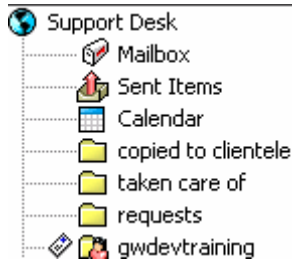


GroupWise Client

Appointments



There are two types of appointments in GroupWise. Posted appointments are appointments that only you need notification of (ie a reminder note). And, Appointments, invitations of sorts.

Posted Appointments

A *posted* appointment is posted just to **yourself** - like a POST IT NOTE. It is a scheduled event on your calendar. You do not invite others to a posted appointment.

Creating a Posted Appointment

- Right-click the disired time for the appointment and choose New > Posted Appointment
- Enter the Subject – Place – veryr the Start Date – Time & Druation and message
- Click Post

Appointments

Appointments involve **more than one person**. When you create an appointment you will receive a meeting notice. It is placed in your Mailbox and in the Appointments list in your Calendar as well as those of all invitees. You can Accept or Decline Appointments.

Creating an Appointment

- Right-click the disired time for the appointment and choose New > Appointment
- Enter the names of the invitees, the Place – verify the Start Date – Time & Duration, Subject and message
- If you aren't sure whether the invitees are available, use the Busy Search – see next.

Marking an Item Private


You can limit a proxy's access to individual items in your Mailbox or Calendar by marking items Private. When you mark an item Private, you prevent unauthorized proxies from opening it. Proxies cannot access items marked Private unless you give them those rights in your Access List.

If you mark an item Private when you send it, neither your proxies nor the recipient's proxies can open the item without rights. If you mark an item Private when you receive it, it cannot be read by your unauthorized proxies, but it can be read by the sender's proxies. Appointments marked Private display in Busy Search according to the status you selected when you accepted the appointment.

In an open item, click Actions, then click Mark Private or In your Calendar, click an item in the Appointments, Reminder Notes, or Tasks List, click Actions, then click Mark Private.

Sending Appointments

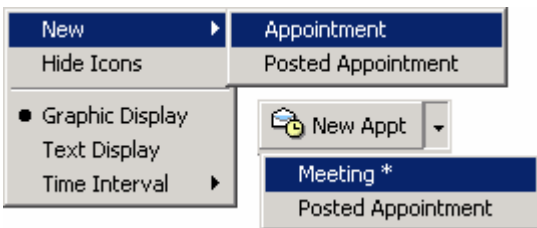
An appointment is an invitation of sorts. You create the appointment and send it to the people that you would like to attend. The appointment will arrive in their mailbox and they have the option of accepting it and adding it to their calendar or they can decline it.

Click on the **New Appointment** button on the toolbar.  Add any email addresses to the To, CC, and BC fields that you want. Note that your name will be in the recipient list as well. You can remove it if you do not want to attend the appointment. Fill in the Place, Start Date, Start Time, Duration, and Subject. You can add whatever message you want in the Message field

Click **Send**

Appointments/Meetings

Creating an **Appointment** (Meeting) is very similar to creating a **Posted Appointment**.



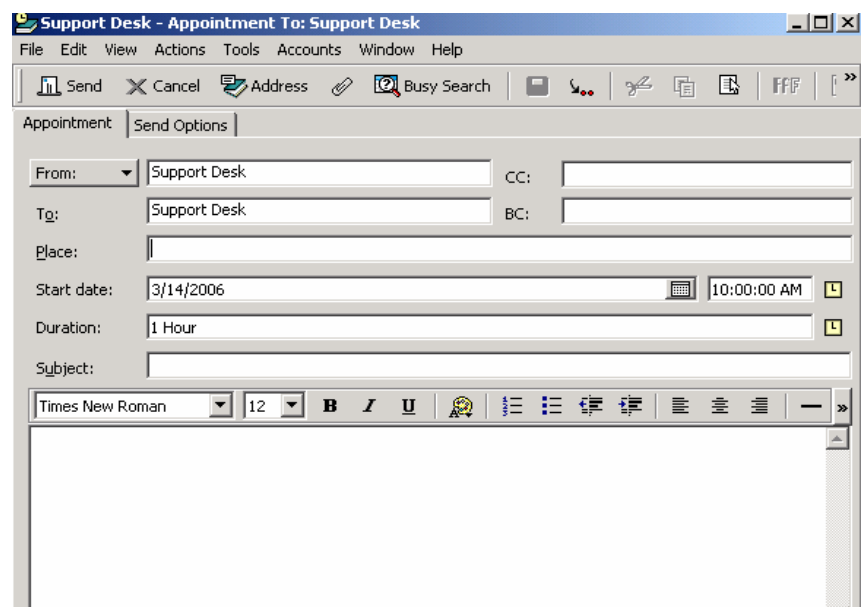
You can create a new posted appointment by using the shortcut menu: right click on the calendar, and choose **New->Appointment**, or you can use the toolbar button **Schedule New Appointment -> Meeting ***.

