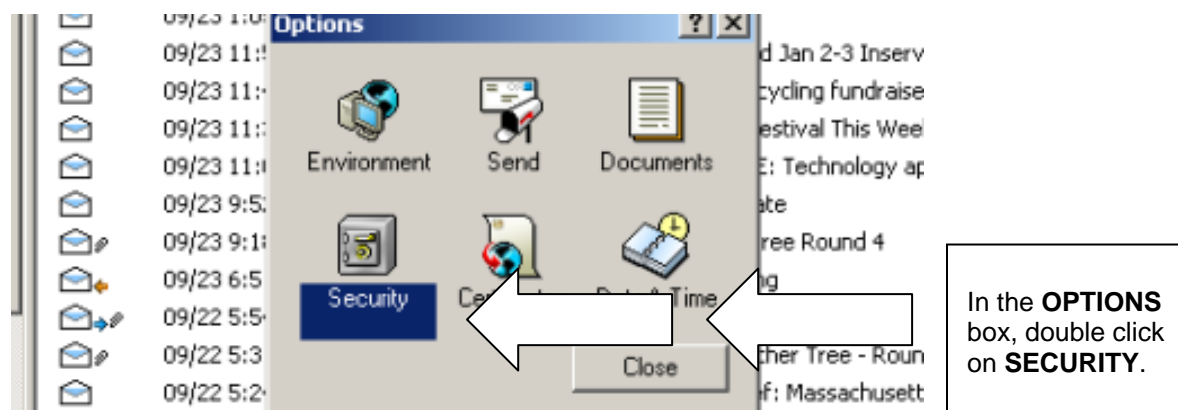
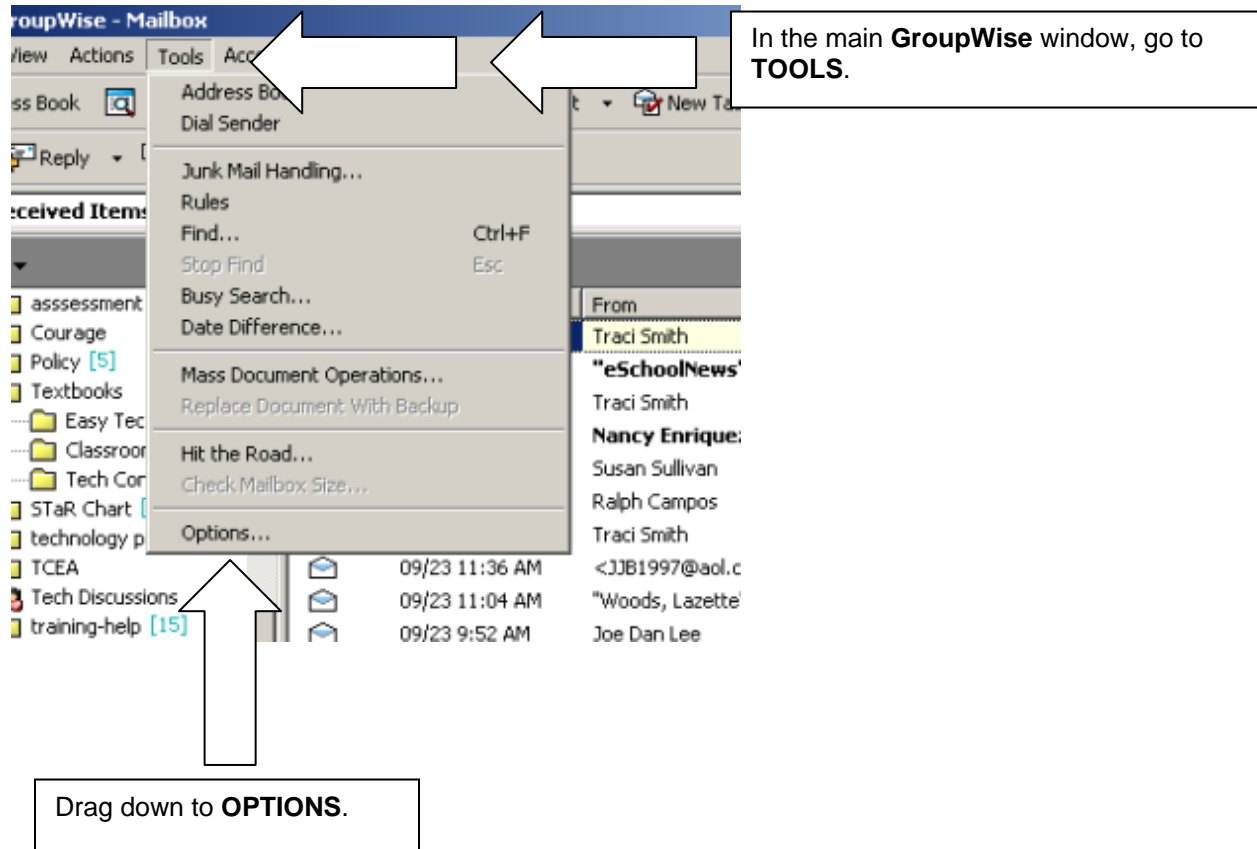
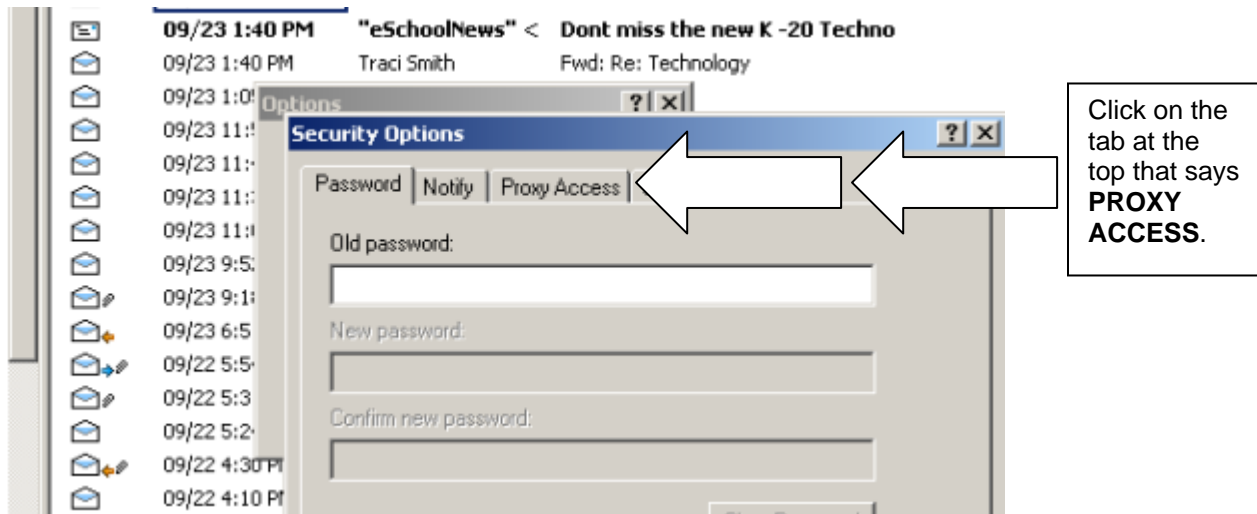


