

# How to use the WebAccess Calendar

The calendar is made up of 3 areas: Appointments, Notes and Tasks.

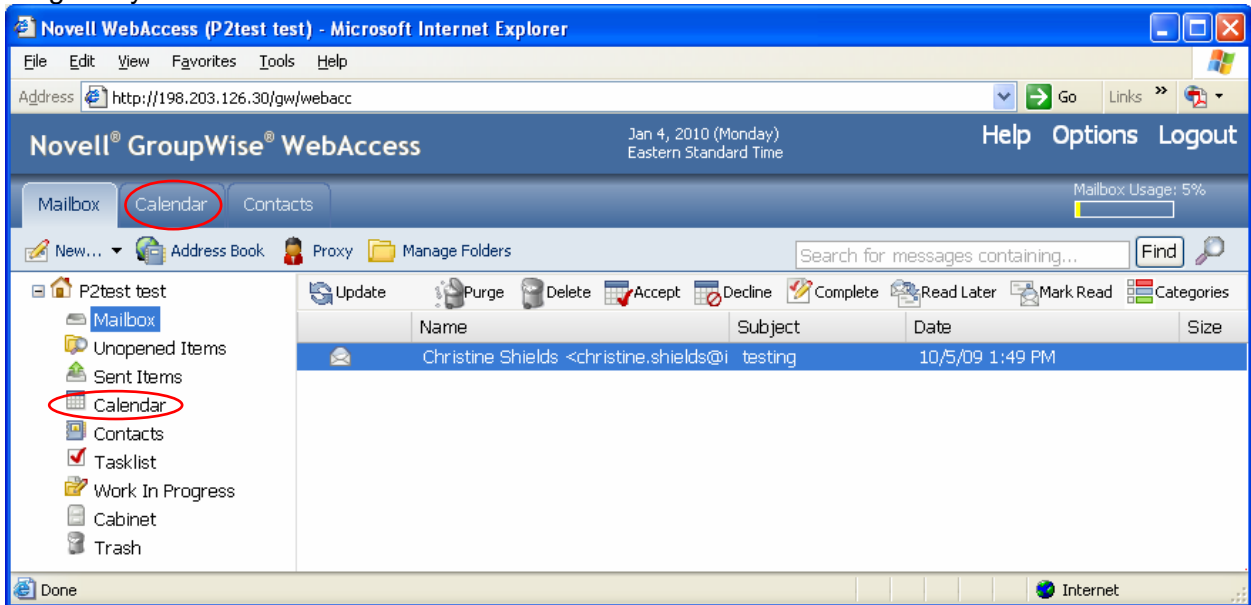
You can either **send** these items to other GroupWise users to put on their calendar (e.g. scheduling a meeting with someone) or you can **post** appointments, tasks or notes to your own GroupWise calendar.

- To **Send** the items choose **New Appointment, New Task or New Note**
- To **Post** the items to just your calendar choose **Posted Appointment, Posted Task or Posted Note**

Below is information on how to **Post** to your own calendar.

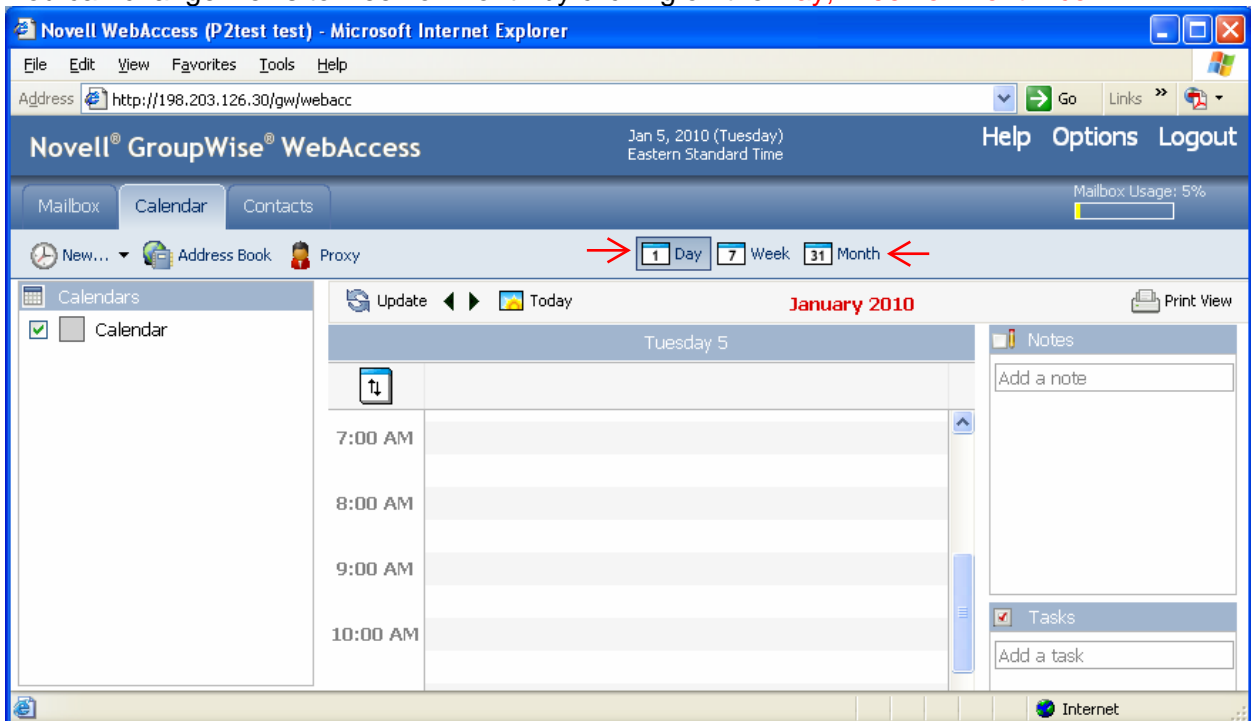
(You would follow the same instructions but choose **NEW** instead of post if you were sending to item to another GroupWise user.)

