

Calendaring in Groupwise

There are 2 major steps to viewing other peoples' calendars in Groupwise.

1. The other person must give you access to view his/her calendar
2. You must bring up the person's calendar.

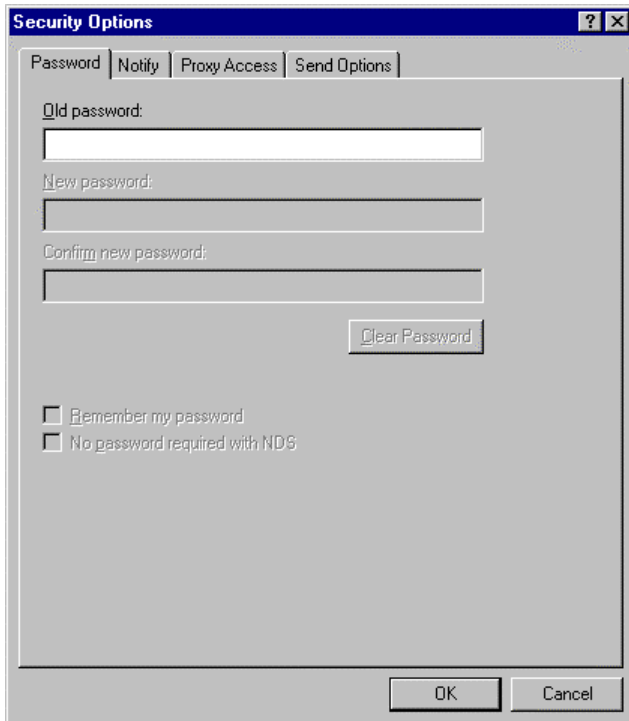
This document will detail how to do both.

Giving others access to your calendar

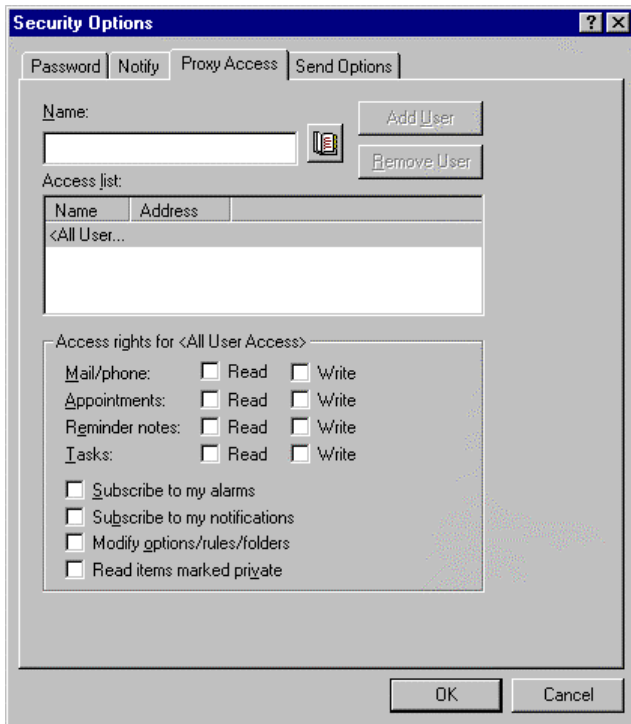
1. Start Groupwise. Pull down the **T**ools menu and choose **O**ptions.... The Options dialog box will appear.