Appointment and **Meeting.*** are the same.

This is a combination of an email message and a posted appointment window. It will perform the function of both. This will set an appointment on your calendar and email the appointment to everyone you invited to this meeting.

To invite others to this appointment, treat it like an email message, click inside the **To:** box and type their names, or click on the **Address** book.

Everything discussed in the posted appointments applies to these Appointment/Meetings. You can set it to repeat using Auto-Date, you can set this as a Private meeting, you can even set the user status (Show Appointment As...). The only difference is you can invite others to this activity.



Using Auto-Date

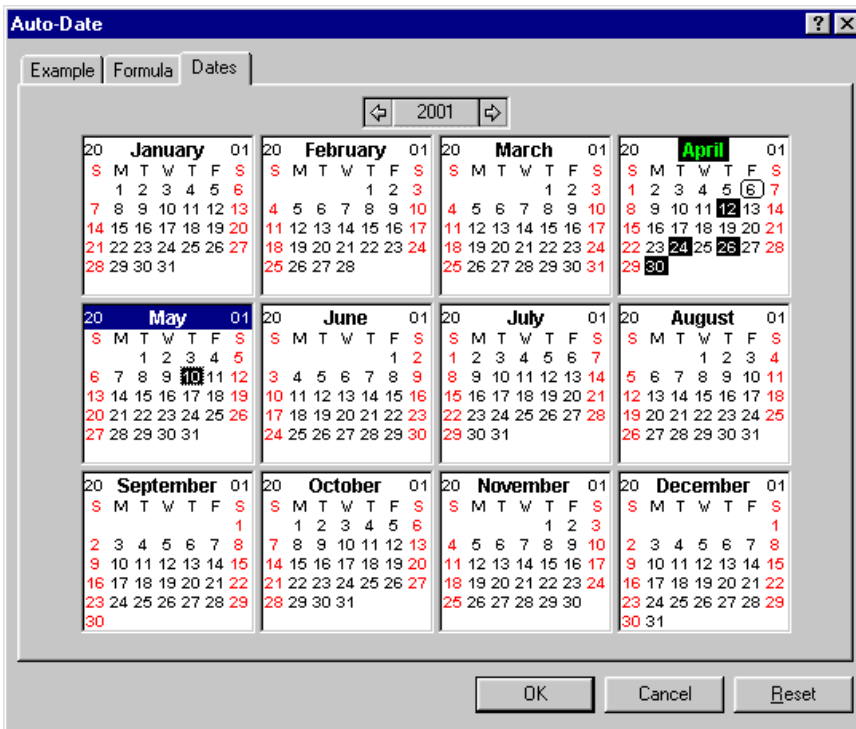
Auto-Date can be used to schedule meetings, appointments or post reminder notes that occur regularly.

Weekly staff meetings or classes are examples of when you might want to use auto-date.

Click on New Appointment Click on the **Set Date**  button to the right of Start Date. Here you can choose a single date from the calendar.

Auto-Date Methods

click on the blue link [Select Recurring](#)



Dates

Click on the dates in the calendars that you want to schedule the meeting. Each date that is chosen will be highlighted or bold. If you make a mistake, you can click on a date a second time to deselect it.

This method is best used when the meetings do not follow a pattern of any type. It allows you to select any days of the week in random order.

****Note:** If at any time you need to clear your Auto-Date choices, you can click on the **Reset** button at the bottom of the screen.

Example

Click on the **Example** tab

Choose your Start date (date of first meeting) and End date (date of last meeting). Or, if you need to schedule a specific number of occurrences click on the end button and Choose occurrences. Then select the number of meetings you wish to schedule.

Choose the months (by clicking on the month name) that you want to include in your scheduled meeting. If you make a mistake, click on the month again to unselect it. To select all months, double click on any month. Then choose the days that you want to schedule. You can choose by the day of the week and when it falls in the month, ie. 1st Monday or 3rd Tuesday of the month. You can also use the Days of the Month to choose a specific date no matter what day it falls on in the week. For example: if you have a meeting on the 15th of every month. You would choose Periodic if you have a meeting every 5 days for example.

