

## Groupwise Tip - Using Calendars, Colors and Categories

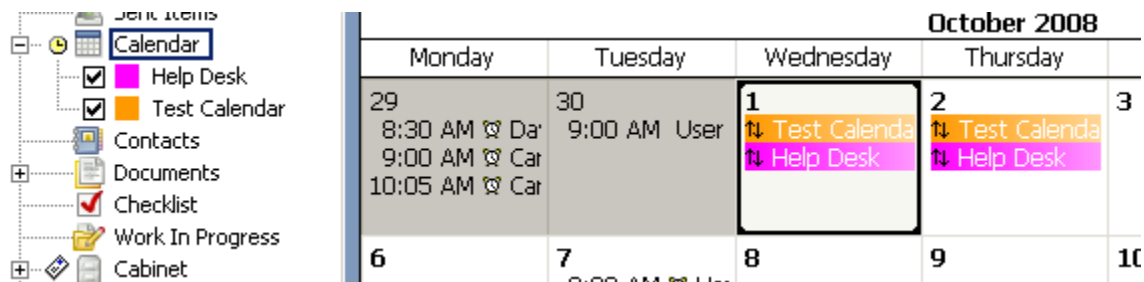
Most of us only use a single Calendar, but did you know you can also create multiple Calendars in your account?

Just right click on your Calendar in the folder list (this is the "Main" Calendar) and select "New Calendar". Name it and if you wish, right click the new Calendar and select properties to assign it a color. Your original Main Calendar now behaves like a folder, with a control beside its name that you can use to hide or reveal the newly created Sub-Calendar.

You may have noticed that the new Sub-Calendar has a check-box beside it. If you select a Sub-Calendar, only the entries you've made in that Calendar will show up in your Groupwise Calendar display. If you click on the Main Calendar it will show all the entries from whichever Sub-Calendars are checked!

When you assign a color to a Sub-Calendar it becomes much easier to see which entries belong to which Sub-Calendar when viewing your Main Calendar.

Here's a quick example:



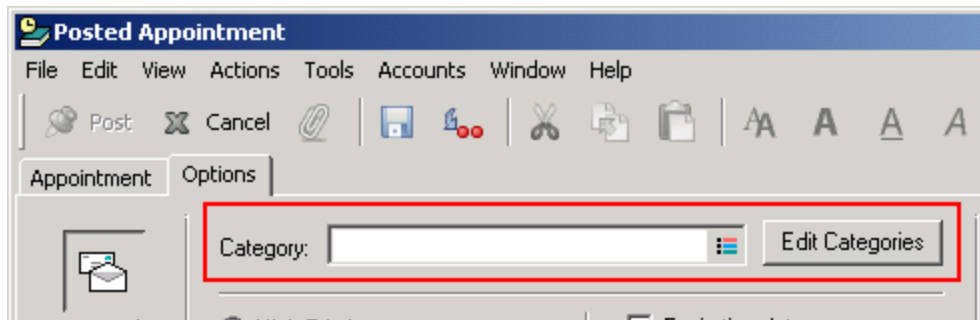
If you need to share a Sub-Calendar with a co-worker, right click the specific Calendar and select Sharing. A dialog will appear with the usual Groupwise address book name selector, and at the bottom, some simple access controls.

### Color and Categories

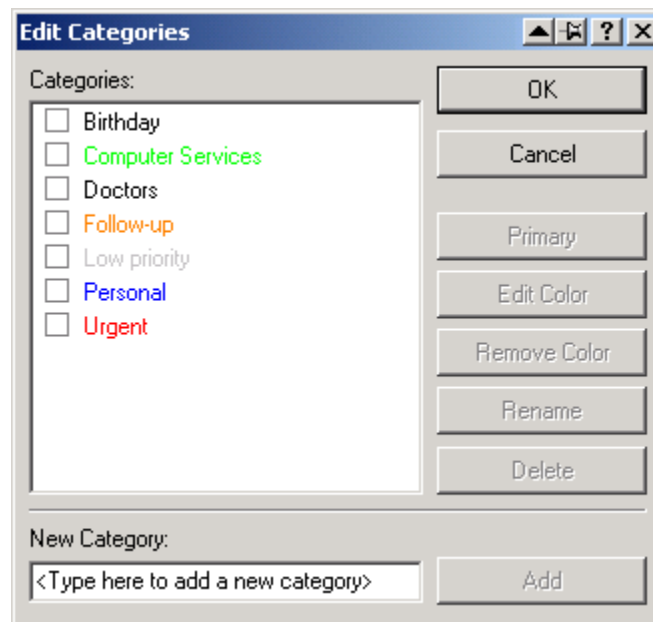
Categories provide you with a way to organize your items. You can assign a category to any item, including contacts. You create and add categories and can give each category an identifying color. The colors display in the Item List and in the Calendar.

Four default categories (Follow-Up, Low Priority, Personal, and Urgent) are available for you to immediately assign to items. You can modify and delete them if you choose, as well as continue to create new categories.

Get started by right clicking a Calendar item and choosing "Open". Now click on the tab "Options".



Near the top is a button labeled "Edit Categories". Click this to see, edit or add new categories and to change or assign colors to your categories.



You can also assign Categories (and colors) to your email. Right click on an email and choose "Categories -> More" to open the Edit Categories dialog box shown above.

For more information on how to use Groupwise Categories, you can search the Help File Index for the keyword, "categories".