

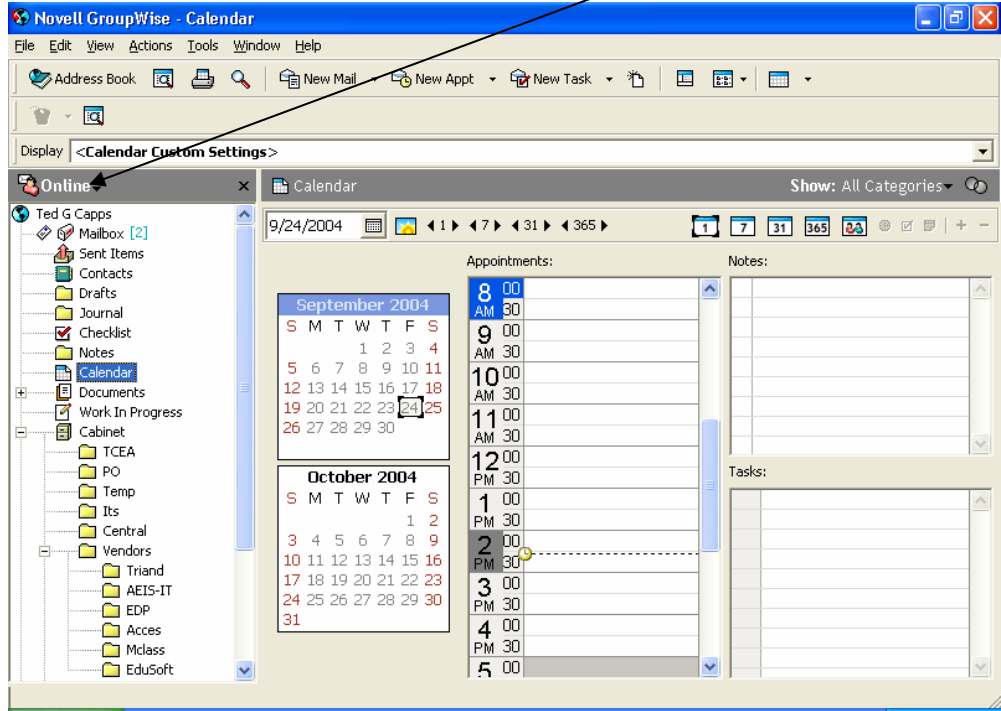
# **GroupWise Calendar Proxy**

**In this module you will**

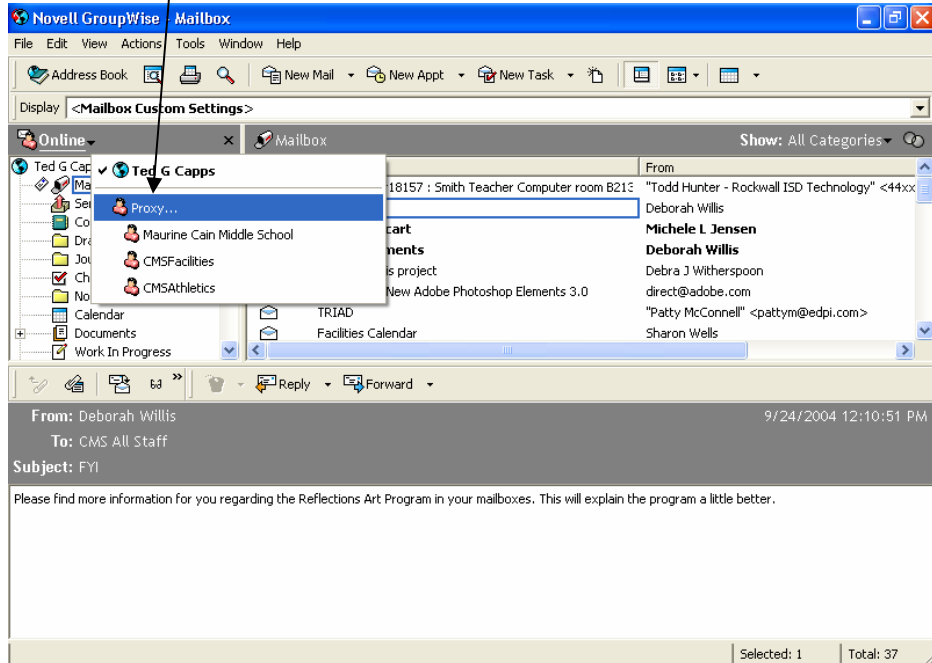
- ◆ Proxy to Calendars

## To access calendars using GroupWise Proxy:

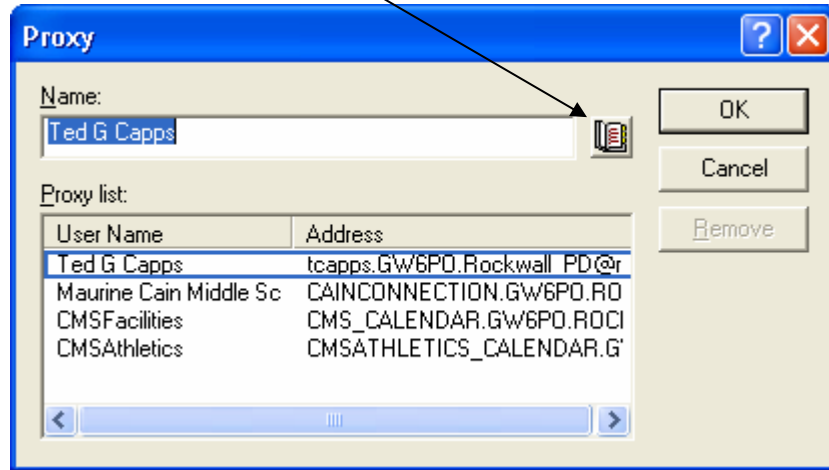
### 1. From your GroupWise Calendar choose Online.