****Note:** Once you have chosen your dates you can click on the Dates tab to see which days will be chosen due to your criteria. If it is not correct you can go back to the Example tab and make changes.

Creating Recurring Calendar Entries

Create an Appointment or Posted Appointment using the instructions above **except**:

Click the Actions menu and choose Auto-Date...

Use the Example or Formula tabs to schedule events that occur on the same day each week - the same day each month - or in a defined period of time (i.e. every 14 days).

To use the Formula tab, you must follow precise wording conventions as set by GroupWise.

For complete information on Formulas, go to the GroupWise Help menu > Index and type formulas.

Click the **Example** tab.

Set the Start and End date.

Note: the End date is set **one year into the future** by default.

Instead of an End date, you can also choose a number of occurrences.

Select Days of the Week, Days of the Month or Periodic


If your appointment dates don't follow a pattern, click the Dates tab to click the dates

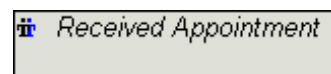
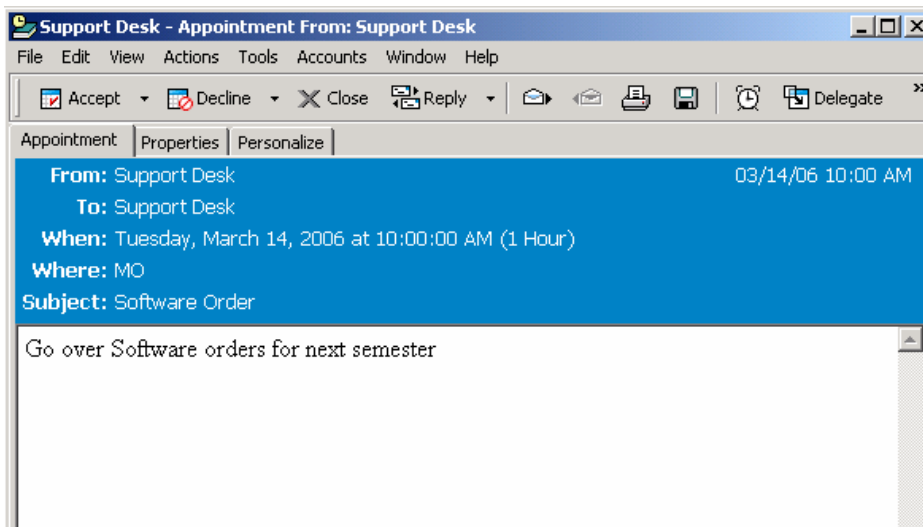
Click OK

If your appointment (such as a vacation or conference) will occur on consecutive days, you can just enter the number of days into the Duration, i.e. 14 days.

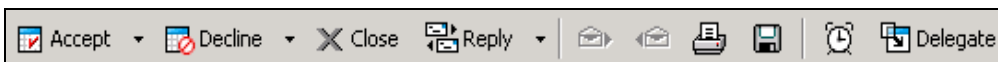
Click Send

Receiving Appointments

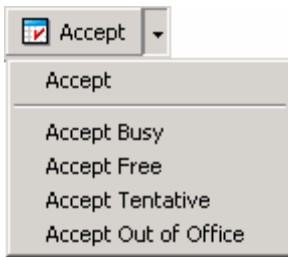
When you receive an appointment from someone else, it will arrive in your Mailbox, just like an email. You will be able to tell it's an appointment by the icon, instead of an envelope you will see a little calendar . At the same time it arrives in your Mailbox, GroupWise will put a placeholder on your calendar, it will look just like a regular appointment but the text will be italicized, and there will be a person icon in the upper right corner.



The toolbar across the top of the window offers several options to handle this appointment.



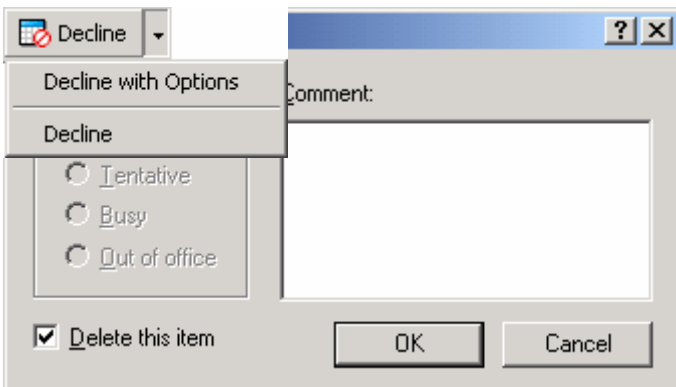
Accepting Appointments



If you click on the **Accept** button, GroupWise will accept the appointment as a busy appointment with no questions asked, however you can click on the drop down arrow, next to the button and set a status shading by choosing, Busy, Free, Tentative or Out of the Office.

