

GroupWise – Calendars:

Use the following picture to guide you through the features available in GroupWise.

The screenshot shows the Novell GroupWise Calendar application window. The interface includes a menu bar (File, Edit, View, Action, Tools, Accounts, Window, Help), a toolbar with icons for Home, Mailbox, Calendar, Sent Items, and Contacts, and a folder list on the left. The main area displays a calendar grid for October 2006, with a time slot from 8:00 AM to 8:00 PM. Several events are visible, including a meeting on Wednesday, October 18, 2006, and GroupWise training at SBO on Thursday, October 19, 2006. Callout boxes provide instructions for various features:

- Folder List:** Click the down arrow for options.
- Work Schedule settings:** A box pointing to the 'Tools' menu.
- Open or close Quick View panel:** A box pointing to the 'Calendar' icon in the toolbar.
- Calendar views:** Click the view of choice. (Points to the view selection buttons: Day, Week, Month, Year, Multi-User).
- Quick launch for Notes and Task panel:** A box pointing to the 'Notes' and 'Tasks' icons in the bottom right corner.

Posting Events:

- Click the time slot for the event in the calendar
- Type the event subject or title

Editing Events:

- Double click an event in the calendar
- Make any corrections or changes
- Click Post in the menu bar in the upper left corner

E-mailing Events:

- Click and drag from the start time to the end time in the calendar
- Right click and The New Appointment window will open
- Type the subject, place and any other field needed.
- Click Send when finished.
- The recipient of the e-mail will decline or accept the appointment.

The screenshot shows the Novell GroupWise - Calendar application. A 'Posted Appointment' dialog box is open, displaying the following fields:

- Subject:** meeting with lab tech on training
- Place:** (empty)
- Start date:** 10/18/2006
- Start time:** 8:00 am
- Duration:** 1 Hour
- Options:** All Day Event, Busy

Callouts and annotations:

- Post appointment Click Post after each change:** Points to the 'Post' button in the dialog box.
- Date & Duration settings:** Points to the start date and duration fields.
- All day events Ex) conference:** Points to the 'All Day Event' checkbox.
- Color code for events. Use with Busy Search feature:** Points to the 'Busy' dropdown menu.

Recurring Events:

- Create an event in the calendar
- Click the calendar icon at the end of the Start date field.
- Choose the All Day Event option. This will allow access to the recurring option.
- Click the calendar icon at the end of the Start date field.
- Choose the Set Recurring option

The screenshot shows the 'Auto-Date' dialog box, which is used for setting recurring dates. It features a grid of monthly calendars for the year 2006. The 'Dates' tab is selected, and a red circle highlights the 'Dates' button in the top right corner of the dialog box. The grid shows the days of the month for each month, with the current date (October 18, 2006) highlighted in blue.

Date tab:

Click the dates in the calendar for the event to recur on

Example tab:

Choose the month(s) from the option box on the left

Choose the 1st, 2nd .. option for the day(s) in the box on the right

Click OK

Deselect the All Day Event option and choose the time for the event.

Click Post when finished.