To get to your Calendar – click on the **Calendar Tab** or **Calendar Folder**

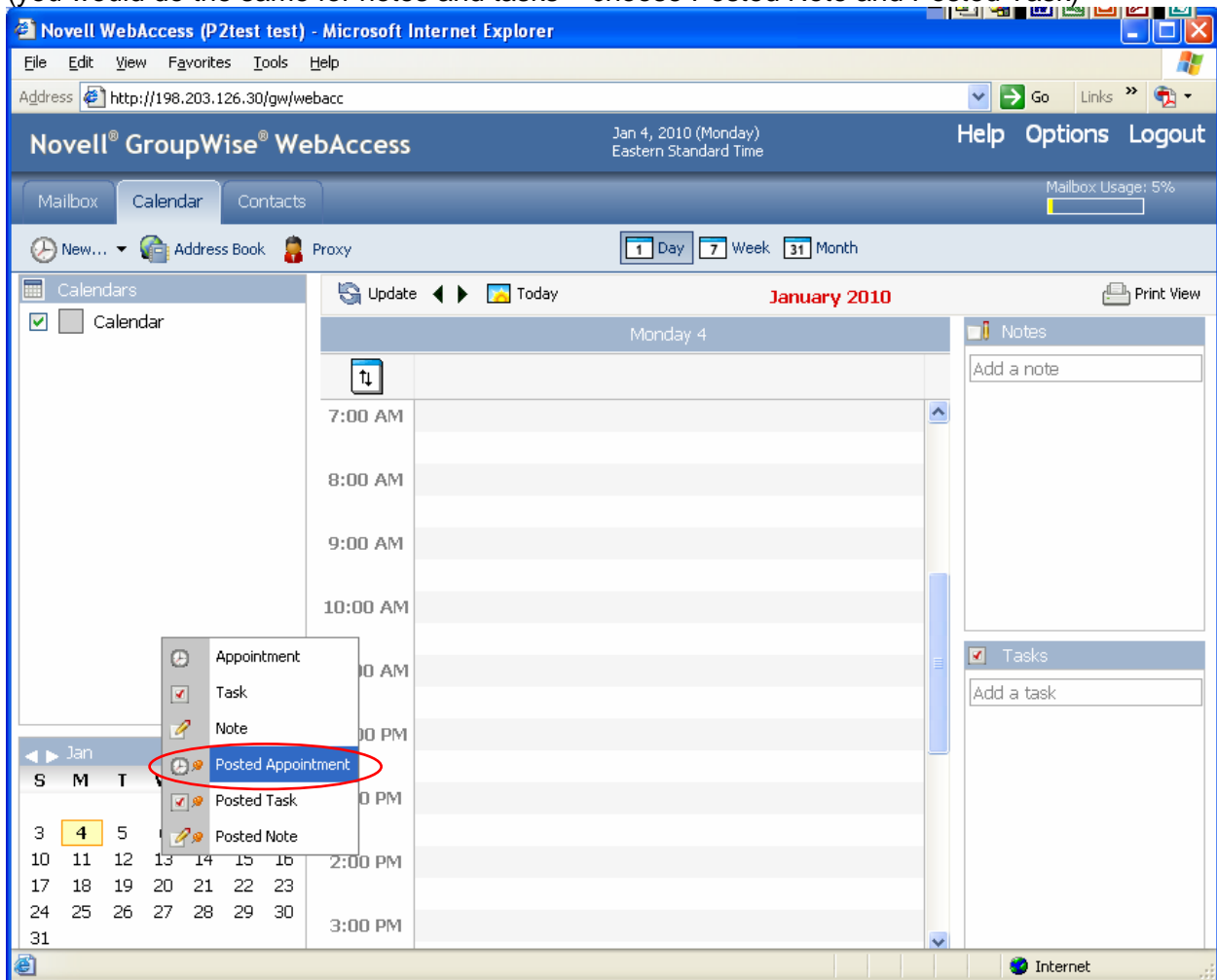


The Calendar will appear. Below is the Day View.

