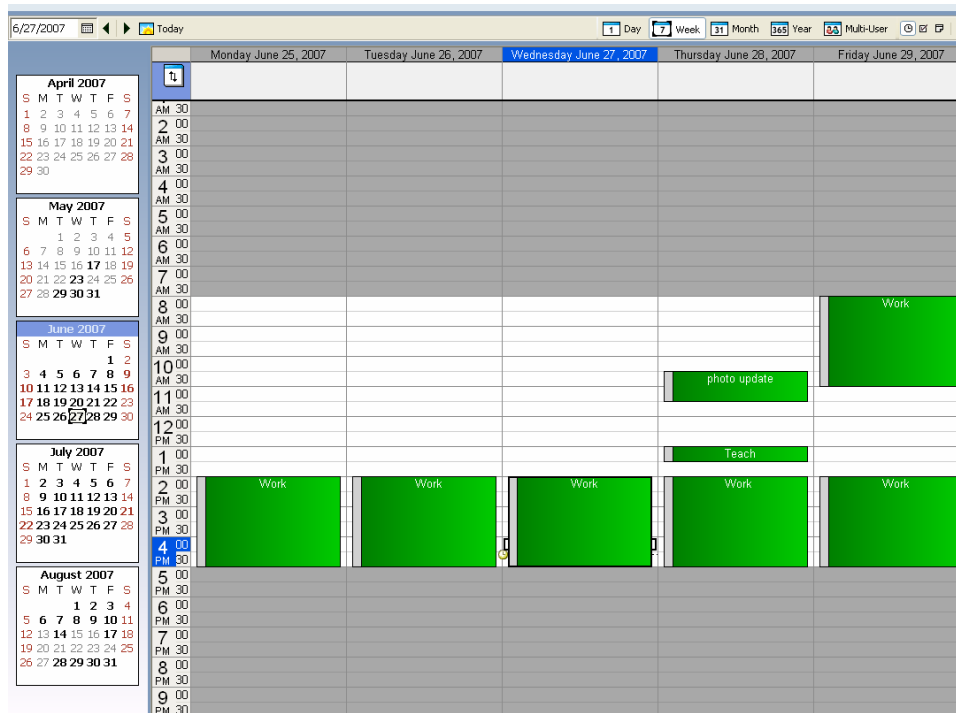
Click on a date to view the day



Week View

The **Week View** shows an overview of a specific week's appointments. It also shows nearby months on the left for ease of navigation.

An appointment appears as a block spanning the length of the appointment.



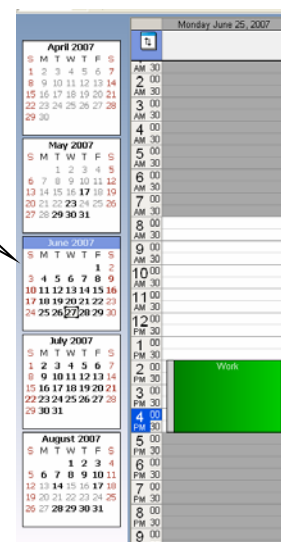
Change Week Viewed:

- To view a different week click on the arrows that appear next to the date window 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.



