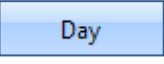
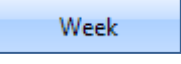
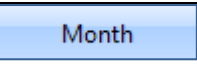


VIEWING THE CALENDAR

The Calendar can be viewed in a variety of ways. By default, the Calendar is displayed in Month View. To change the view, click the appropriate button on the Standard toolbar. The table below describes the different views that are available when the Calendar is being viewed. The buttons used to change to each of these views are illustrated in the table.

View		Explanation
Day View		This view displays the Calendar one day at a time. The Calendar is separated into half hour increments of time.
Week View		This view is used to display one calendar week at a time. Once the button is clicked two additional options appear: Show Work Week - When this option is chosen the days specified in the calendar setup as the work week will display. The default is Monday through Friday. Show Full Week - To show the full week (Sunday through Monday), click this button.
Month View		To display a month at a time, choose this view. Once this button is clicked, the three Details buttons will display: Low - To hide the appointments and meetings in the calendar, click this option button. Medium - Only events are displayed when this option is chosen. Appointments and meetings will appear as horizontal lines with the width of the line indicating the amount of time scheduled for the appointment. High - This option shows all the appointments in the calendar for a particular month.

In addition to the views described in the previous table, there are several other views available. To select these views, click **View** on the **Menu Bar**, select **Arrange by**, point to **Current View** and then point to the desired view. These views are described in the table below.

View	Explanation
Day/Week/Month	This is a view of the Calendar that provides a view of appointments, events, and meetings for the period of time specified. This is the default view. It includes the Date Navigator.
Day/Week/Month with Auto Preview	This is the same as the Day/Week/Month view, but also includes the first line of comment text for each Calendar item.
All Appointments	Every appointment in the Calendar that has not been archived will display in tabular format.
Active Appointments	To view a list of appointments and meetings that are scheduled for the current day and appointments in the future, click this view. This view shows the details of the appointment in columns
Events	To display a list of events with the details of the events in columns, choose this view.

View	Explanation
Annual Events	To display a list of events that occur annually, click this view. The events and the details of the events will display in columns.
Recurring Appointments	This view will show all the recurring appointments that are scheduled in the Calendar. The details of the appointment will be displayed in columns.
By Category	To display a list of all items grouped by Category, choose this View. The details of the appointment, event, or meeting will be displayed in columns.
Outlook Data Files	This is a list of the Calendar files that are stored in Outlook.