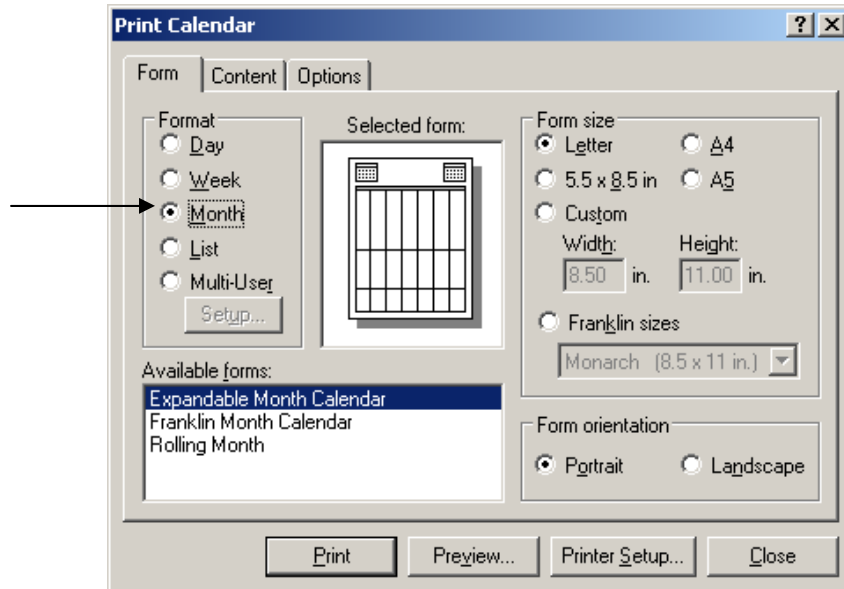


## How to print Groupwise Calendar

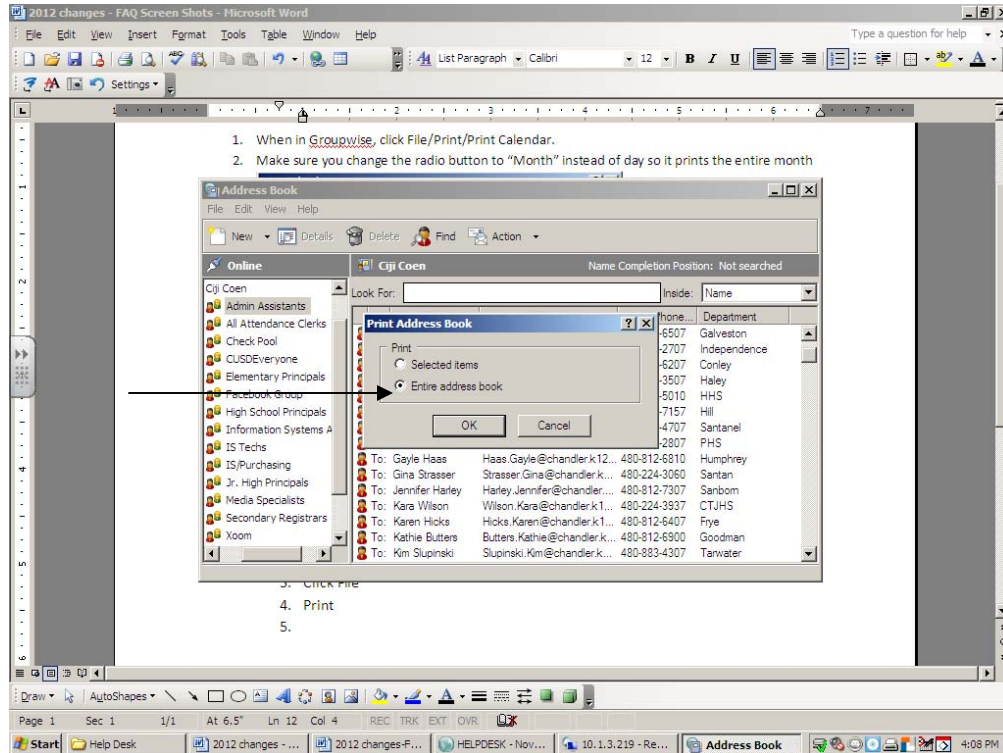
1. When in Groupwise, click File/Print/Print Calendar.
2. Make sure you change the radio button to “Month” instead of day so it prints the entire month



3. Click Print

## How to Print your Personal Groups from Groupwise

1. Within Groupwise, click on Address book
2. Right Click on your Specific Group you want to print
3. Click File/Print/Click "Entire Address Book"



4. Click OK
5. Make sure List is clicked and click Print
6. Once Outlook becomes available to you, these groups can be added back in manually.