GroupWise Calendaring Class -

Setting your Personal Calendar settings

1. To change the view of your calendars default → Tools → Options → Environment → views → calendar → Group → select how you want to view your calendar
2. Tools → Options → Send → Send Options ➔
   a. Priority
   b. Classification
   c. Notify recipients (Both or None for each type of Calendar item)
3. Tools → Options → Send → Calendar
   a. General ➔ select your personal settings
      i. If you generally send appointments for meetings that you will attend the check the box “Include myself on new appointments”
      ii. Default appointment length – default is 1 hour
      iii. Set default appointment time
   b. Work Schedule ➔ set your normal schedule, this is important for busy searches
   c. Busy Search ➔ how many days to search, hours and days
   d. Day and Time

How do I change my default settings for work hours?

1. Click on the TOOLS Menu.
2. Click on Options.
3. Click on Date/Time.
4. Select “Calendar” Tab.
5. At the lower left put in the appropriate times for work schedule.
6. Click on the button “OK”.

Keep in mind that the ‘work schedule’ given here is for use in making appointments. You can override this time and make or accept an appointment before or after these times. It is meant to be limits for meeting times so that no one would try to make an appointment with you before or after the timeframe provided.

Creating Calendar Events - Appointments

Posted appointments are personal appointments like a doctor’s appointment meetings are group appointments involving more than one person

1. Several ways to create an appointment
   a. New Appt or
   b. Open the calendar ➔ double click desired day & time for appointment
2. Busy search to check others’ schedules and find open time s for all to meet
   a. Note the difference between “Busy and Out of Office”
   b. All day events, used for vacations, conferences etc.
   c. Notice the differences between Free vs Out of the Office vs busy
3. GW will auto accept appointments that you send
How do I perform a Busy Search?

1. Open a New Appointment window.
2. Type in the names of the GroupWise users you will invite.
3. Enter a date (this will serve as a beginning date for search range).
4. Click the Busy Search button on the Appointment window toolbar.
5. Watch for the progress bar to complete fill at the bottom left of the window.
6. View individual schedules or click the tab for Available Times to see everyone's schedule combined to find an available time. If a time is not readily available, click the Auto-Select button and the next available opening will be found for you.
7. The listing of names on the right of the screen should have clear boxes for those who are available at the selected time. Gray boxes will appear beside the names of those who are not available.
8. Once a convenient time is selected, click the OK button.
9. Finish the appointment and SEND.

Recurring Appointments

- Within the new appointment → change from “Start Date” to “Select Recurring” or within the new appointment select Actions → change Set Date to Auto-Date.

Adding additional recipients to meeting

- Within the calendar → right click on the meeting → select “Modify Recipients” → add names.

Deleting Appointments or resending Appointments (changing day and/or time)

- From your calendar → drag the appointment to the correct time → you will be asked if you want to perform a busy search → Yes → Busy Search → find a day/ time that is available to all → send → when asked to retract from all → Yes

How do I get the calendar to alarm me for meetings?

GroupWise notify is a separate program that can run either separately or with GroupWise. If you start GW Notify using your GroupWise program, notify will close down when you close GroupWise. If you start Notify separately it will keep running even when GroupWise is closed. Notify will send a notification to remind you of meetings and emails delivered.

1. Click on the Start Menu → All Programs → “Novell GroupWise Notify” → right click on the Notify globe icon in the bottom right corner of your screen → Options → set your personal preferences.

How do I setup Proxy for others to see items in my calendar?
1. Click on the TOOLS menu.
2. Select Options.
4. Click the Proxy Access tab.
5. In the box indicated, type the name of the GroupWise user with which you wish to share your Calendar information (or click the button to open the Address Book and select them from the list).
6. Once the name is given in the box, click Add User.
7. Highlight the user in the list and choose the appropriate Access Rights by clicking on the boxes beside them (For appointments, simply click beside the READ box).
8. Click OK, then close Proxy Access window.

The other person you have assigned rights to your Calendar must now go into their GroupWise account and activate the Proxy by doing the following:

1. Open the File menu.
2. Choose Proxy.
3. Type your name (the person who is sharing their Calendar).
4. Click OK.

1. How do I assign Categories (colors) in the Calendar?
2. Right-click on the item located on your calendar view.
3. Select Categories from the drop-down menu.
4. Choose the appropriate Category (or choose More to add a new category).
5. Once a Category is selected the window will close and you will see the item on the calendar change to the color associated with that Category.

1. Vacation Rule
2. To send reply to emails you receive when on vacation. You can set a Start and Stop date ahead of time. Don’t reply to external users as this can start a loop with list serves etc.
   - Within GroupWise → Tools → Vacation Rule → fill out → send
   - If you send to another person it will appear in their mailbox and they will need to accept.

1. Creating Tasks
2. A task lets you place a to-do item on your own or on another person’s Calendar after the item has been accepted. You can schedule a due date for the task and include a priority (such as A1). Uncompleted tasks are carried forward to the next day.
   - For yourself → within your calendar → within tasks → double click → add information → close
   - When you have completed a task → click in the box at the left, this adds a check mark. The next day the task will not appear in your task list.
   - For others → within calendar → right click in “Reminder Note” → New → Reminder Note
Reminder Note

A reminder note is posted on a specific date on your own or another person’s Calendar. You can use reminder:

1. For yourself → within your calendar → within reminder notes → double click → add information → close
2. For others → within calendar → right click in “Reminder Note” → New → Reminder Note

notes to remind yourself or others of deadlines, holidays, days off, and so forth.

Creating Multiple Calendars

- Select the Calendar Tab → in the navigation on the left notice you have a new view of your calendar → right click on Calendar → New Calendar → give it a name →

Do Calendar Items archive?

Yes. Calendar items will archive automatically if you have established an archive folder on your machine (See Tools → Options → Environment → File Location and be sure there is a file path to the archive folder. If no folder currently exists, go to the FILE menu and select Open Archive and an archive folder will be established on the computer). Once this is done, the Calendar items will archive just as the messages do at 90 days of age.