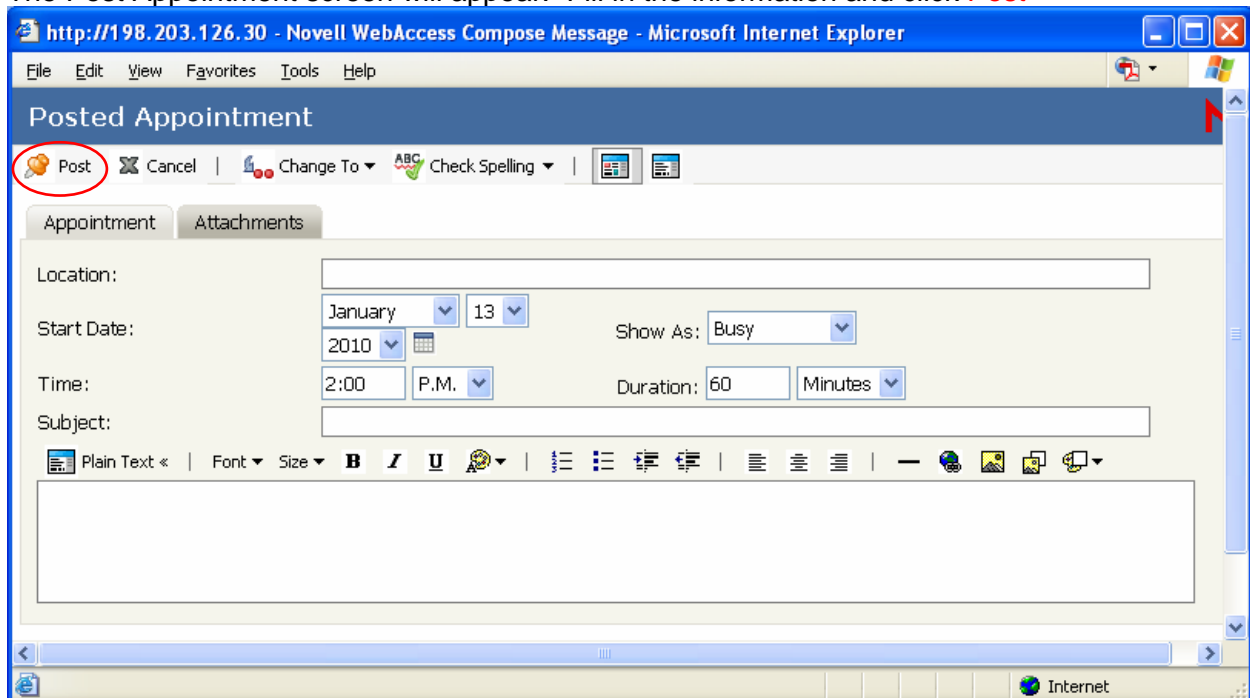
You can change views to week or month by clicking on the **Day, Week or Month Icon**.



