

GroupWise Web

Busy Search

In the Appointment view, make sure you've added the recipients and filled in the location.

Appointment

Change To :

To:

CC: BC:

Location:

Date:

Time: Duration:

Subject:

Message:

Specify the date and time for the appointment in the appropriate boxes.

By default, GroupWise searches for available times during the seven-day period starting with the date and time you enter.

To set the duration, type a number > select Hours, Minutes, or Days.

Click Busy Search.

GroupWise lists times when the users whose schedules were checked are available for an appointment. The time blocks listed might be longer than the duration specified. For example, 8am through 1pm may be listed as an available time. If your meeting has a duration of two hours, you could select from a number of available times, including 8am-10am, 9am-11am, and 11am-1pm. You can decide on an appointment time from the available times listed or use the first available time, which GroupWise selects for you.

Available times	Users not searched	Users searched
Thursday - March 16, 2006 4:00 PM - 5:00 PM		HelpDesk SupportDesk TerryCollings
Friday - March 17, 2006 9:00 AM - 5:00 PM		
Monday - March 20, 2006 8:00 AM - 5:00 PM		
Tuesday - March 21, 2006 8:00 AM - 12:00 PM 4:00 PM - 5:00 PM		
Wednesday - March 22, 2006 8:00 AM - 3:00 PM		

To schedule the appointment for one of the times listed, click your choice of time. This time will now reflect in the time option of the message.

Accepting an Appointment, Note, or Task

Click the Mailbox icon in the Folder List, or click the Calendar icon in the Folder List > go to the date of the appointment, task, or note.

Appointment (Unaccepted)

Close Next Forward Reply to Sender Reply All Move Decline Accept Delegate Read Later

From: Support Desk
To: Support Desk
Date: Thursday - March 16, 2006
Time: 4:00 PM - 5:00 PM
Location: Ett. 001
Subject: Scanning project

scanning material

Accept

Accept Cancel

From: Support Desk
To: Support Desk
Date: Thursday - March 16, 2006
Time: 4:00 PM - 5:00 PM
Location: Ett. 001
Subject: Scanning project

Comments to sender:

Clear comments

If you want, type a message in the Comments to Sender box.
Click Accept. The appointment, task, or note is removed from the Item List in your Mailbox and appears in your Calendar only. The sender can tell you've accepted the item by checking its status information.

Declining an Appointment, Note, or Task

Click the Mailbox icon in the Folder List, or if you have already accepted the appointment, task, or note, click the Calendar icon in the Folder List to open the Calendar > go to the date of the appointment, task, or note.

Click the appointment, task, or note to open it.
Click Decline.

If you want, type a message in the Comments to Sender box.

Click Decline.

The appointment, task, or note is removed from your Calendar and Mailbox. The status of the item is updated in the sender's Mailbox to show that you have declined the item. If you commented when you declined the item, the sender can read your comments by checking the status information.

Decline

Decline Cancel

From: Support Desk
To: Support Desk
Date: Thursday - March 16, 2006
Time: 4:00 PM - 5:00 PM
Location: Ett. 001
Subject: Scanning project

Comments to sender

Clear comments