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"

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- 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.