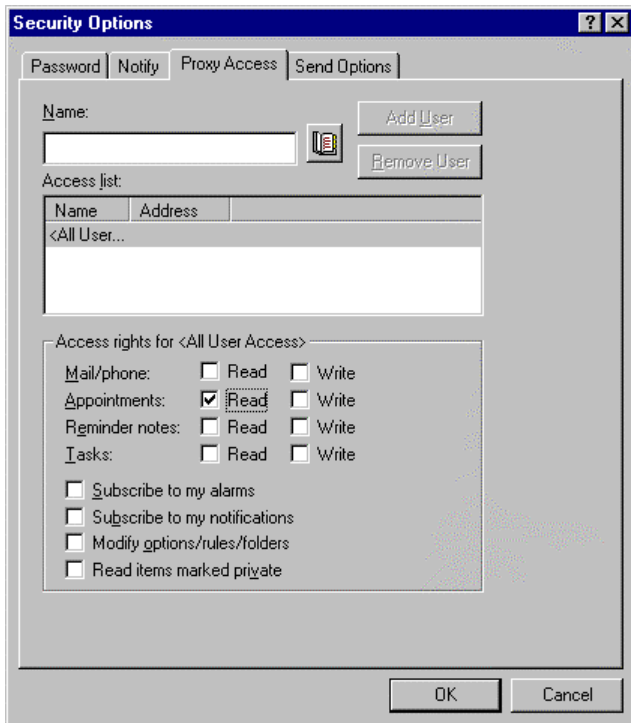
2. Double-click the **S**ecurity icon. The Security dialog box will appear.



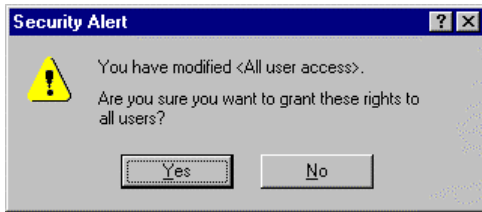
3. Select the Proxy Access tab. The illustration below reflects the default settings.



4. Assuming you want to give everyone Read access to your calendar, select the **Appointments: Read** checkbox in the “Access rights for <All User Access>” field, as shown below:



5. Click **OK**. A Security Alert dialog will appear.




6. Click **Yes**. You will return to the Options dialog box; click **Close**.

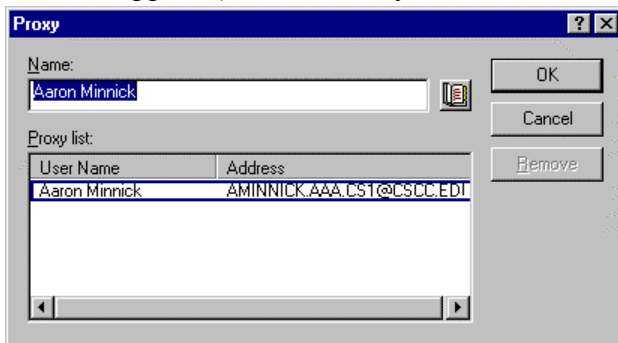
Others are now able to read your calendar, but they **cannot** make any modifications to it.

Accessing someone else's calendar

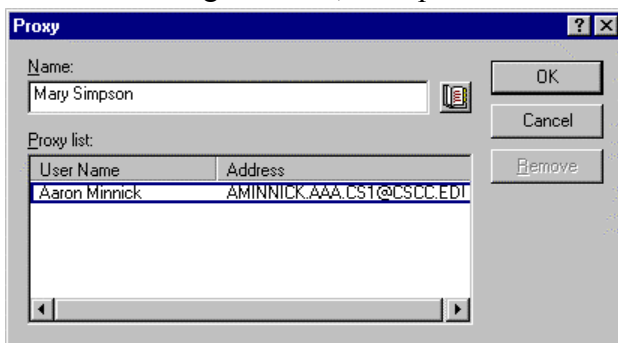
There are two different ways to do this. Both methods assume that the other person has followed the procedures above to give you Read access to their calendar.