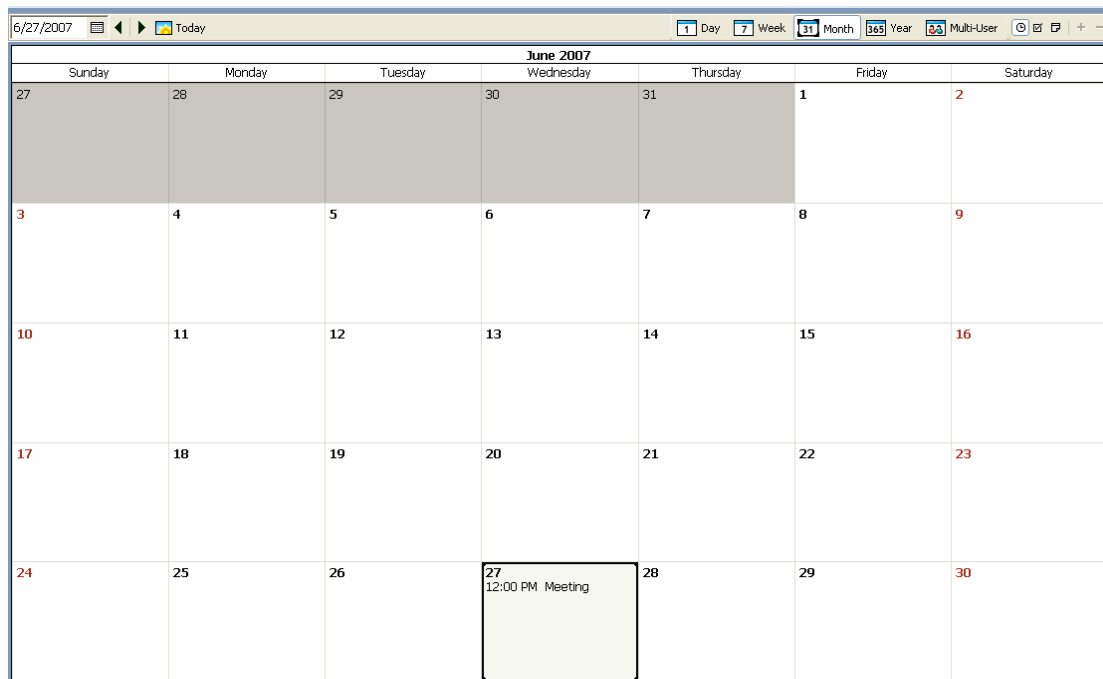
Click on a date to view the week



Month View

The **Month View** shows an overview of a month's appointments.

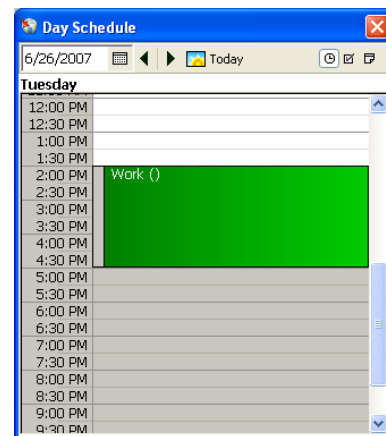
An appointment appears as text on a specific day.



Change Month Viewed:

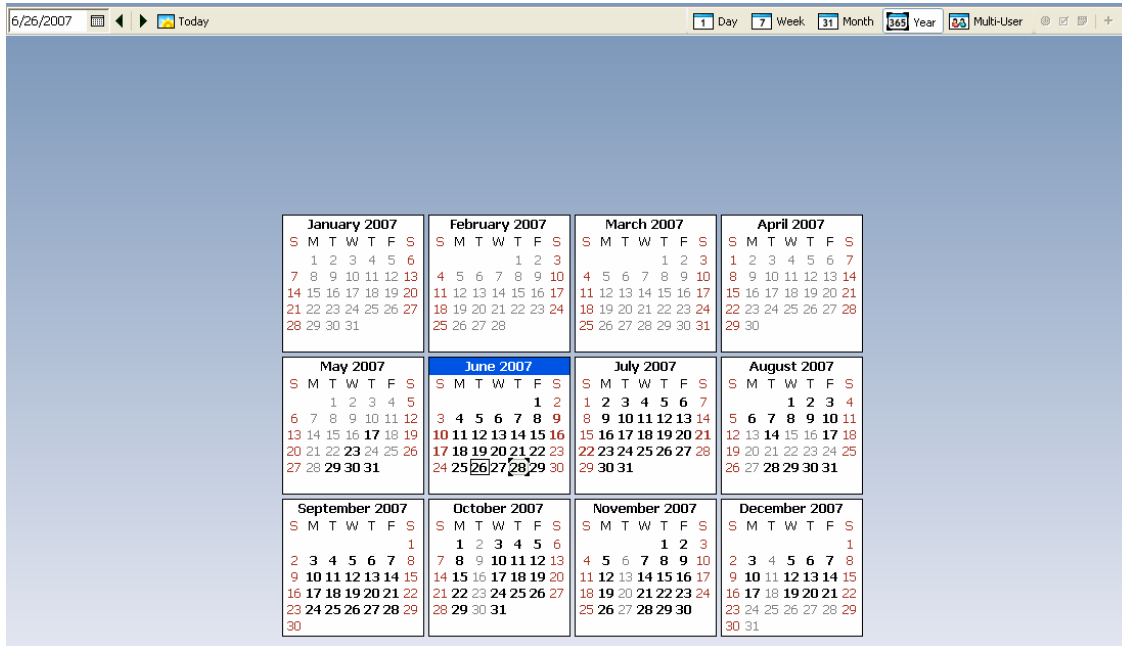
- To view a different month click on the arrows that appear next to the date window in the calendar toolbar.
- Click on the right arrow to go forward by month and click on the left arrow to go back by month.

