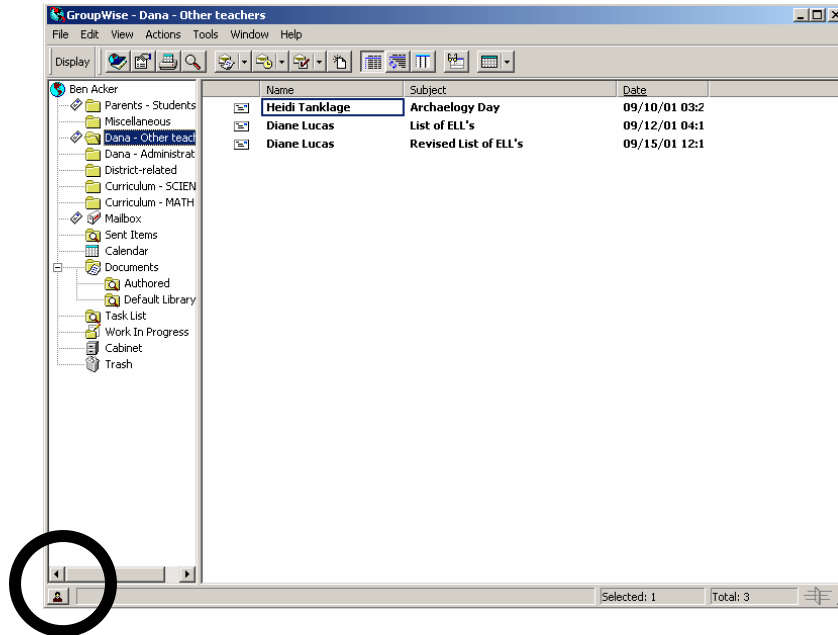


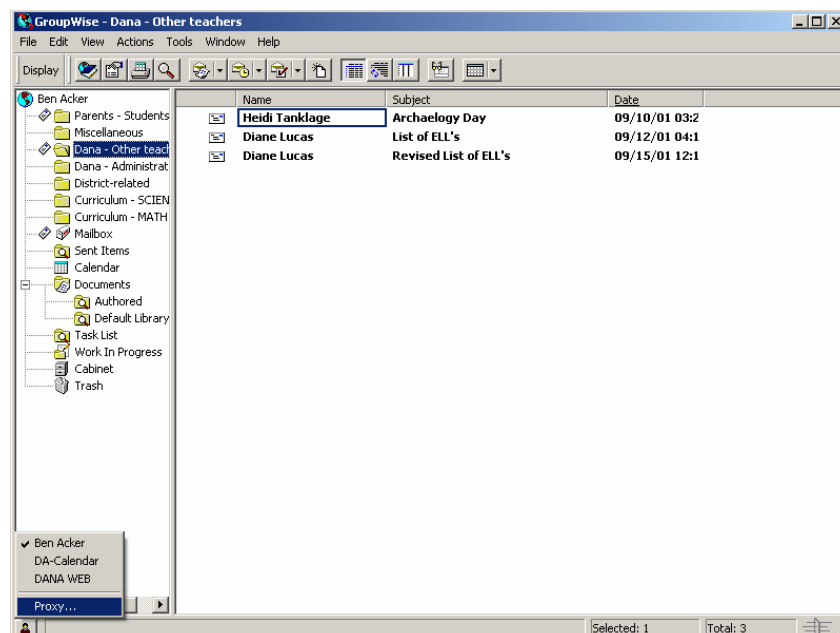
Directions for Accessing Dana's Master Calendar with Groupwise

The Master Calendar for Dana Middle School is now accessible to all Groupwise users. Please follow these instructions to set up your account.

