



Managing your day just got easier

WebOffice Online Calendar makes managing your day easier than ever. Keep track of your business and personal appointments, group meetings, events, and company-wide functions, all from one, centralized resource.

It's simple to stay in sync with your project team, department, office, and entire company - from anywhere in the world. Our powerful Group Scheduling capabilities make it easy to see who's available and what needs to be done. Save everyone's time by avoiding meeting and scheduling conflicts.

Even remote workers will stay connected and up to date - as if they're right in the same office. Working together just got easier with WebOffice!



Online Calendar

Easily manage your appointments, events, deadlines and more in one, centralized calendar. Stay organized and in touch with everyone on your team!

Powerful Calendar Features That Are Easy To Use

Now it's easy to schedule appointments, meetings, and events. Share your calendar with colleagues, while keeping your personal appointments and events private. Sync your calendar with your Palm® handheld and Microsoft Outlook® and always be up to date. You can easily send e-mail invitations to meeting and event participants and attach relevant documents, agendas, directions and more.

Group Calendars Keep Everyone Connected

Share your calendar with colleagues who need to know your schedule, while keeping your personal appointments and events private. Keep your organization connected to your business whether they're in the office or on the road. It's like having everyone in the same office.

You're Always Up To Date and Organized

Today's office is dynamic and you don't always work in one place. WebOffice Online Calendar makes it easy to stay organized and up to date from wherever you need to work. Because everything is available on the web, you can securely view your calendar and your group's schedules to coordinate your day. You'll always have the latest information at your fingertips with just a click of your mouse.

Get Pop-up Reminders To Keep You On Track

Use the WebOffice Desktop Assistant to receive handy pop-up reminders for your upcoming events right on your desktop. This optional feature automatically reminds you of your events - even without your calendar or web browser open. Now you can be sure you won't miss another important event.



Online Calendar keeps you organized and on schedule — wherever you need to work.



Group Scheduling & Calendar Sharing

Share your Online Calendar with your team to easily coordinate meetings and events. View each person's availability side-by-side to save time and manage schedule conflicts.

Schedule WebEx Web Meetings

Organize and schedule full-feature WebEx web meetings right from your Online Calendar (Optional feature).

Synchronize to Outlook® or Palm®-devices

Sync your Online Calendar with your Palm® handheld device or Microsoft Outlook® keeping your schedule current and available from anywhere at any time.

Pop-Up Reminders

Get handy pop-up reminders that alert you to your upcoming meetings or events. It works even if your web browser is closed, so you'll never miss an important meeting.

Automatic Meeting Invitations and Links

Send invitations to your events by email right from your calendar. You can even attach relevant documents and information. Attendees will also get automatic updates by email whenever you make changes, along with a direct link to the updated event information.

Reserve Meeting Locations Online

Avoid schedule conflicts by confirming location availability and reserving meeting rooms in advance - right from your Online Calendar.

Multiple Calendar Views

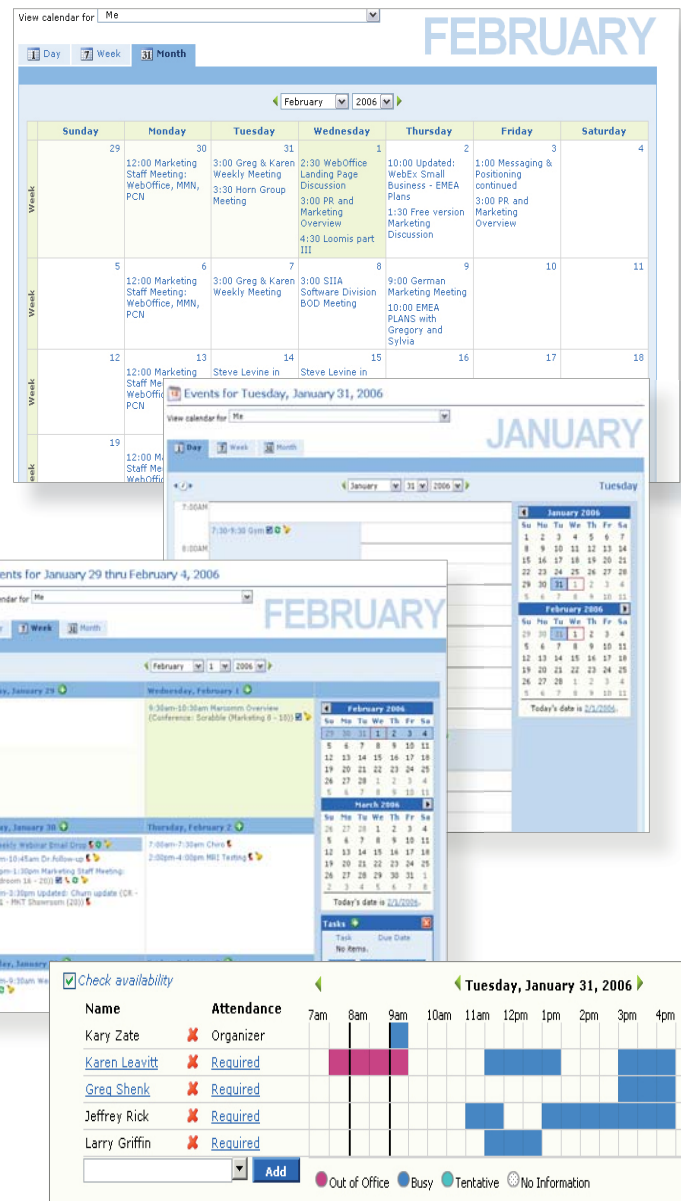
View your calendar by Day, Week, or Month. Print crisp, clear calendars in all formats.

Manage Meeting Invitations

Accept or decline a meeting with a simple click. The meeting organizer is notified immediately and your WebOffice keeps an updated status of attendees.

Global Access to your Calendar

Access your WebOffice Online Calendar from anywhere using the web to stay updated and informed with the most current information.



Find out more about WebEx WebOffice Online Calendar and other WebEx applications at www.weboffice.com or call our toll-free sales hotline at 1.888.932.2600