

GroupWise Calendar

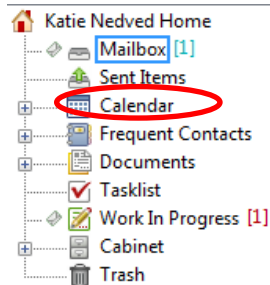
Why use it?

- Organize your schedule by creating “appointments” for classes
- Be notified every time an appointment comes up
- Create “tasks” to complete each day, a sort of TO DO list

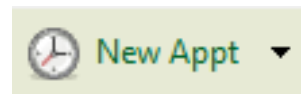
STEPS:



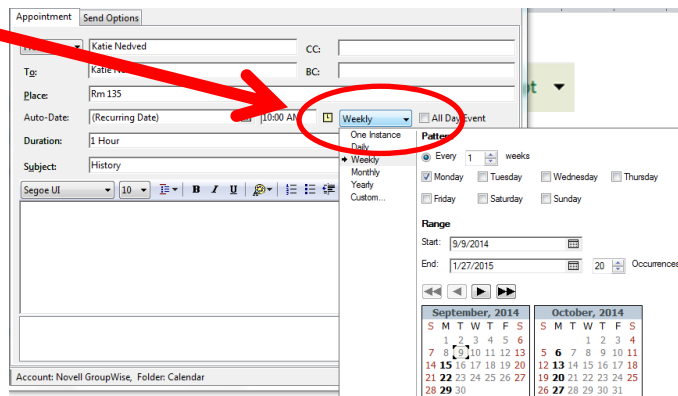
1. Click on your email icon
2. Log in with the same password as when you start your laptop
3. Go to TOOLS→OPTIONS→ ENVIRONMENT
4. Check the box "LAUNCH NOTIFY AT START UP" and OK; (FYI: the notify app must always be running in order for pop-ups to work)
5. Close and restart GroupWise
6. Click on calendar on the left-hand side



7. Click on “new appointment” at the top:



8. Fill out class info and make sure the appointment is marked as “weekly” under the recurrence drop down menu



9. Select the day of the week & the start and end dates, (start date **9/14/15** and end date **1/28/16**, the end of the semester)

This class happens every Monday

Under range, select 9/14/2015 & 1/28/2016

10. Click send to create appointment

11. Now an appointment reminder will pop up in the upper left-hand corner of your screen every time you have this class

If you click on calendar, you can see your schedule for the day. View by day, week, or month.

You can also set up alerts for "notes" & "tasks"