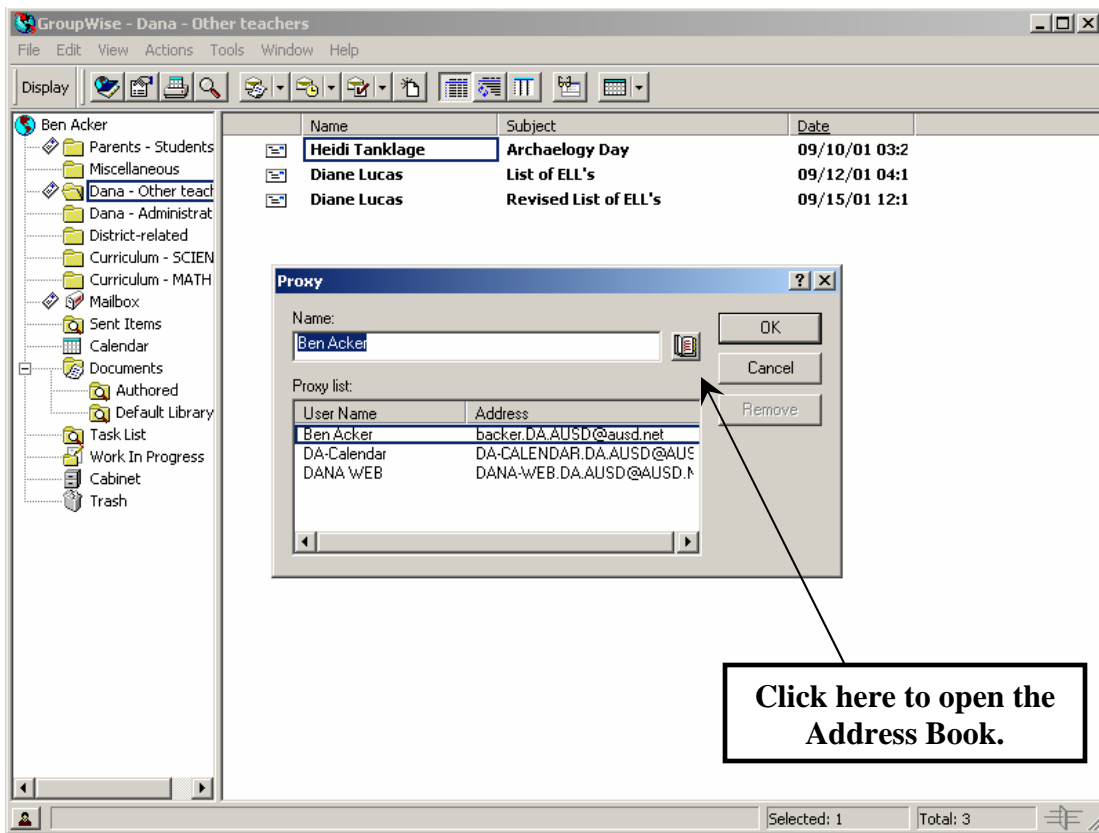
1. Open your Groupwise account. Locate the proxy icon (the square button with little man in the burgundy shirt) in the bottom, left-hand corner of the Groupwise window, and click on it.



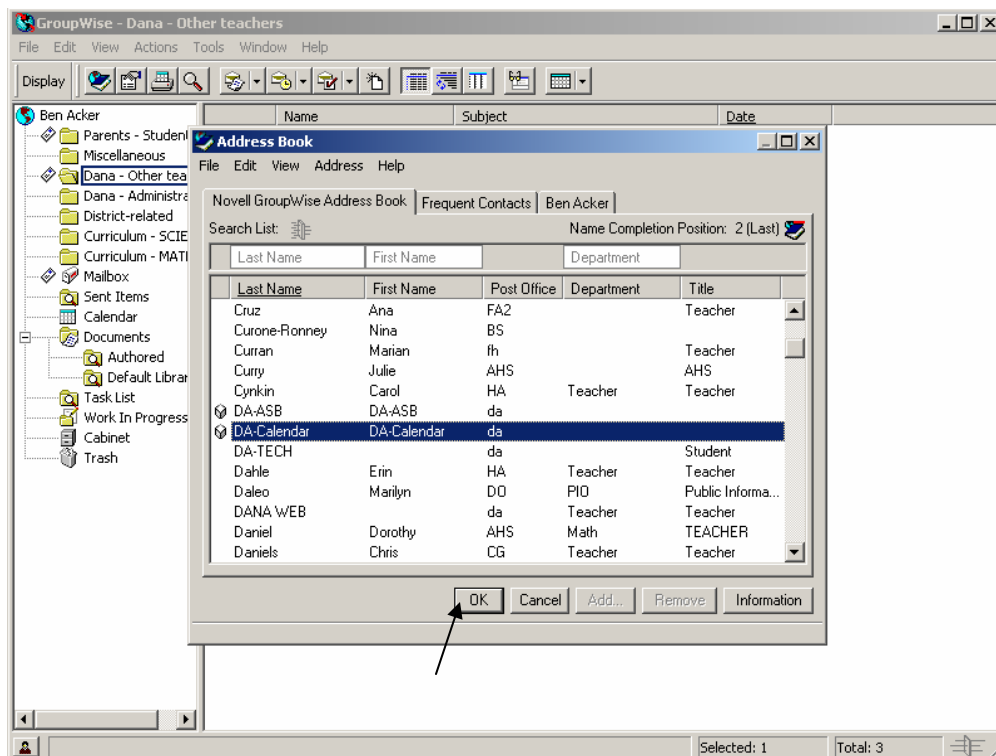
2. Once you click on the button, a menu will appear. Click once on Proxy...