To view more details of a day in the month view double click on any day. A separate window will appear with the day's details.



Year View

The **Year View** shows an overview of a year.

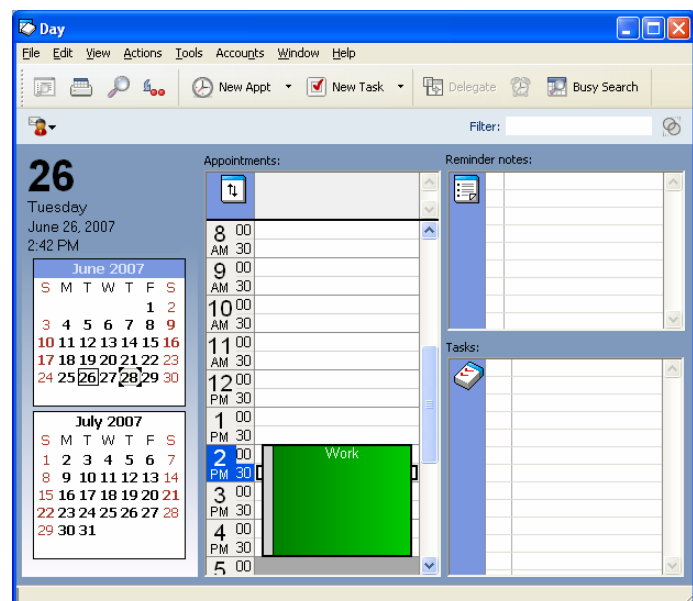


Change Year Viewed:

- To view a different year click on the arrows that appear next to the date window in the calendar toolbar.
- Click on the right arrow to go forward by year and click on the left arrow to go back by year.

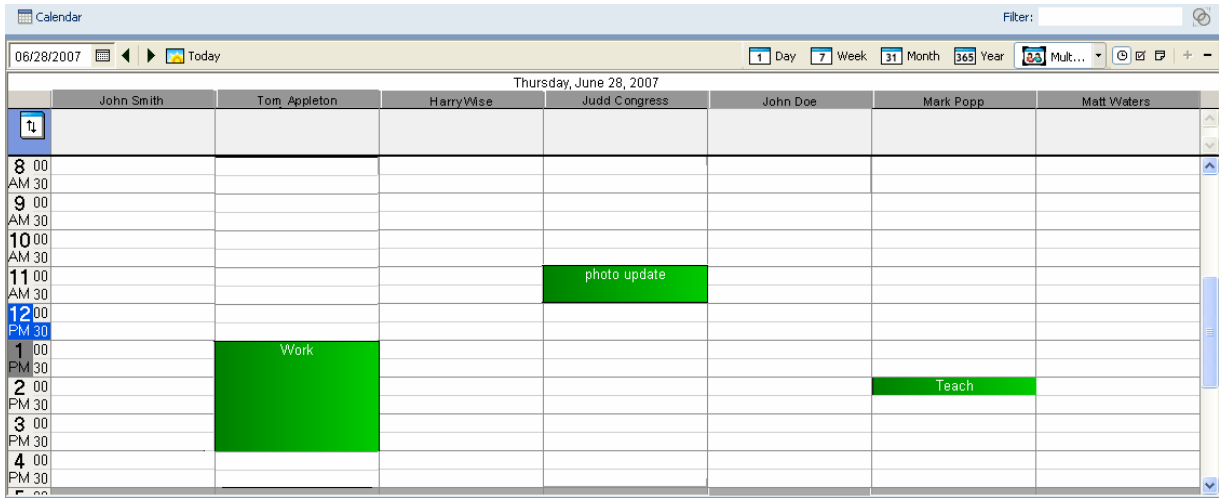


To view more details of a day in the year view double click on any day. A separate window will appear with the day's details.



Multi-User View

The **Multi-User** view allows you to see schedules of those who have given you calendar proxy access rights. This option allows you to view multiple calendars side-by-side to compare and set up the best time to meet.



Multiple Calendar View

The **View Multiple Calendar** option allows different windows of different calendar views to be open.

- To open a calendar view in another window click on the dropdown menu button next to the Calendar button in the main toolbar.
 - Choose the desired view and click on it.
- The view will open as a new window.

