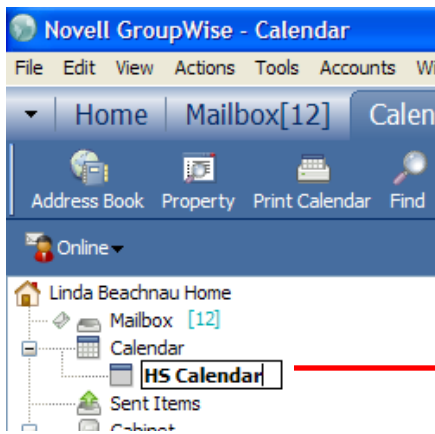
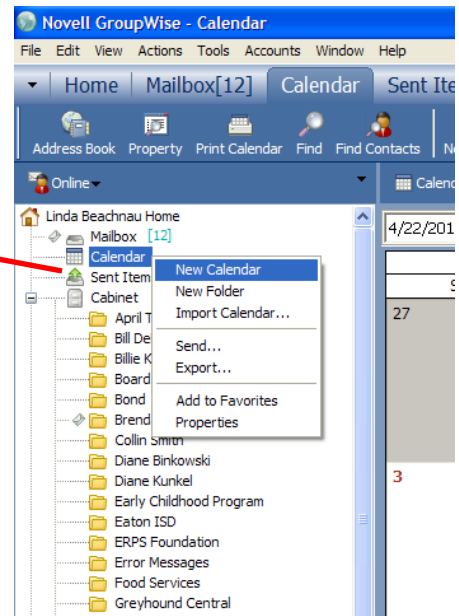
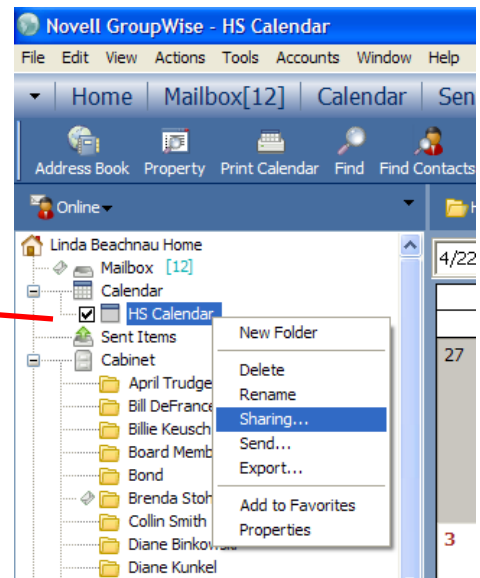


Creating and Sharing a Calendar

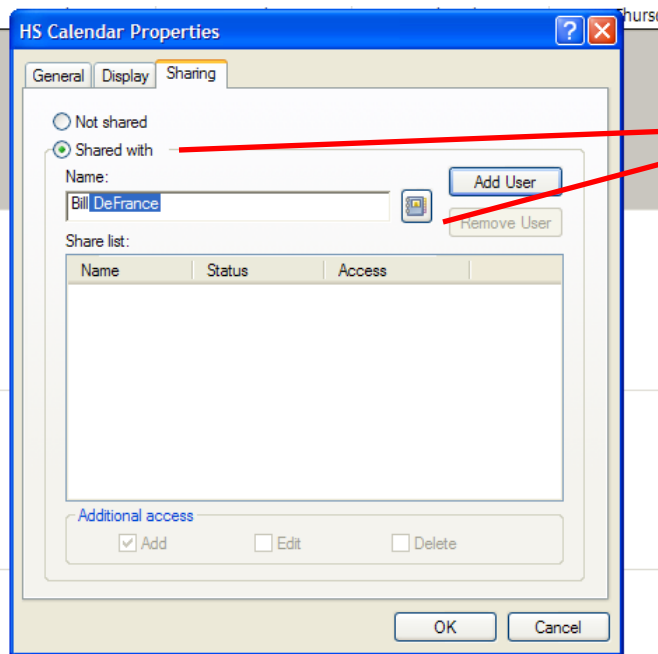
Right Click on "Calendar" in your folders list, then select "New Calendar"