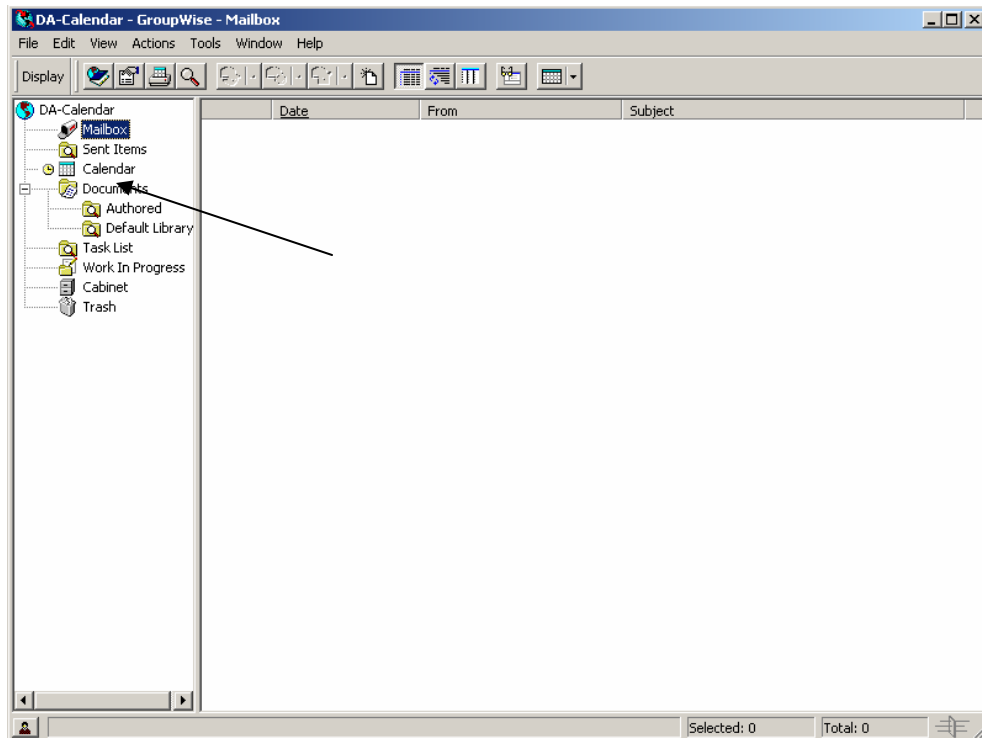
- The Proxy window will open. Click on the Address Book icon to the right of the Name window.



