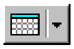
GroupWise *Calendar*

GENERAL INFORMATION

*This sheet is designed to be your aid with using the GroupWise calendar feature. The **Calendar** feature can be used to organize and manage your schedule, appointments, and tasks. You may use the on-line help offered in this package by clicking on the word Help displayed on the menu bar at the top of the screen. If you have any additional questions or require further information, contact Darlene Cardillo at X3301 or dcard@albanylaw.edu*

VIEWING YOUR CALENDAR


Choose from among eight different calendar views in addition to one from the main window by clicking on the *arrow* to the right of the **Open Calendar** icon in the tool bar and choosing your view (you could also choose **Window** from the menu, and then **Calendar**). At any time in the calendar you can change you view by clicking on **Edit** from the menu, **Change To,** and then **More** from the current view's tool bar, select the view you want, and click **OK**. For the main calendar view, click the **Calendar** icon from the main menu (on the left hand side) in the opening window.

CALENDAR TOOL BARS

In the **Calendar** view, the Calendar tool bar can make many tasks easier. To display your calendar view's tool bar, click on **View** from the calendar's menu, and then select **Toolbar** (make sure this is checked). You cannot see this **Toolbar** if you got to the calendar from the icon on the left hand side of the main window, you must use the icon on the top toolbar in the main window to see it.

Icon	Description	Icon	Description
	The **Properties** button allows the user to change the settings of the calendar's tool bar.		The **Create New Tasks** icon allows the user to quickly create and assign new tasks in GW 6.
	The **Print Calendar** button allows the user to print calendars in different formats and sizes.		The **Delegate** icon allows the user to delegate items he or she received that to others (i.e. appointments, tasks).
	The **Find In GroupWise** button enables the user to use key words to locate items (i.e. mail messages).		The **Set Alarm** icon allows sounding an alarm via Notify to remind you of an upcoming appointment.
	The **Change Item Type** button permits the user to easily switch from the one calendar view to a new view.		The **Busy Search** icon allows the user to find a time when people you want are available for a meeting.
	The **Schedule New Appointment** button lets the user quickly schedule and send new appoints in GW 6.		

PERSONAL APPOINTMENTS


GroupWise allows you to add your own personal appointments into your calendar. To do this, click on the *arrow* to the right of the **Schedule New Appointment** icon on the tool bar, and choose **Posted Appointment**. Next, type the subject, place (optional), and message (optional) in the spaces provided beside **Subject**, **Place** and **Message** respectively. Remember that only the **Subject** of your appointment will appear on your calendar, not the entire message. Now, enter the **Start Date** by typing it in the space provided or clicking the **Date** button to the right of the space, and setting it. Use the same procedure for the start **Time** and the **Duration**. When you are finished, click **Post**. Your appointment should appear in your calendar at the appropriate date. You can also schedule personal appointments from within the calendar. To do this, just open the calendar view you want, click on the day the appointment should start from the calendar representation in the calendar view, double-click on the time the appointment should start on that day, and enter the appropriate information as explained earlier.

SCHEDULING A MEETING


GroupWise allows you to schedule appointments with other users in addition to scheduling personal appointments. To do this, click on the *arrow* to the right of the **Schedule New Appointment** icon on the tool bar, then choose **Meeting***. Type in the name of the person to whom you wish to send the appointment (if more than one person, separate addresses with a *comma*), or use the **Address** button to select the person's address. Now, enter the **Start Date** by typing it in the space provided or clicking the **Date** button to the right of the space, and setting it. Use the same procedure for the start **Time** and the **Duration**. Once all of the appropriate information is filled in for the meeting, click on **Send** and this message will be sent to all of the recipients. To see if the meeting has been accepted or declined, just click the **Sent Items** icon, right click on the appointment you sent, and click **Properties**. You'll see whether it has been accepted or declined under **Actions**. If only **Delivered** is listed under **Actions**, then the recipient has received the message but has neither accepted nor declined the appointment.

ACCEPTING OR DECLINING

When receiving an appointment, note or task, you have the option of **Accepting** or **Declining**. To do this**,** just open item you received and click either the **Accept** or **Decline** button on the right. You can add a comment. If you wish to do so, type it in and click **OK**. After clicking on either choice, the information of the item (including the comment) will then show up in the **Properties** of the item sent by the sender.

SCHEDULING RECURRING APPOINTMENTS

To schedule recurring appointments, notes, or tasks, open a new appointment, note, or task, and from the **Actions** menu, click the **Calendar** icon on the left hand menu. Double-click on the time slot in which you want your task, appointment, or not to take place frequently. The **Posted** appointment menu will appear. After typing in you Subject, Place, Duration, and Message, choose **Actions** from the main menu and then choose **Auto-Date**. A window should appear, and you will be on the **Date** tab. A series of calendars should appear, you can choose dates from each month that you want the appointment, note, or task to appear on by single-clicking on each day. Then just click on **ok** and then **post** and you are done. There are also 2 other ways to schedule recurring dates when you choose **Actions** and then **Auto-Date.** You can also choose the **Example** or **Formula** tabs instead of the **Date** tab. If you want to use the **Example** tab, first specify the starting date in the Range group box. Next, either specify the ending date in the Ending date space, or click the **End** pop-up menu and choose **Occurrences** to specify the number of occurrences for your appointment, note, or task. Next, click the **Days of the Week** drop down list and choose either **Days of the Month**, **Days of the Week**, or **Periodic**. Finally, select the days of your occurrences from your respective choice. To use the **Formula** tab, start by specifying the starting and ending dates, and in the **Formula Text** box, type in your formula (*use GroupWise Help > Help Topics to find Auto-Date formulas*).

