

# Using GroupWise Calendar

2-10-05

## Overview

- Reasons to use GW calendar:
- 1) You can see where staff are at any time
  - 2) You don't have to make phone calls to schedule meetings
  - 3) Can set it up to schedule Division-wide events
  - 4) Can access it from home
  - 5) Can set it up to schedule the use of conference rooms and equipment
  - 6) Creates a saved history of your appointments and meetings over time
  - 7) Can view reminder notes and tasks
  - 8) Can set alarm prior to appointments

In order to be effective: staff **MUST** schedule their appointments on it

Reminder notes are good to see when staff are not at work, etc.

## Opening and Viewing Your Calendar (click on calendar icon on toolbar or "calendar" in left column):

Different Views: Click on DOWN ARROW on Toolbar icon  
Set DAY, WEEK, or MONTH view  
Today's DATE and TIME are marked  
To alter view: Click on VIEW, APPOINTMENT DISPLAY

## Placing Appointments onto Calendar (click calendar with clock icon or "calendar" in left column):

Click on FILE, NEW, APPOINTMENT in left column or click on toolbar icon  
Fill in info – Who, Where, When (Date, Time, Duration), Subject, Message  
Can use AUTODATE if desired (see below)  
Click on SEND

(or do BUSY SEARCH first.....see below)

## Conducting Busy Searches to Schedule Group Meetings:

Choose TOOLS , BUSY SEARCH or

Click on APPOINTMENT icon on toolbar....fill in people and earliest start date/time...click on BUSY?  
View people's busy and free times  
Move TIME CURSOR left and right or move scroll bar left and right  
Determine free (or best) date/time to schedule meeting  
Click on OK  
Fill in remainder of info  
Click on SEND

## Auto-Dating Appointments:

On APPOINTMENT screen, on START DATE row, click on little calendar icon and then on AUTO-DATE  
Choose desired dates by clicking on them and click on OK

### **Receiving Appointments:**

Appointments show up in e-mail box (clock and book icon) and on calendar:

Open appointment or accept in mail box by right clicking on it  
Can accept or decline

Unaccepted appointments are in Italics  
Accepted appointments are in Block Letters

**Always** Check/Read Message Section

### **Deleting Appointments You Have Sent:**

#### **What you should know when deleting/retracting appointments in the GroupWise Calendar view:**

- 1) Deleting an appointment from Month, Week or Daily view will not retract the appointment.
- 2) Deleting/Retracting an appointment from the sender's Calendar will not delete the appointment from recipient's mailboxes.
- 3) Retracting an appointment from the calendar view will not work.
- 4) Appointments will not retract correctly when retraction is initiated from the GroupWise Calendar.

#### **How to successfully delete or retract appointments in GroupWise calendar view:**

- 1) To cancel an appointment, Click the Sent Items folder in the Folder List, Click the appointment you want to cancel, Click Edit>Delete. Click **This Instance** or **All Instances** if the original appointment was a auto-date appointment, Click All Mailboxes > OK.
- 2) You can cancel an appointment only if you scheduled it or if you have the necessary Proxy rights to the scheduler's Mailbox.

### **Granting Proxy Rights to Others to View Your Calendar (not write to it):**

Click on: TOOLS, OPTIONS, SECURITY, Proxy Access tab

Adding Users

Go to NAME box.....type in name (last name, first name) or click on Address Book icon  
and select name

Removing Users

Highlight name in list and click REMOVE USER

Check the Correct Box

Click the READ box for APPOINTMENTS for each person

### **Setting Alarm Prior to Appointment:**

You can set an alarm to remind you of an upcoming appointment.

"NOTIFY" must be running for the alarm to sound.

1. In your Mailbox or Calendar, click an appointment.
2. Click Actions > Alarm.
3. Specify the number of hours or minutes before the appointment that you want the alarm to sound.

### **To specify how long before an event an alarm sounds:**

1. Click Tools > Options.
2. Double-click Date & Time > click the Calendar tab.
3. Make sure Set Alarm When Accepted is selected.
4. Specify the number of minutes before an event that you want an alarm to sound.
5. Click OK.

### **Printing Your Calendar:**

Click on FILE, PRINT CALENDAR (or put icon on toolbar)

Form

Content

Options

Most useful to set day on MONDAY first before printing the full work week

### **Viewing Other Calendars:**

Have view proxy rights granted to you

Click on little man icon at bottom right of screen or choose MULTI-USER in calendar view

### **Sending Reminder Notes to a Calendar:**

Click on FILE, NEW, REMINDER NOTE or put NOTE icon on toolbar

### **Sending Tasks to a Calendar:**

Click on FILE, NEW, TASK or put TASK icon on toolbar

### **View GW Calendar when Out of the Office:**

Must have a password set on your Groupwise (click on TOOLS, OPTIONS, SECURITY)

From the web, go to: <http://gw.dhr.state.ga.us>

Use your GW password to gain access to your GW account

\* NOTES:

Change toolbar icons by right clicking on TOOLBAR (this gives you many more useful icons)

Go to TOOLS, OPTIONS, DATE & TIME to change calendar settings

- Calendar
- Busy Search
- Format

Go to VIEW, APPOINTMENT DISPLAY to change certain settings

- Grid
- Text
- Time Interval