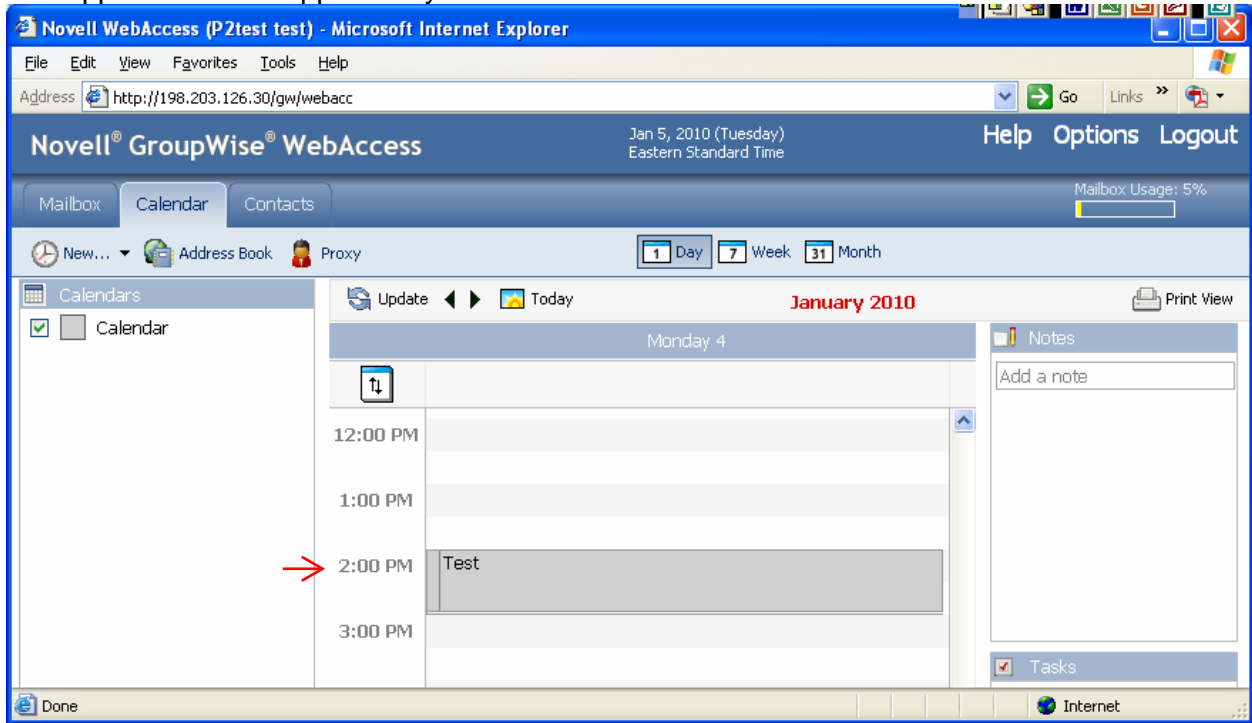
To add a posted appointment, **right click** on the desired date and choose **Posted Appointment** (you would do the same for notes and tasks – choose Posted Note and Posted Task)



The Post Appointment screen will appear. Fill in the information and click **Post**