QUICK MENU

Designed to make certain tasks easier, the Quick Menu can be accessed by right clicking anywhere on the screen from the main window, the calendar view of your choice, or from anywhere else in GroupWise. You can use any of the features given by just clicking on the desired choice once in the menu.

BUSY SEARCH

A **Busy Search** aids in scheduling meetings by allowing you to check the schedules of users to find their free times. Before you use this feature, you should specify the name of the recipient, the **Start Date**, and **Duration** when scheduling a meeting. Afterwards, click the **Busy?** icon. From here, under the **Individual Schedule** tab, an available time for that user is indicated by an empty space across from the user name. Under the **Available Times** tab, an empty space across from a time indicates that no users are scheduled for that time. Click **Auto-Select** until the time you want is displayed, and finally, click **OK** to transfer the selected times back to the appointment you were scheduling.

RESCHEDULING APPOINTMENTS

Only the person who originally scheduled an appointment or meeting can reschedule it. To reschedule an item, click on the **Sent Items** folder (which gives a listing of the mail an appointments you've sent), and after clicking once on the item you want to resend, click **Actions** from the tool bar and **Resend**. Your sent item will appear. Now, edit the item as necessary and click the **Send** button to resend the item to the recipients (or **Ok** if you're rescheduling a personal appointment). A Resend dialog box will appear, asking whether you want to retract the original item. Click **Yes** to replace item previously sent with the newly sent item, and **No** both the original and new items will appear on the calendar. If you want to reschedule an appointment for a new time on the same day, just open a calendar view and find the appointed day, move the cursor until it's on top of the end of the time bracket, and drag it to the correct time.

NOTIFY

GroupWise Notify feature alerts the user when he or she has an upcoming appointment or incoming item, or when outgoing items are opened. It accomplishes this by either giving a dialog box, a small icon, or by launching an application (or any combination of these). Start Notify by clicking **Options** from the **Tools** drop down and double click on **Environment**. On the **General** tab, check **Launch Notify at Startup**. From here, Notify runs minimized in the background, showing the  icon on the Windows task bar if you have no new mail, and the  icon if you have new mail. To read the new mail you were notified of, right click the **Notify** icon in the task bar and click **Read mail**. Notify's settings can also be changed according to your preferences by right clicking the **Notify** icon and choosing **Options**. From here, the **General** tab allows you to select the time interval Notify takes between checking for new mail, the length of time Notify's dialog will stay on the screen, and what folders you want Notify to check for unread mail. The **Notify** tab allows you to select how you will be notified based on to the priority of your received tasks. The **Alarm** lets you specify the alarm settings. Finally, the **Return Status** tab lets you set how you will be notified in response to changes in your new items.

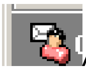
SETTING THE ALARM

Click Tools, then Options. Double-click on **Environment.** Click the **General** tab and check the box to the left of the **Launch Notify** at Startup option. Click OK. Click Close. Restart your computer to activate. To customize the Alarm sound, right-click  icon in the System Tray. Select **Options** and click the **Alarms** tab. Click the folder icon next to the **Play Sound** box and select any sound file (.wav) on your computer. You can download sounds from **wavsource.com**, **partnersinrhyme.com** or other free sites

PRINTING YOUR CALENDAR

 To print out your calendar, click on the **Print Calendar** icon from the tool bar. Next, under the **Form** tab, select the settings of your calendar. Choose the format by scrolling through the list of forms at the bottom of the screen. When you select the form that you want a preview will appear in the window above it. If you want to exclude tasks, private notes, and appointments, click on the **Content** tab at the top, and then uncheck the items that you don't want included. Next, specify your calendar's starting date and number of days included. Then click the **Options** tab to specify the options you want, and click **Print** to print it.

SETTING ACCESS RIGHTS

Anyone such as a professor can give you rights or proxy to her/her email and/or calendar. To give access rights, the professor would click on **Options** from the **Tools** drop down. Double click on **Security** and click on the **Proxy Access** tab. Click on the book icon next to name box and scroll down and double click on the name of the person (you) to whom the professor wants to give access. He/she then checks the boxes of those items that he/she wants to assign access to. (eg. Read Appointments, Write Appointments)

Once you have been granted proxy rights, you click on the **Proxy** icon and select the name of the person that you have been given access to. To switch back to your own mailbox, click on the **Proxy** icon and select your own name.

CATEGORIES

Groupwise allows you to set categories and colors for you appointments/tasks/emails, etc. Select any appointment, go to **Actions** and select **Categories**, then **More**. Click **Edit Color** to open the color palette and make a selection. To create a new category, just type the name of the category into the box at the bottom of the window and click **OK.** You may then set the color with the **Edit Color** button. You must select the Category for each calendar item to make them show up in color.