Method 1: Proxy

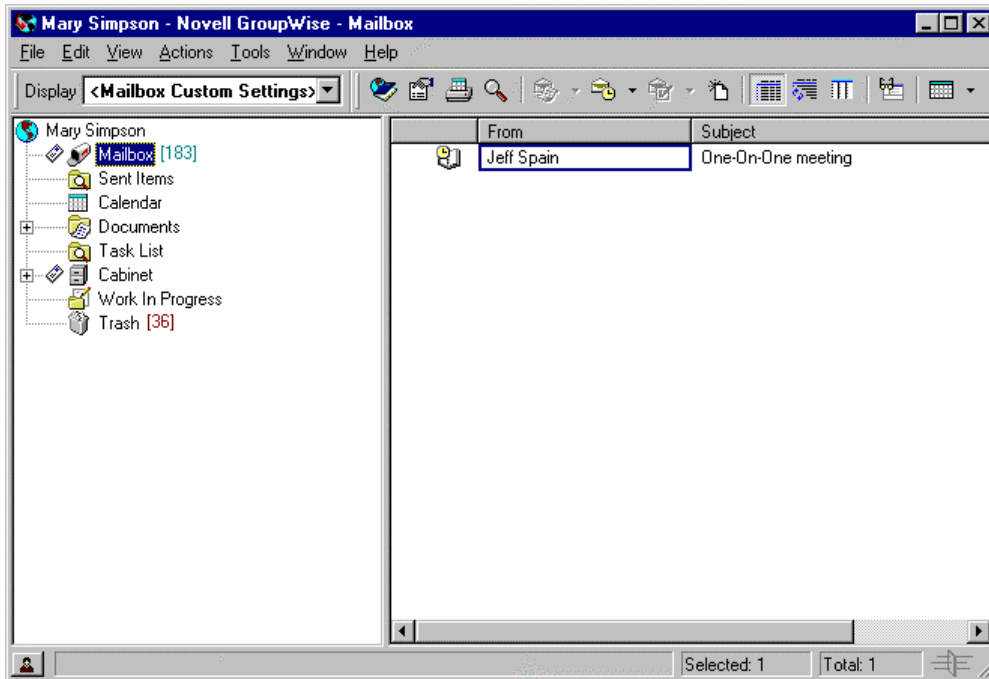
1. Start Groupwise and click the Proxy button  at the lower left-hand corner of the Groupwise window. Choose **Proxy...** from the drop-down menu. The Proxy dialog box will appear (the first time you do this, it will simply show your own name).



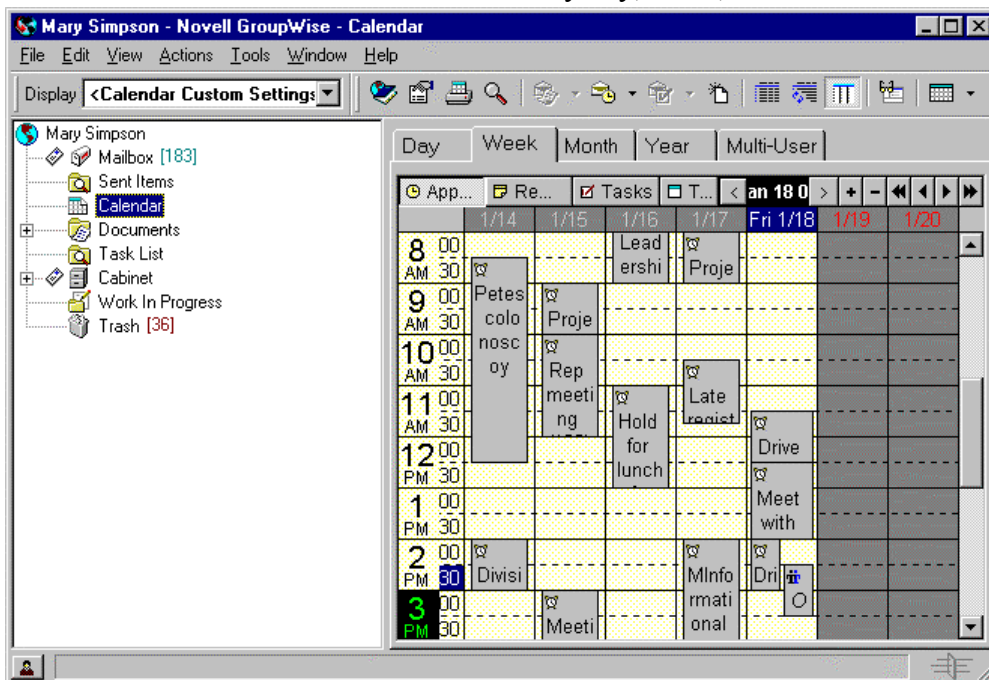
2. In the Name field, type the name of the user whose calendar you would like to see. As when addressing an email, Groupwise will auto-complete many addresses for you.





