

# Calendar Appointments

## Making an Appointment Private in Your Groupwise Calendar

1. Open your Groupwise calendar
2. Right click with the mouse on the desired appointment and select Mark Private

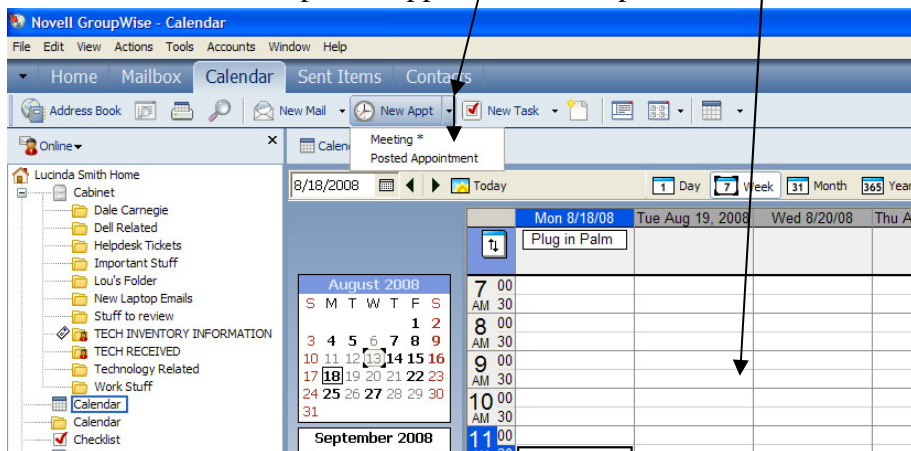


3. The appointment is now marked private. The appointment time will still appear to other users as busy, however, they will not be able to view what the actual appointment is for.

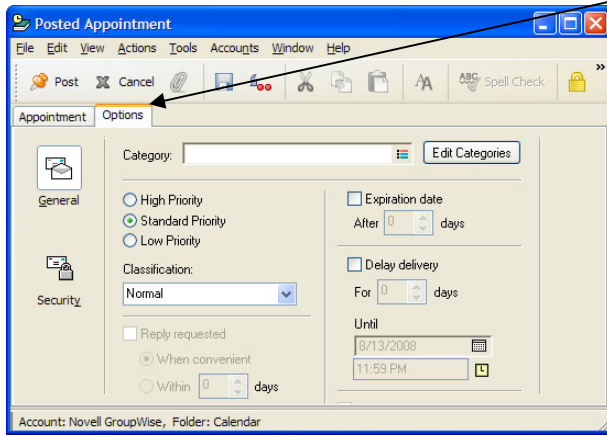
## Adding Color to Your Appointments


Want to make your appointments stand out, or categorize various appointments?

1. Create an appointment by double clicking on an appointment day and time on your calendar or select new posted appointment in top menu

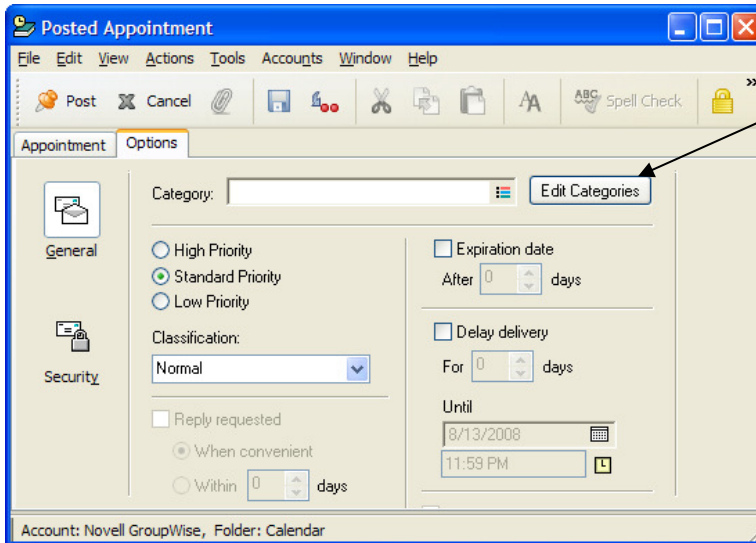


2. Type in appointment information and then click options tab



3. You can use the default categories that are provided or create you own. To view what is provided click on the , next to the category box. Click in the box to select a color.

4. If you want to create your own colors and categories, click on the button Edit Categories



5. Next either select a default category and change the way you like, or create your own

