

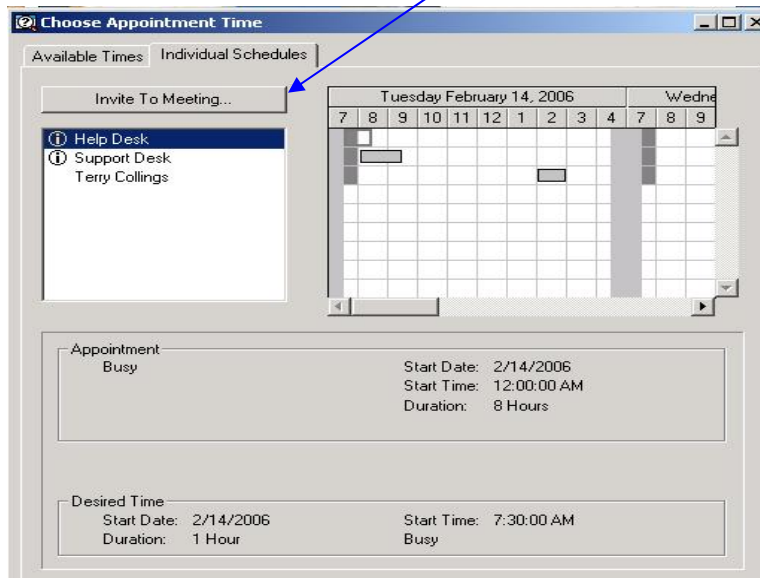
GroupWise Client

Busy Search

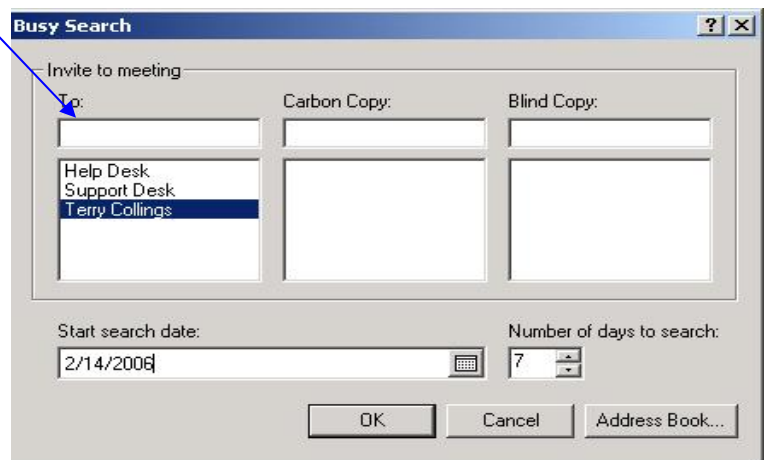
A busy search can be used to find a time when all the people and the resources that you need will be available for a meeting.

1. In a New Appointment, click on the  button on the toolbar.

If names are not selected, click on the **Invite To Meeting** button.



2. In the **To** field, start typing in the name of a person you wish to invite to the meeting. Name completion will fill in the name when you have supplied enough letters.
3. Press the enter key to add more people to the list. Use the Carbon Copy and Blind Copy Fields just as you do for an email message.
4. Select a date to start your search on. Select a number of days to search past the start date.
5. Click **OK**. The screen will then show the schedules of the people you wish to invite to the meeting.



The **color** of the blocks designates type of appointment that is scheduled:

Light gray is scheduled as tentative
medium gray is scheduled as busy
dark gray is scheduled as out of office.

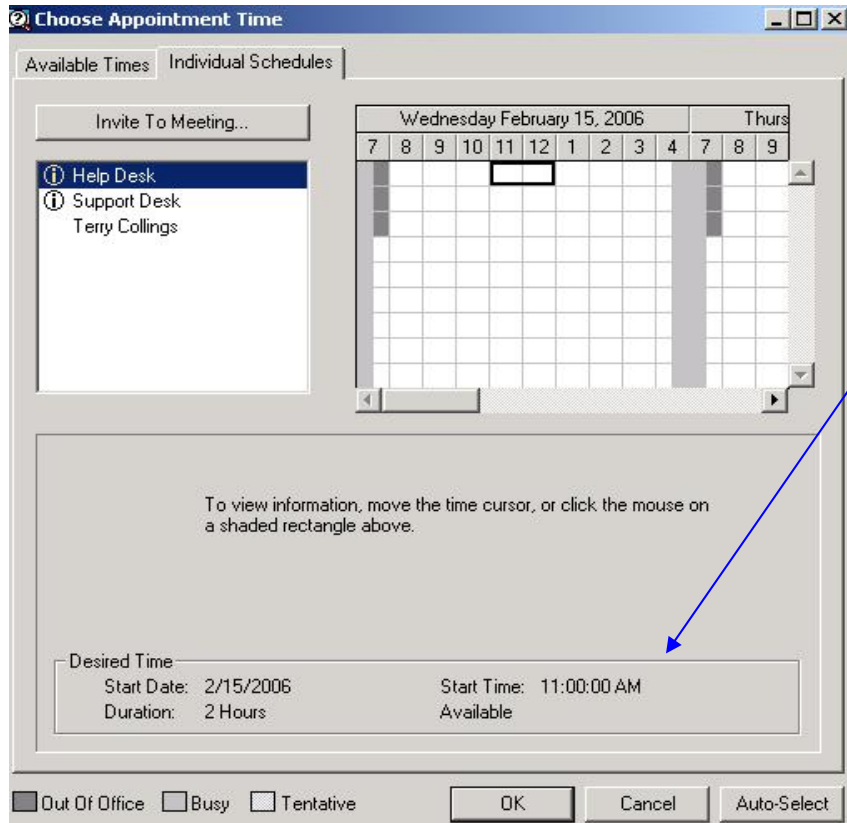
The dark outlined block shows the appointment that you are **currently** scheduling. You can change the

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appointment length by moving your mouse over the edge of the appointment box until you get a double arrow and then clicking and dragging the box edges. You can change the appointment time by either dragging the box to a new location or by clicking on a different time slot.

In this example, the meeting would be for 2/15 starting at 11:00am lasting for 2 hours.

(also shown in the bottom box)



Use the scroll bar at the bottom of the schedules to move to a different day.

If a conflict occurs, Click the 'Auto-Select' button to pick an available time.

fyi...on the Individual Schedules tab an "i" next to a person's name means you have proxy rights to that person's calendar.

When you have chosen the time slot for your meeting, click OK.

The time and date information will be changed in your appointment window. Click Send.