- When the person's name is complete, click **OK**. They will be added to the Proxy list and you will see their Groupwise window; however, only appointments will be visible.



- Click on **Calendar** to view their schedule by day, week, or month.

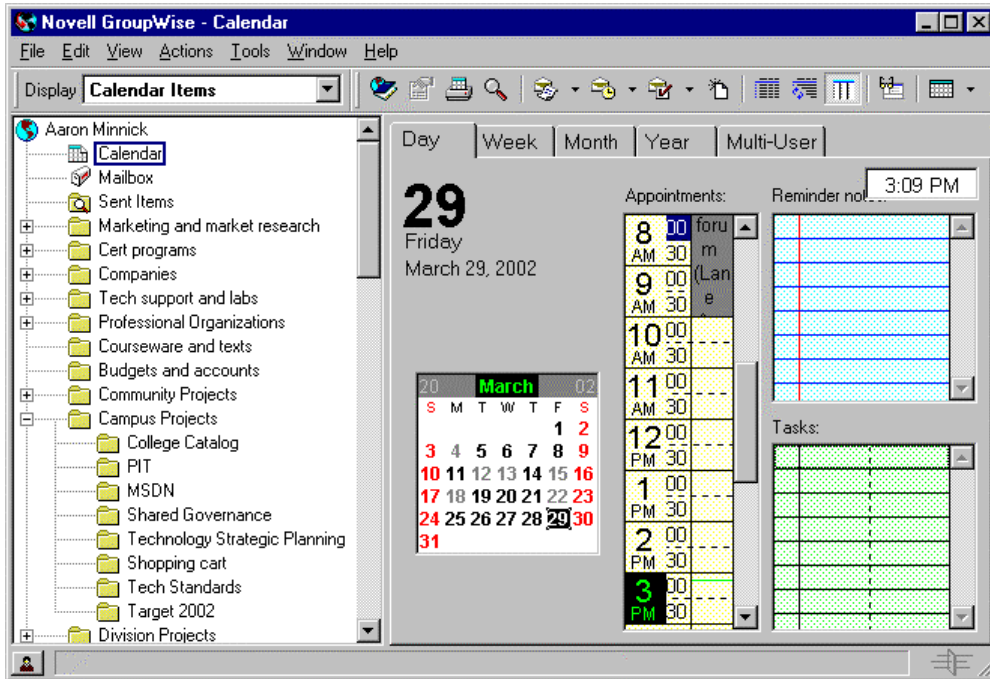


- When you are finished viewing their calendar, click on the Proxy button . Select your own name from the drop-down menu to go back to your own Groupwise window.