GroupWise 7.0 Calendar Sharing

Giving Proxy to Your GroupWise Calendar

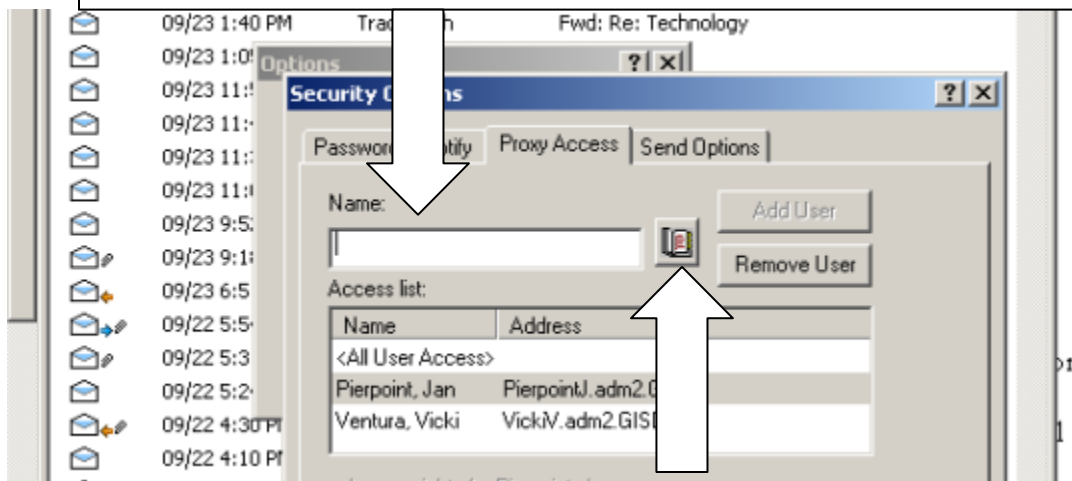
NOTE: The person who wants to share their calendar must perform the steps on pages 1-3.





