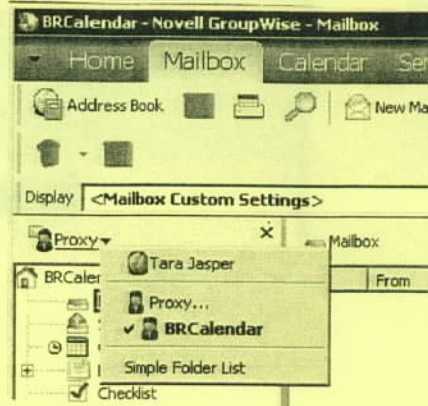


Viewing the Blue Ridge Calendar – Help Sheet

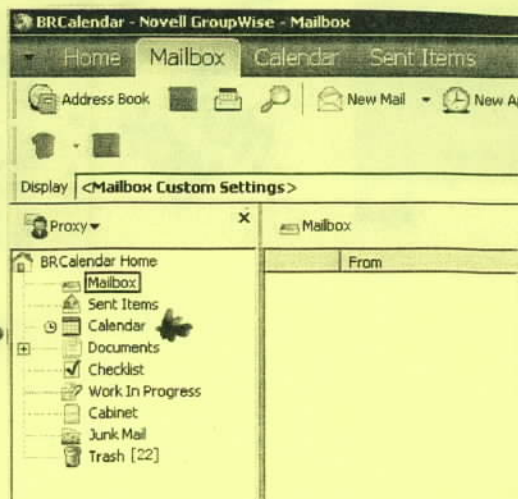
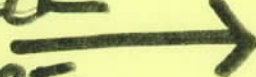
From your Groupwise Mailbox, click on the "PROXY" key. The following picture will show you what the screen will look like.

Click on the BR Calendar.



This brings you to the BR Calendar. However, it opens in BR Calendar's Mailbox. The calendar cannot send or receive mail – so you will need to click on BR Calendar's Calendar.

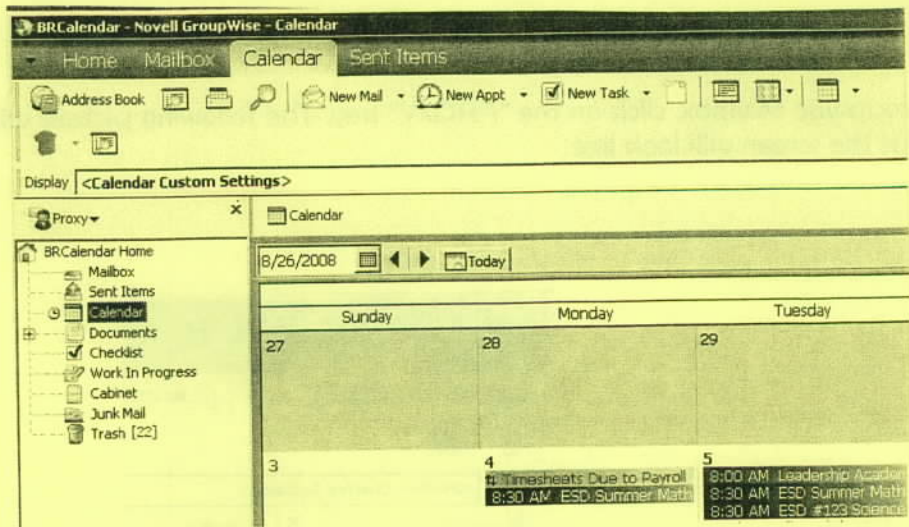
**CLICK
HERE**



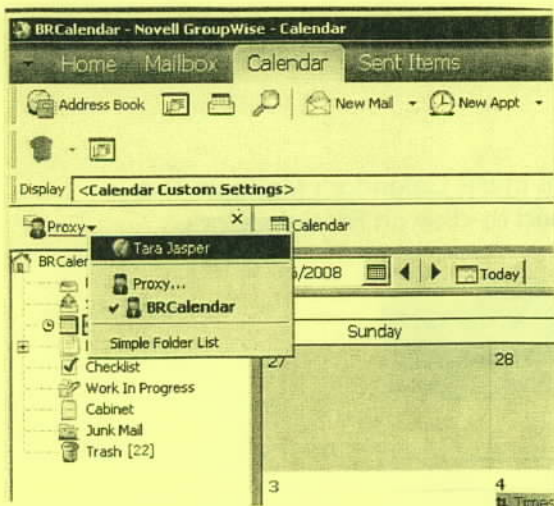
**(YOU'RE
NOT QUITE
DONE)**



Voila! You can now see everything that is happening at Blue Ridge.



To get back to your Groupwise Mailbox. Go again to the PROXY button and scroll up to your name. DO not panic, you will be seeing your own calendar. To view your mailbox, click on the mailbox icon.



*Click on
Tara Jasper
Mail
Box*

