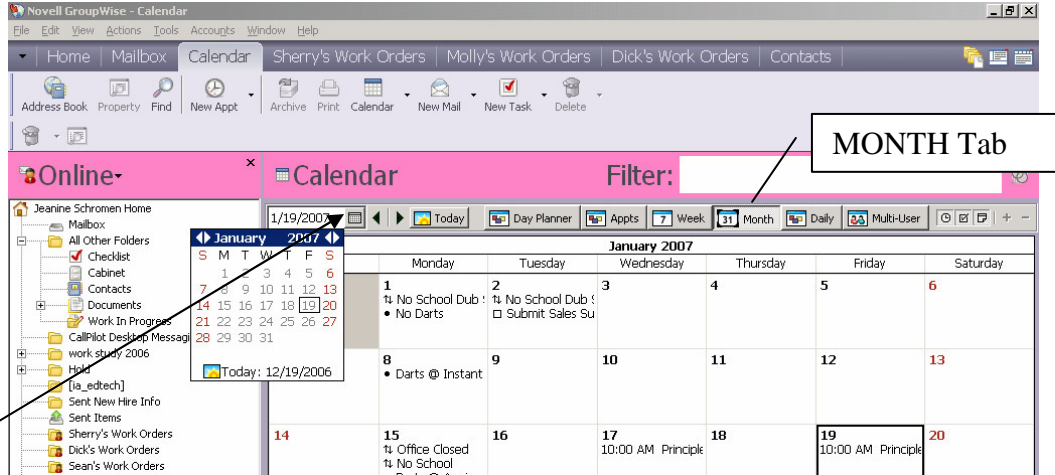


GROUPWISE 7.0

HOW DO I WORK WITH CALENDAR VIEWS IN GROUPWISE?

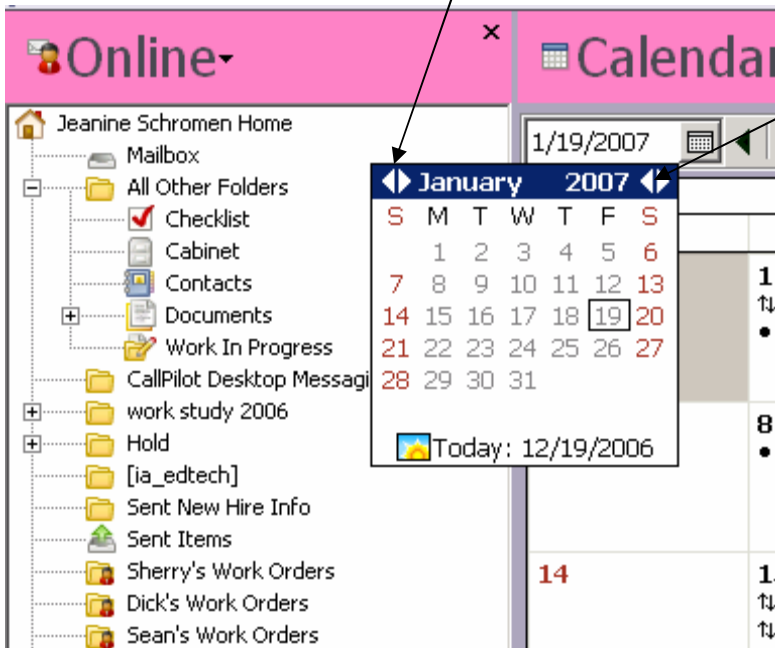
Open GroupWise, and select the Calendar Tab

Clicking on Month Tab will show the current month.



Click on the small calendar by the date and you will get a drop down listing.

These arrows will select the months next or previous



These arrows will change the year, past years or future years.

There are many different views to choose from. Finding the one that works for you takes experimentation.