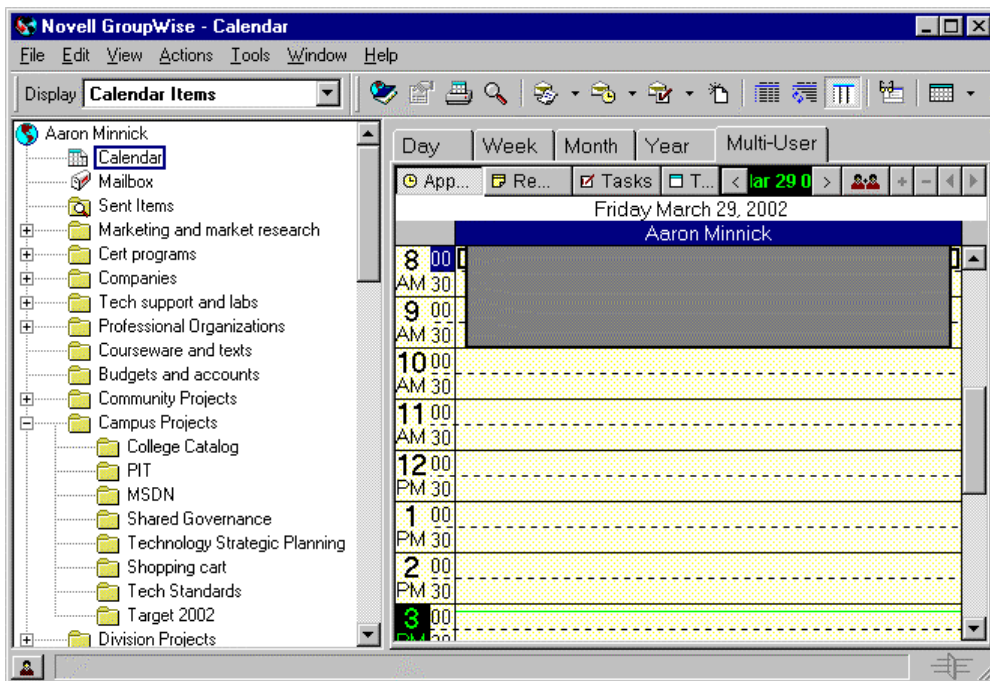
- The next time you wish to view that individual's calendar, simply click on the Proxy button  and select their name from the drop-down menu.


Method 2: Multi-User Calendar

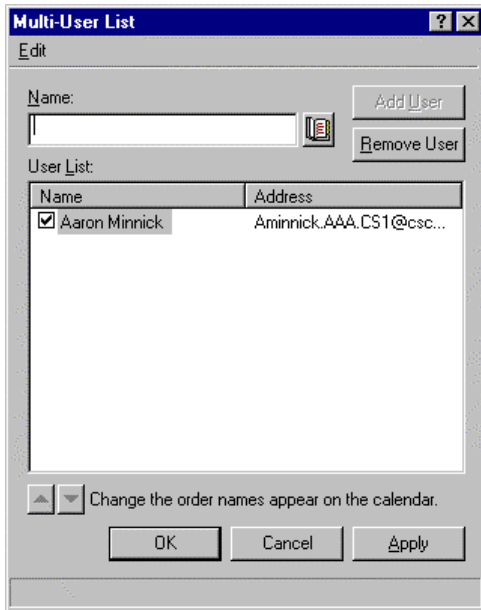
- Start Groupwise and select the Calendar. You should see a window similar to the following.



- Select the Multi-User tab. By default, this will simply show you another view of your own calendar.



3. Click the Multi-User button . The Multi-User list dialog will appear. By default, yours will be the only name on the list.



Multi-User List [?] [X]

Edit

Name: Add User
Remove User

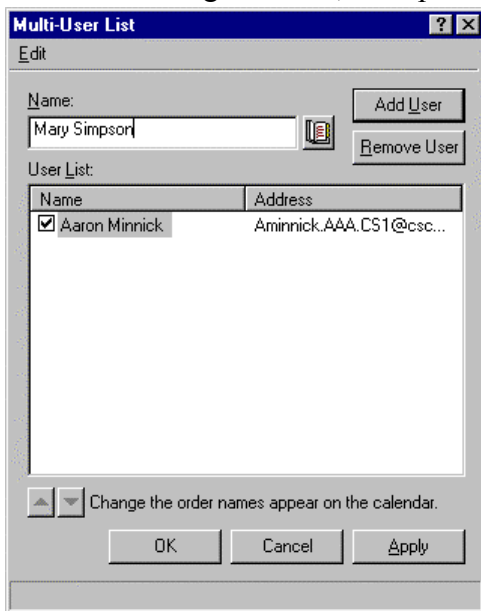
User List:

Name	Address
<input checked="" type="checkbox"/> Aaron Minnick	Aminnick.AAA.CS1@csc...