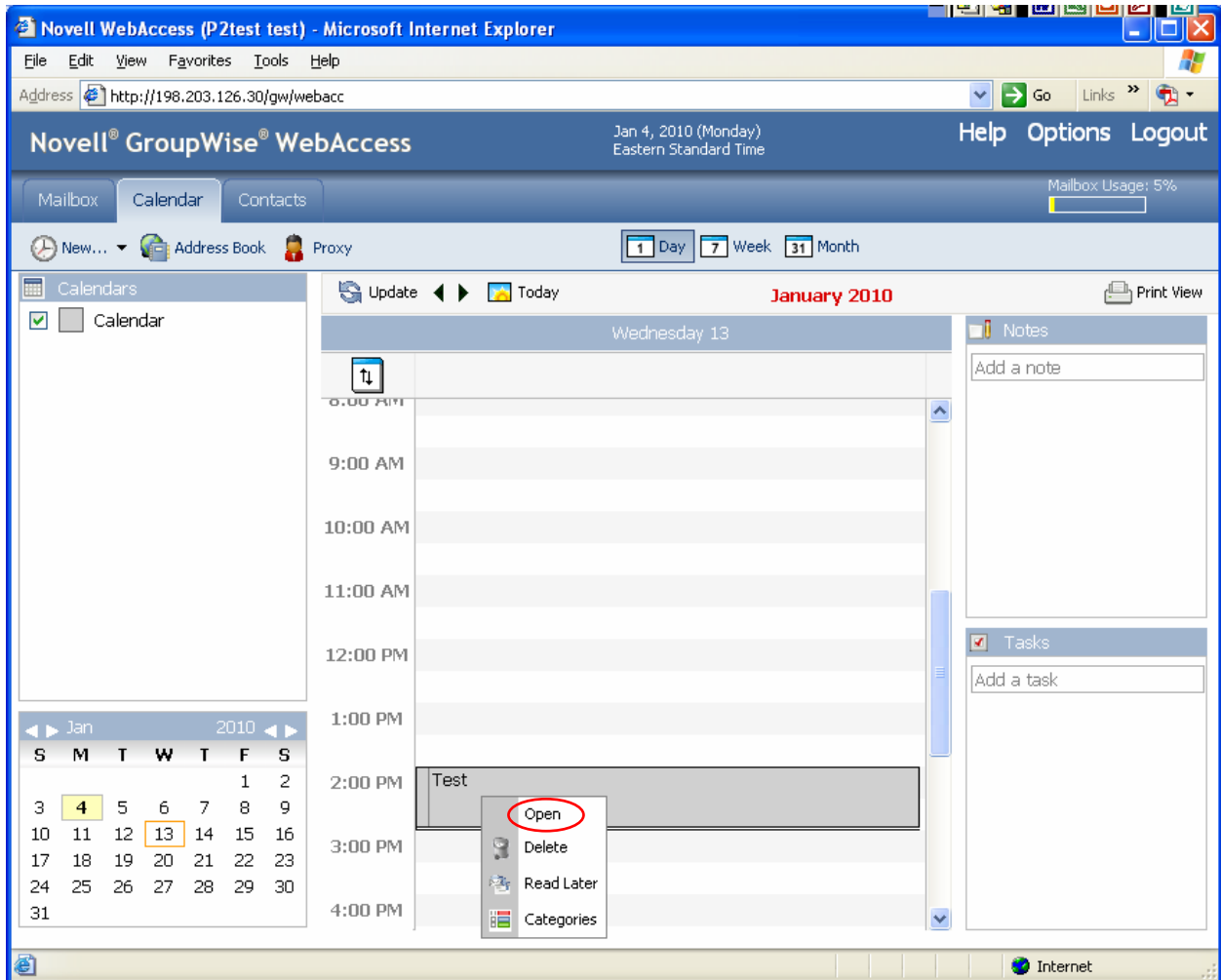


The appointment will appear on your calendar.



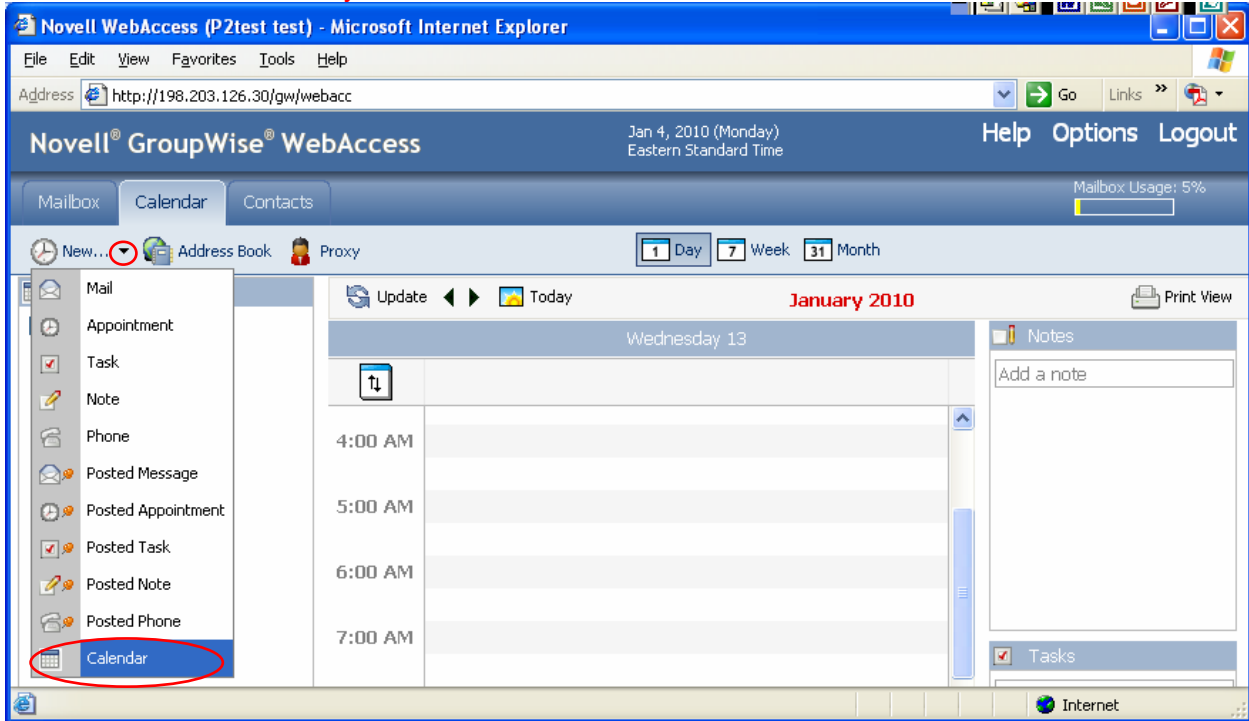
If you need to edit the appointment – double click on the appointment or **right click** and choose **Open** – make the changes and click **Post**.

