

## GroupCalendar - Getting Started

Hello!

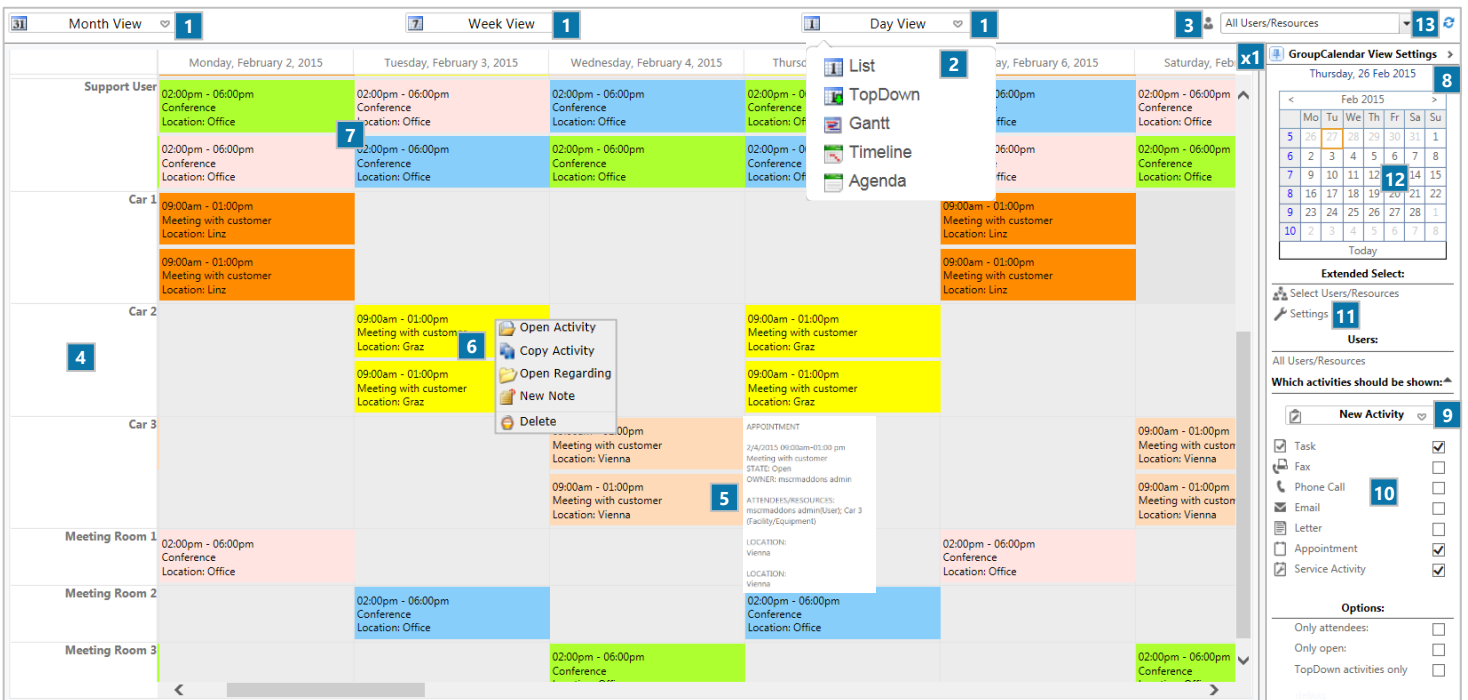
Thank you for using [GroupCalendar](#). This getting started guide will help you to work with this Add-On right away, introducing the main features. For detailed information, please take a look at our [guides](#) or [blog](#).

**Installation:** For details on how to install GroupCalendar, please read the [installation guide](#). If GroupCalendar is already installed, please continue reading.

### How to use GroupCalendar

To access GroupCalendar open CRM, select "Workplace" in the ribbon and open GroupCalendar:

- 1) Different views: Day, Week and Month View
- 2) Click on drop-down button next to the main view to access single views
- 3) Select user, teams, resources
- 4) Shows different users and resource groups
- 5) Move the cursor on an activity to get details
- 6) Right-click on activity to open/copy/delete it. Open regarding or write a new note.
- 7) Define specific colors for different activities
- 8) The Side Bar is the same in every view
- 9) Create new activities
- 10) Select activity-type which should be displayed



- 11) Define personal settings
- 12) Click on a day/week to change the view
- 13) Reload newly created activities to be displayed
- 14) Click on the gray pin to pin or unpin the SideBar

#### *In General:*

- Double-click on activities to open and edit the activity in CRM
- Double-click on a day to create a new appointment
- Drag&Drop appointments to change the time and user

#### *License Manager*

All our Add-Ons come with a 14-days trial license. Once received the license file from our support-team, open the License Manager to install it.

#### *Contact*

We hope our product is to your full satisfaction and a useful supplement to your business activities. If you have questions to the product please send an email to [support@mscrm-addons.com](mailto:support@mscrm-addons.com)  
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