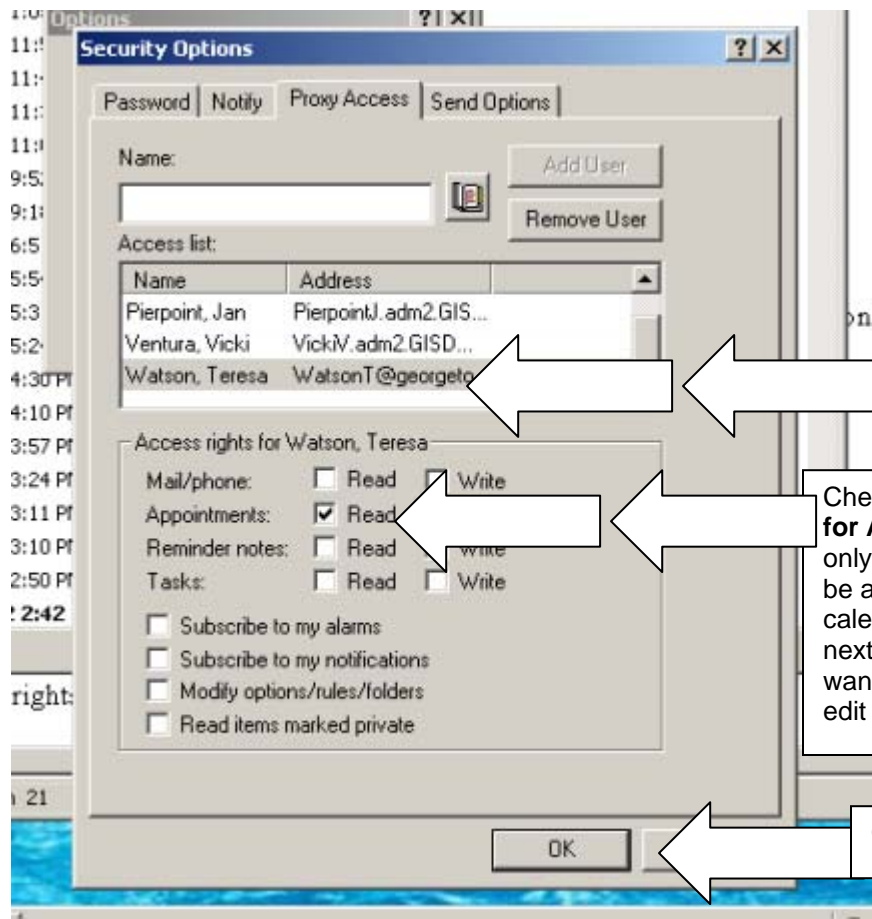
In the box that says **NAME**, type the name exactly as it appears in **GroupWise**.

- If you see names with the last name first, then you will use that format.
- If you see names with the first name first, you will use that format.





Click on the **ADD USER** button right next to the name box. (It will become dark when the name is typed in the box.)



In the **ACCESS LIST** you will see <All User Access> and you might see your name. (After you add a name, you will also see that name.)

Click on the new name in the **ACCESS LIST** to select it. The choices below will become available for you to check.

Check the box next to **READ for APPOINTMENTS** if you only want the other user to be able to **see** your calendar. Check the box next to **WRITE** if you also want the user to be able to edit your calendar.

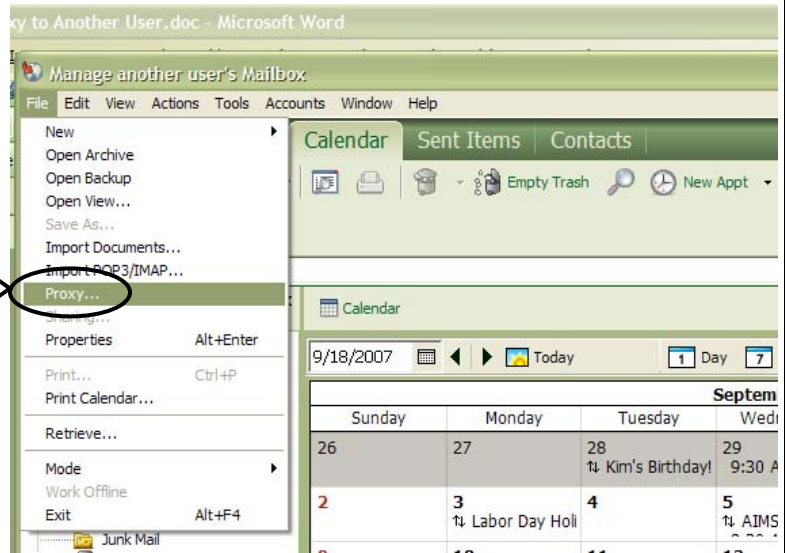
Click **OK**.