Type the name of your new calendar in the Text Box

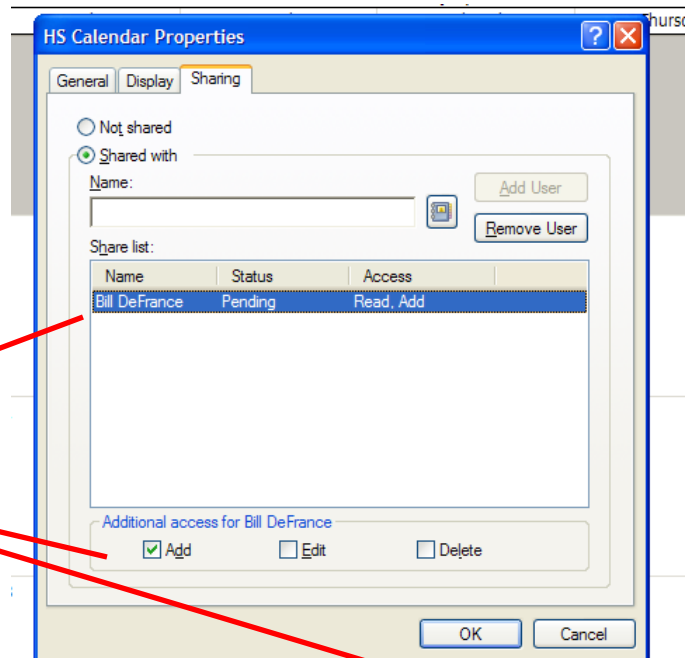


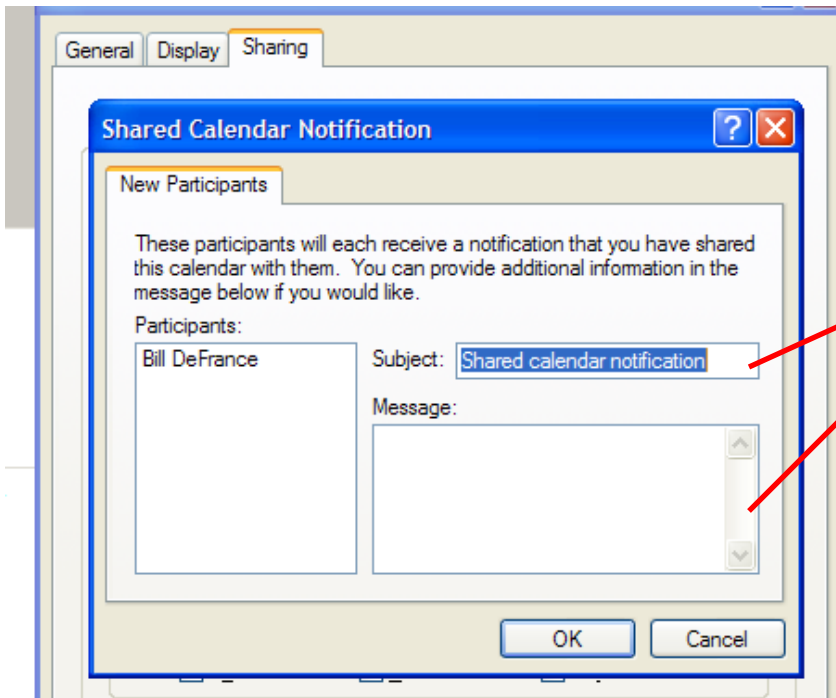
Right click on the new calendar, and select "Sharing"



Select "Shared With", and then type the name of the individual(s) you wish to share the calendar with in the dialogue box, or select the name(s) from the Groupwise address book by clicking on the address book icon. Once you have selected a name, click the "Add User" button.

By default, shared users are given "Read" and Add access. This means that they can read any appointments on the calendar, and also can add appointments to the calendar. To change access of shared users, simply check or uncheck the appropriate boxes for "Add", "Edit" and "Delete". When you are finished, click "Ok".





Use the "Shared Calendar Notification" to let users know that you have shared this calendar with them.