If you decide to accept an appointment but you have a conflict (an appointment already scheduled at that time), GroupWise will warn you before it places the appointment on your calendar.

Declining Appointments

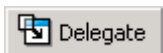


If you click on the Decline button, GroupWise will decline the appointment, and erase it off your calendar.

If you click the drop down arrow next to the **Decline** button, you can **Decline with Options**.

Declining with options just allows you to add a comment to the refused appointment, so the sender can see why you will not be able to attend the meeting.

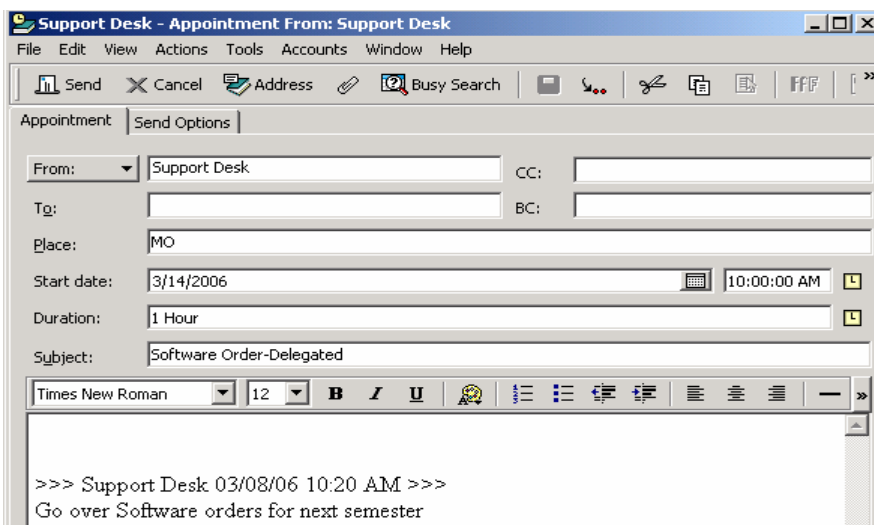
Delegating Appointments



The delegate option opens a create Appointment/Meeting window, including all the information from the original meeting. The only difference is the subject now says “-Delegated”

Fill in the **To:** box with the people you are delegating this appointment to.

You can adjust the dates and times on this screen, though it is not recommended.



No matter which choice you choose, Accept, Decline or Delegate, GroupWise will remove this appointment from your inbox.

Modifying Posted Appointments:

To modify an appointment, you can right click on the appointment and choose **Open**, or you can simply double click on the appointment. This will open the appointment screen you saw when you created the appointment. You can modify any part of the appointment except the Auto-Date.

You can move a date through the appointment window, or you can click and drag the appointment where you want it to go. (If you hold down the control key while you are moving it, you can create a copy of that appointment).

To delete an appointment, right click and choose delete, or click once on the appointment and press delete on the keyboard.

Editing Calendar Entries

Note: Only the **originator** of an appointment can revise a calendar entry.

To reschedule an appointment

You can reschedule an appointment if you scheduled the original appointment or if you have the necessary Proxy rights to the scheduler's Mailbox.

1. Click the Sent Items folder in the Folder List.
2. Click the appointment you want to reschedule.
3. Click Actions > Resend.
4. If the original appointment was an auto-date appointment, click This Instance or All Instances.
5. Make your changes > click Send on the toolbar.
6. Click Yes to retract the original item.

To reschedule an appointment for a new time on the same day, open your Calendar and drag the appointment to the new time.

Posted appointments

1. Double Click on the appointment to open it then, revise it.
2. Once you have completed revising, Click 'Post' and the calendar appointment is updated
3. Regular appointments with other invitees Right-click the calendar appointment
4. From the menu, choose Resend

Cancel an appointment

You can cancel an appointment only if you scheduled it or if you have the necessary Proxy rights to the scheduler's Mailbox.

1. Click the Sent Items folder in the Folder List.
2. Click the appointment you want to cancel.
3. Click Edit > Delete.
4. If the original appointment was an auto-date appointment, click This Instance or All Instances.
5. Click All Mailboxes > OK.