Click **CLOSE**.

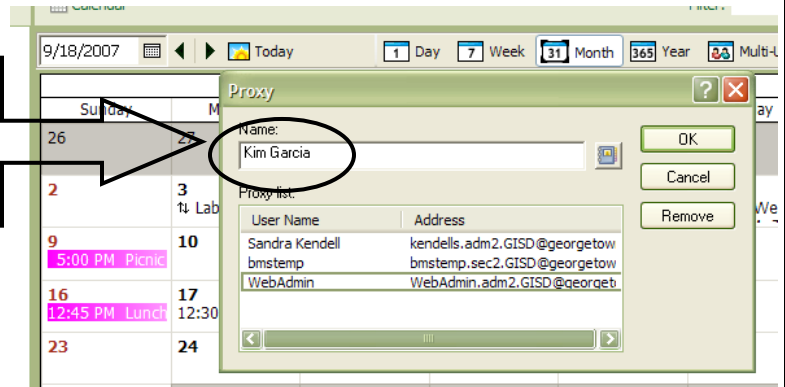
How to View a Calendar When You Have Been Given Proxy

NOTE: The steps on pages 4 & 5 must be followed by the person who has been given access to someone else's calendar. The person whose calendar you wish to view must have gone through the steps on pages 1-3 of this handout before these steps will be successful.

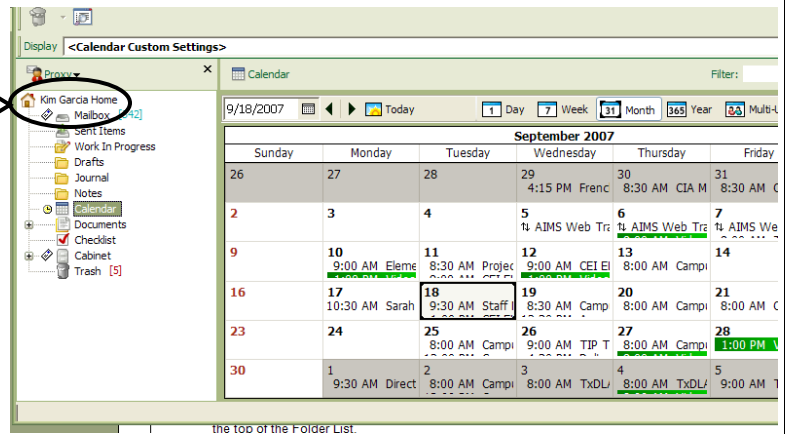
1. Open your calendar, go to **File > Proxy...**



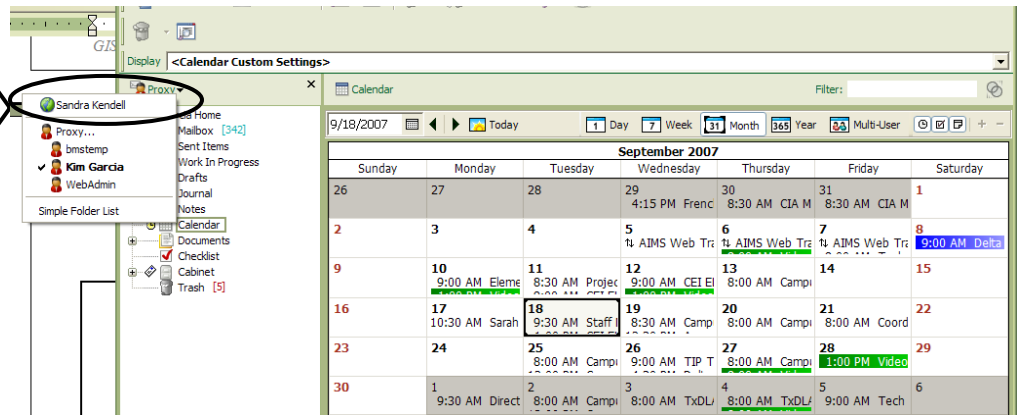
2. Type the name of the person whose calendar you're going to share in the **Name** field, and click **OK**.



3. The calendar you are sharing is opened. The name of the person for whom you are acting as proxy is displayed at the top of the Folder List.



4. To return to your own Calendar, click the **Proxy** dropdown list, then **your name**.



5. Whenever you want to view a calendar that you have proxy to, click the **Online** dropdown menu, and select the name of the person whose calendar you need to view.