Change the order names appear on the calendar.

OK Cancel Apply

4. In the Name field, type the name of the user whose calendar you would like to see. As when addressing an email, Groupwise will auto-complete many addresses for you.



Multi-User List [?] [X]

Edit

Name: Add User
Remove User

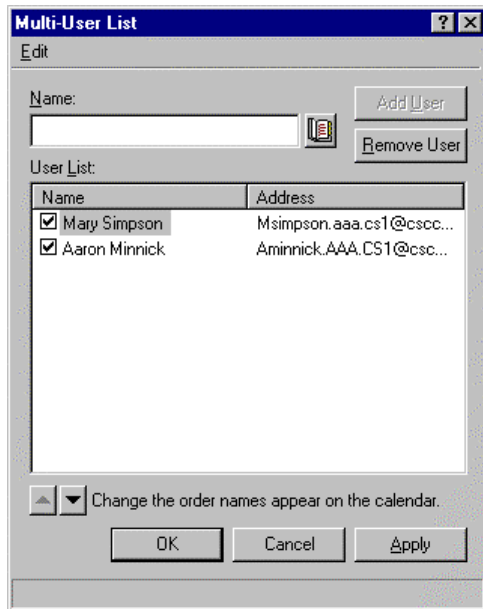
User List:

Name	Address
<input checked="" type="checkbox"/> Aaron Minnick	Aminnick.AAA.CS1@csc...

Change the order names appear on the calendar.

OK Cancel Apply

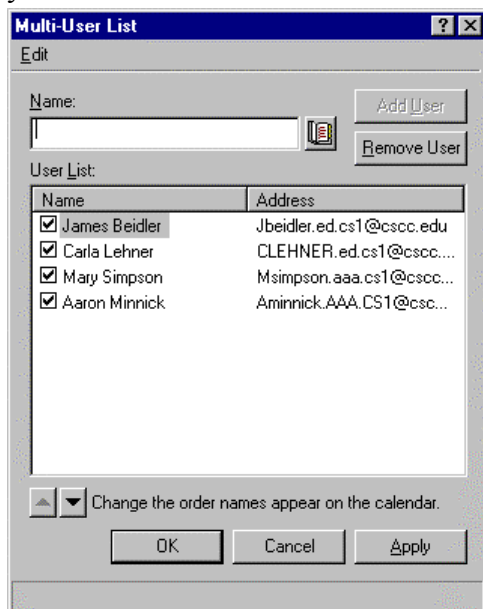
5. When the other person's name is complete, click **Add User**. Their name will appear in your User List.



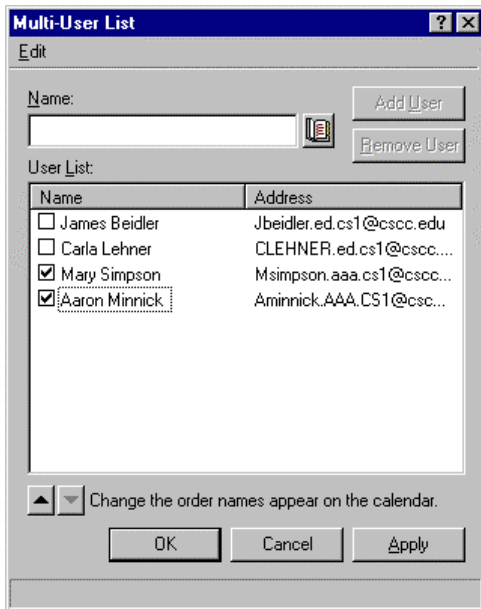
NOTE: If try to add someone who has not granted you access to their calendar, you will see a message similar to the following:



6. Continue to add people whose calendars you wish to view. You can add as many as you like.



7. Once you have set up a list of names, you can view any or all of their calendars. Uncheck any individuals whose calendars you do not currently wish to view.



8. Click OK to view the calendar(s).

