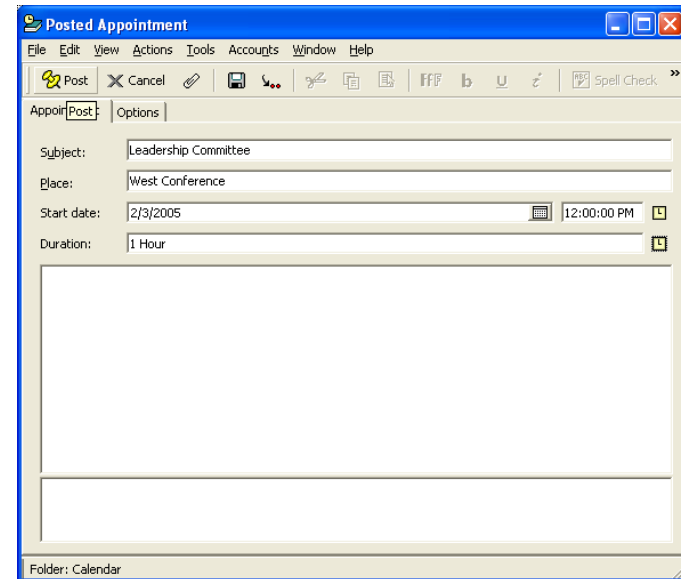


GroupWise Calendar Features

1. Calendar Functions – schedule your own appointments, as well as group meetings and tasks.

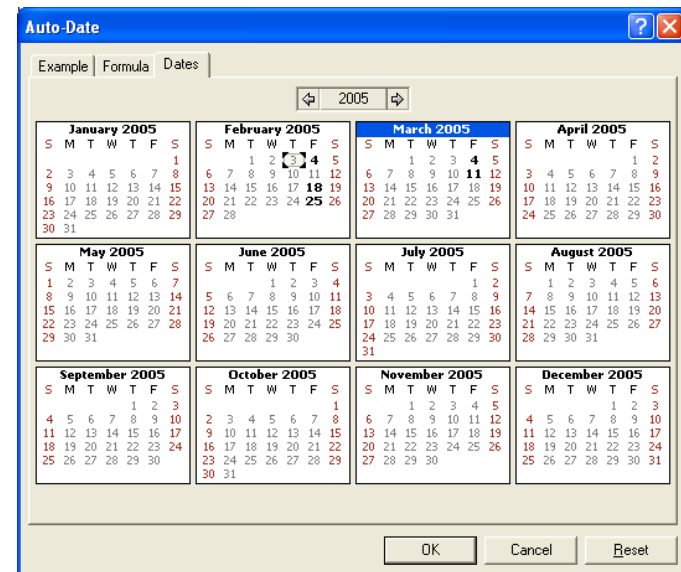
a. Posted Appointment

- i. In One Day View on the Calendar, double-click on the starting time for your appointment. Enter the desired information.
- ii. Click the **Post** button in the upper left corner of the window. The appointment will then display on the calendar.
- iii. To edit the appointment, double-click on the desired appointment. Edit the information as appropriate. Click on the **Post** button.



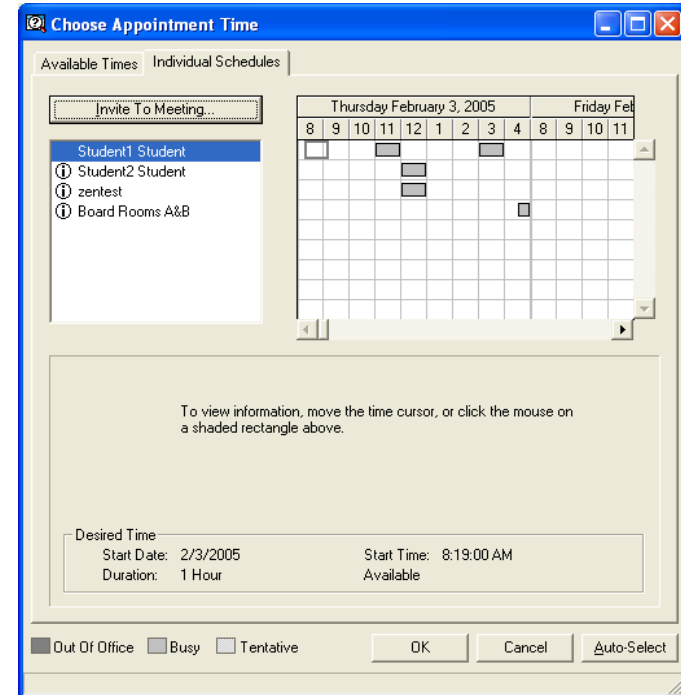
b. Posted Appointment (Recurring)

- i. In One Day View on the Calendar, double-click on the starting time for your appointment. Enter the desired information.
- ii. From the **Actions** menu, select **Auto Date**. From this window, click on the dates you would like this appointment to be added to your calendar. Click OK. Click **Post**.



c. Meeting Request (Group Appointment)

- i. Click the **New Appt** button. From the Appointment window, click on the **Busy Search** button.
- ii. Click on the **Invite To Meeting** button. Enter the names of the users you wish to attend the meeting. May also enter the names of any resources (conference rooms, projectors, etc.) that are in the GroupWise system. Press the Enter key after each entry, to add the entry to the list. Press OK.
- iii. The resulting screen should populate with the Free/Busy information for the invitees. Select an appropriate meeting day/time. Press OK.
- iv. Add any comments you wish to include in the invitation email that will be sent. Press **Send**.
- v. Each invitee will receive an email. To accept or decline the invitation, open the email and select **Accept** or **Decline** from the upper left corner of the email window. An acceptance will automatically add the meeting to your calendar.



d. Collaborative Tasks

- i. Click the New Task button.
- ii. Address the task to the recipient
- iii. Assign a start/finish date and subject
- iv. Click Send.
- v. Recipient will receive task as an email.
- vi. Recipient selects received task, click “Accept”
- vii. Task is removed from email, placed in Tasks area of calendar.
- viii. Task will appear daily until marked finished.
- ix. When task is complete, place a checkmark in checkbox next to task..
- x. Sender can check status of task in sent items.

e. Reminder Notes

- i. Click File>New>Reminder Note for collaborative.
- ii. Address to user or group.
- iii. Click Send.