*Note: You can only edit Posted Items, you cannot edit Sent or Received Items.*

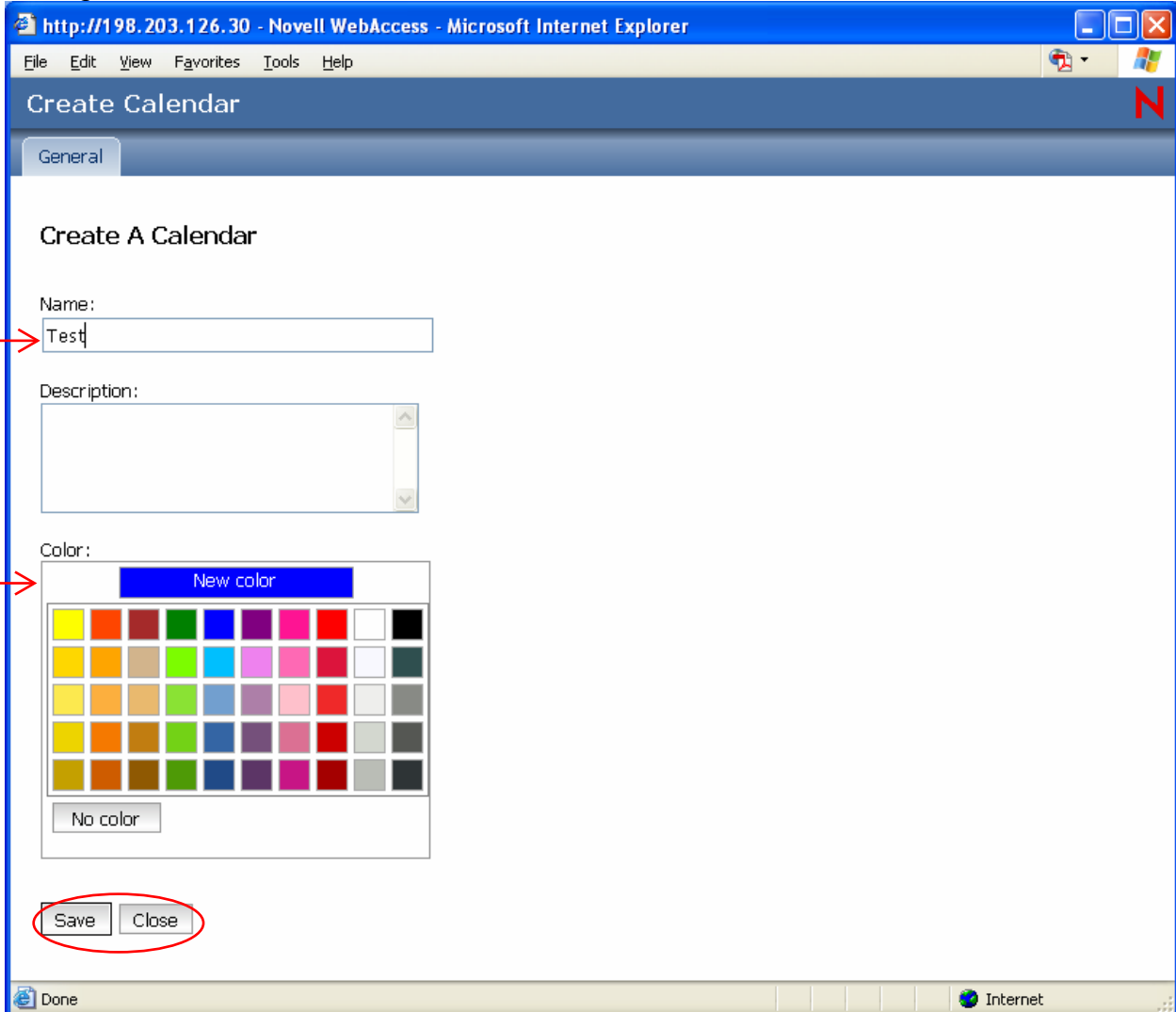


# Creating Personal Calendars in WebAccess

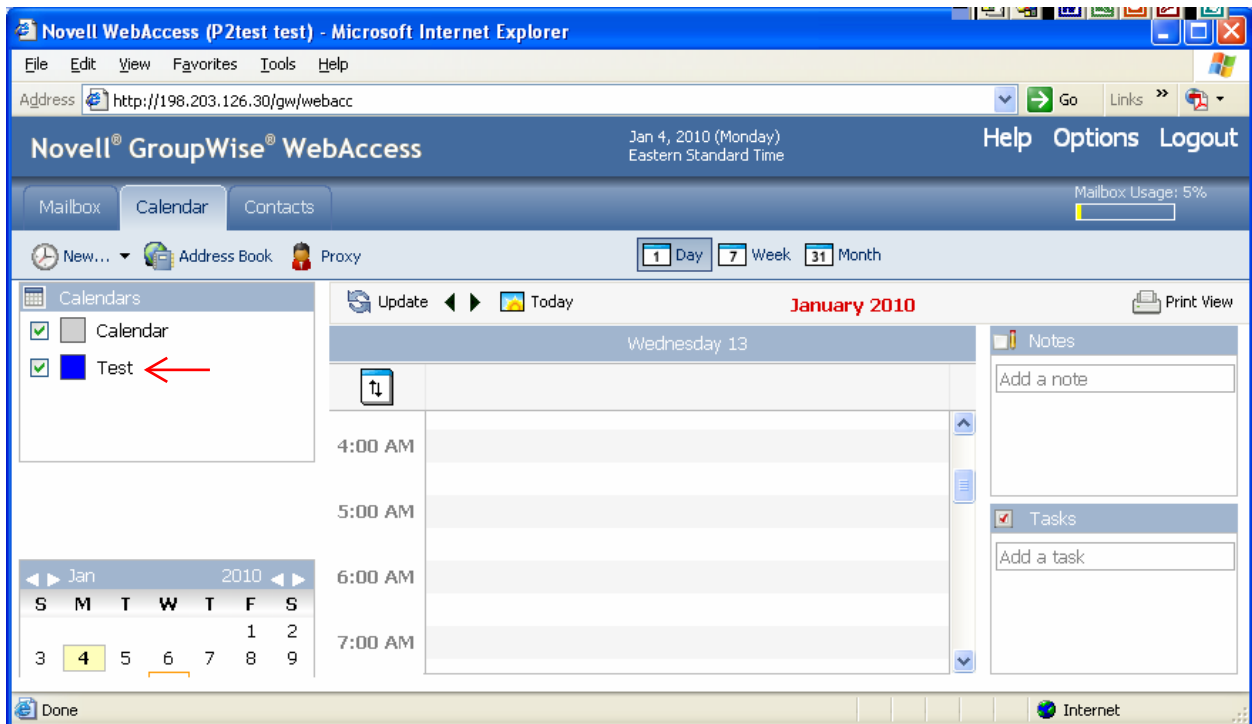