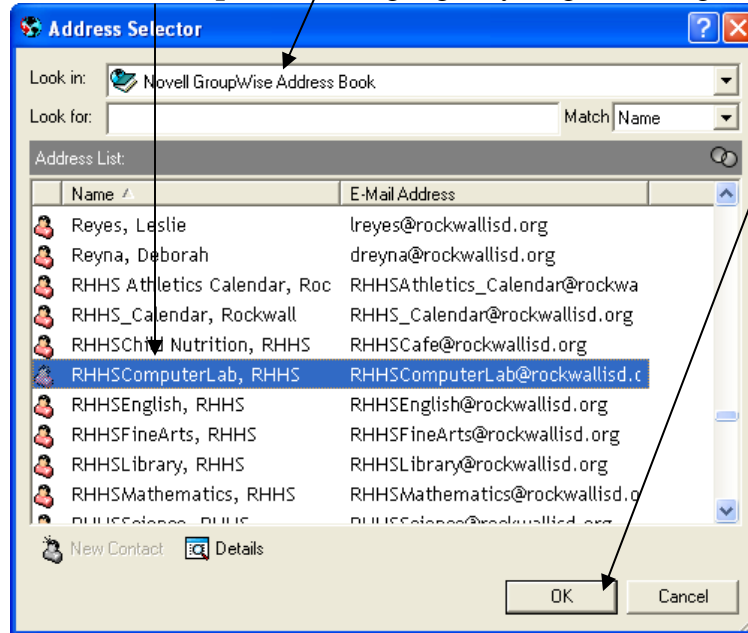
### 2. Click Proxy.



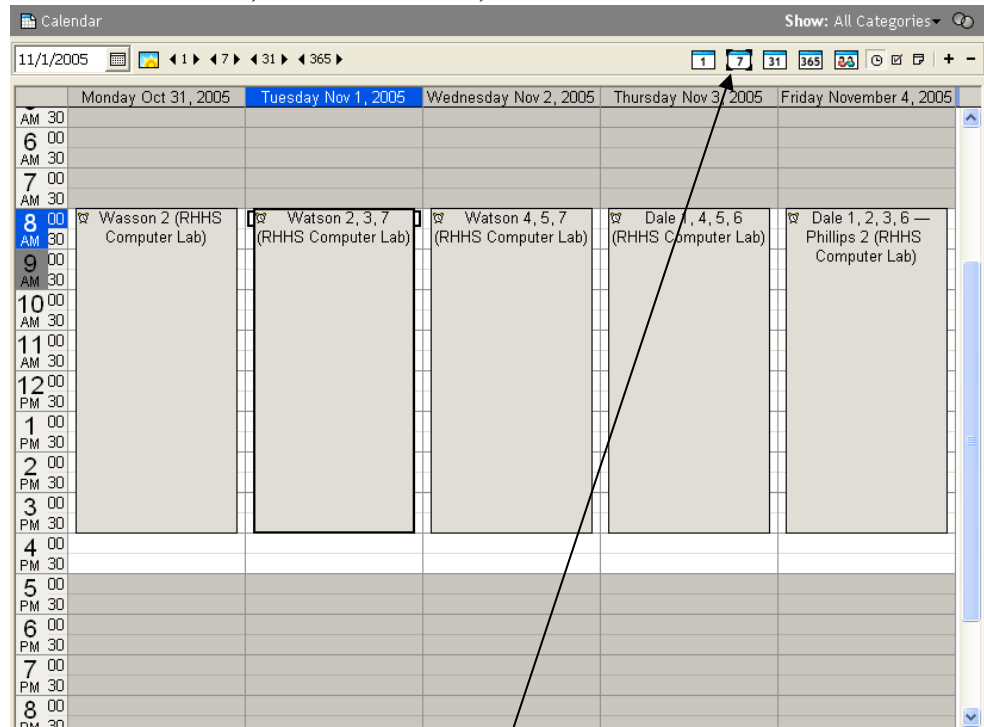
3. Browse the **Address Books**



4. From the **Novell GroupWise Address Book**, navigate to **RHHSComputerLab**, highlight by single clicking, and choose **OK**.



5. You are now looking at the **RHHSComputerLab** calendar. You can also do this for **RHHSLibrary**, **RHHSEnglish**, **RHSSocialStudies**, **RHHSScience**, **RHHSFineArts**, and **RHHSMathematics**.



**Note:** It is best to view the calendar seven days at a time. In the example above teachers have reserved the computer lab for the specified class periods.