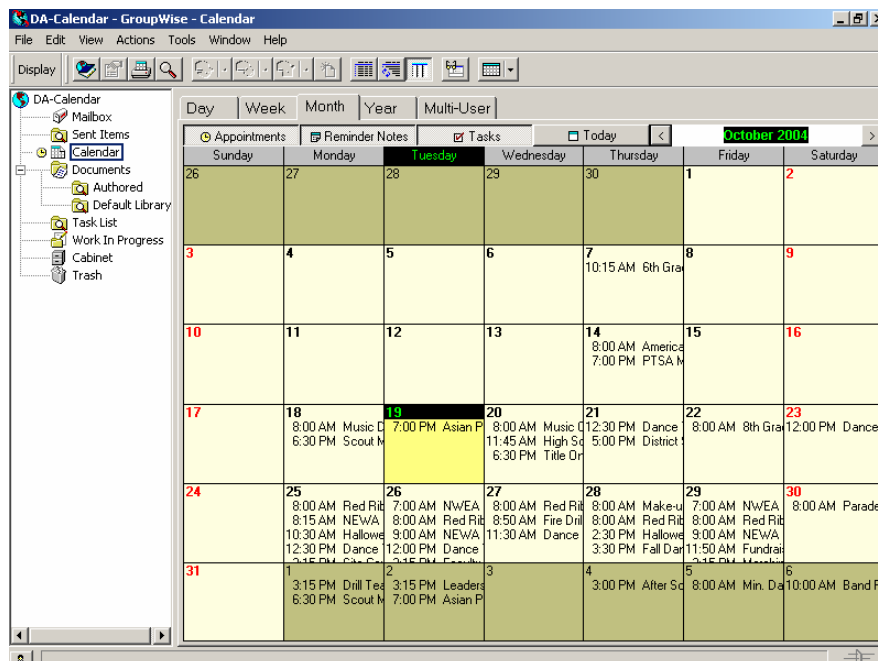
- Once the Address Book window opens, scroll through the list, and find DA-Calendar. Select DA-Calendar by clicking once, then click OK.



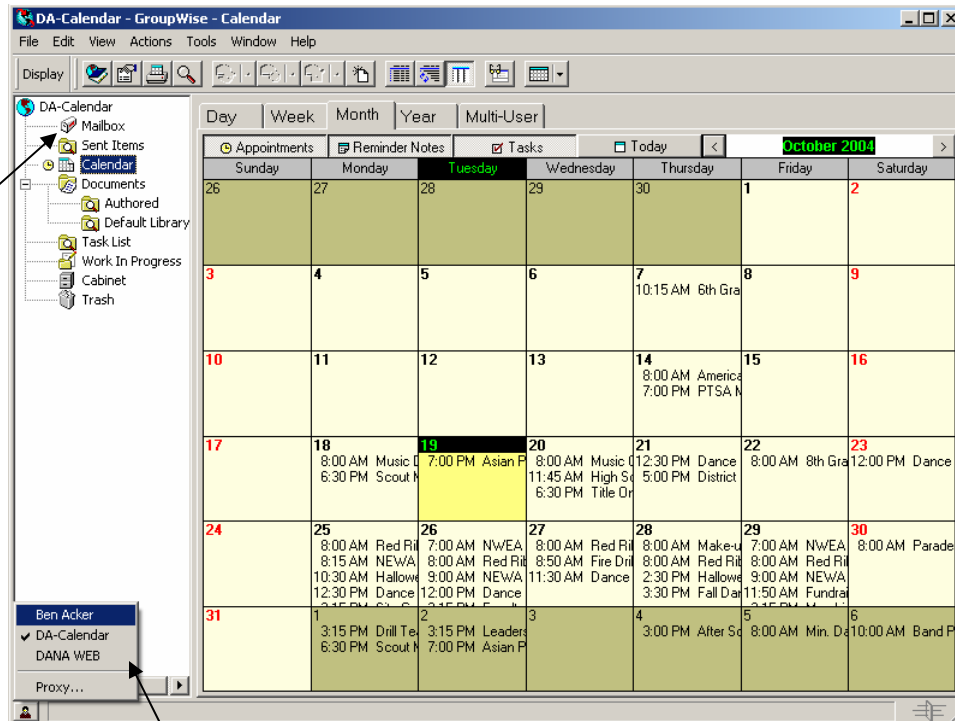
5. Your Groupwise is now accessing the Dana Middle School Master Calendar. Click on the Calendar button, listed on the left-hand side of your Groupwise window...



6. ...and the calendar appears. Notice that you can change the view of the calendar by selecting from the tabs at the top of the page (Day, Week, Month, Year). You can also hide different calendar items by selecting or de-selecting the item types directly below the “Day, Week, etc.” tabs (there is probably no reason to do this, as all Calendar items are entered as Appointments). De-selecting this tab will make all calendar items disappear from your view. Currently, users cannot change, add, or erase items from the Master Calendar. If you wish to have something added or changed, please contact Kathy Navarro or Jeff Hunter.



7. To switch back to your Groupwise e-mail, click on the Proxy icon, and select your name from the list. Your account will switch back automatically. You may have to select your Inbox (the small mailbox icon) from the list to see your incoming messages.



Select your Mailbox to view messages.

Select your name from the Proxy list to switch back to your Groupwise e-mail account.