You can create different calendars so tasks can be organized and easily located.  
Click on the **down arrow by New** and choose **Calendar**



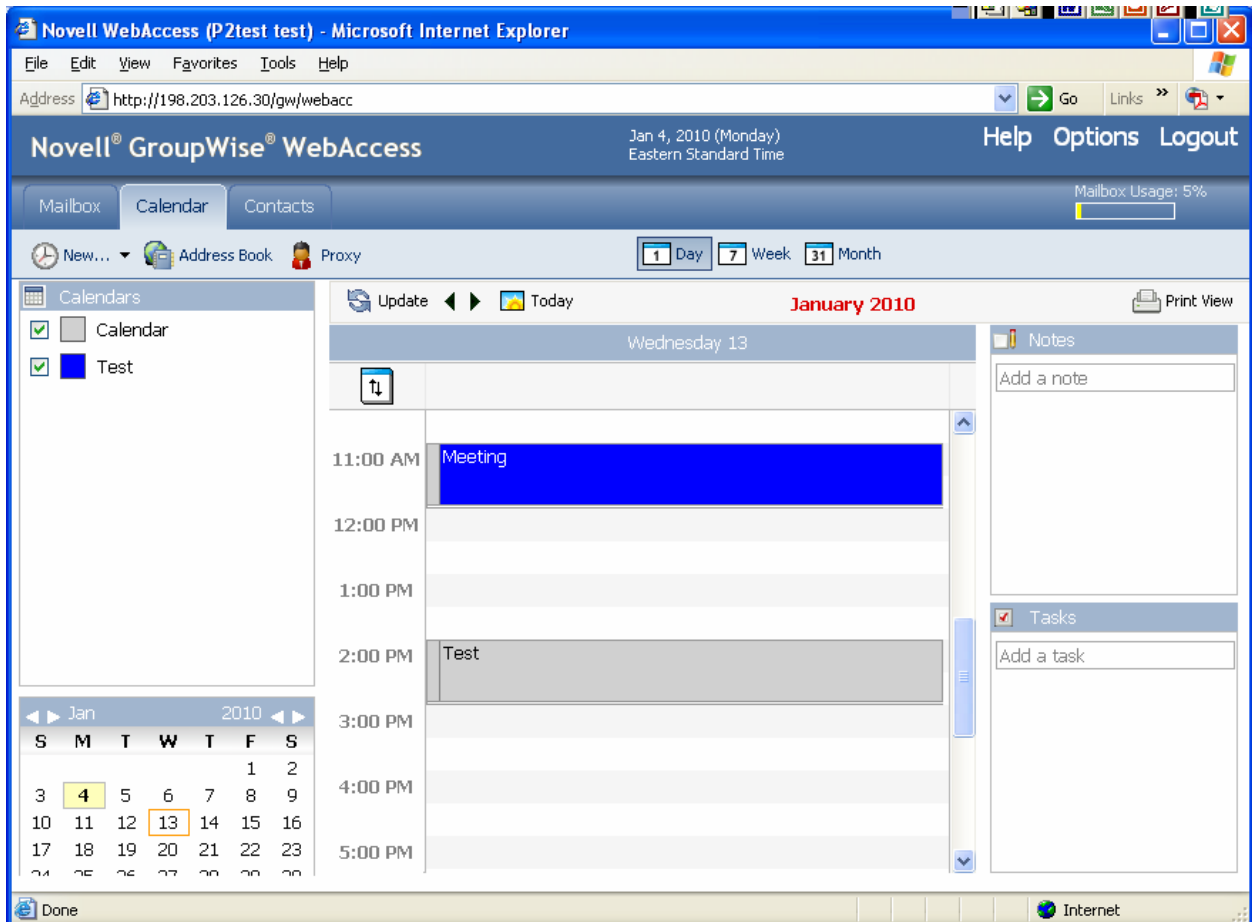
Change the **Name**, choose a **Color** and click **Save**. Once saved click **Close**.



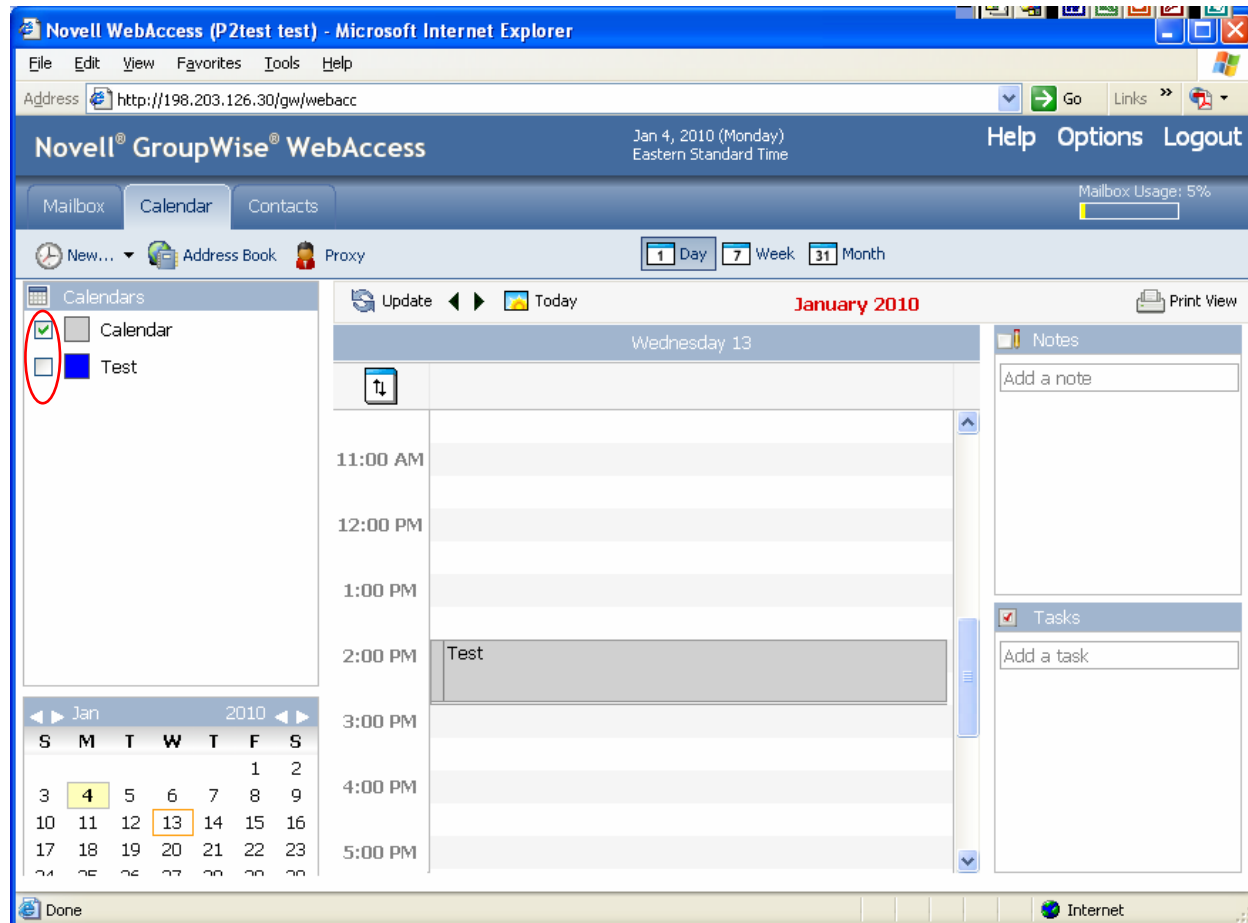
The new calendar is now listed below the GroupWise Calendar.



A Posted Appointment was made in the "Test Calendar" following the above instructions and below is how the appointments are shown when looking at both calendars.



Below is showing only the items listed in the GroupWise Calendar.



Just ✓ the box by the calendars you wish to view.