Lesson 1

Objectives:

Upon completion of this lesson you will be able to:

- View a Calendar
- Schedule Personal and Group Appointments
- Conduct a Busy Search

Scheduling Features

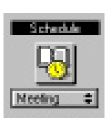
Novell GroupWise not only provides a method for sending and receiving mail messages, but can integrate mail messaging with appointment scheduling and tasks. This feature enables a user to create personal appointments, group meetings, and task lists. It is just as easy to send appointments, tasks, and notes as it is to send e-mail. If you have ever tried to coordinate a meeting between three or four persons and reserve a room at the same time, you will appreciate being able to conduct a Busy-Search simultaneously on multiple calendars to find a mutually open time for a meeting. The search can be expanded to include a resource, like a room or projector. Best of all you can send an appointment to several people at once and avoid several phone calls and a lot of paper work. Scheduled appointment, tasks, and notes will appear on your calendar. Appointments may be accepted or declined and tasks may even be delegated to someone else. In addition to scheduling for other persons, GroupWise allows you to schedule a personal appointment, task or note. These are items that do not have to be coordinated with anyone else’s activities.

Viewing Your Calendar

To view your calendar click on the list box below the calendar icon at the bottom of the Main GroupWise window. Look at several of the different views. Once you determine which one suits your needs the best, you will want to set this as the default view through Preferences.

Using Go to Date and Date Difference

Occasionally, you will need to change the display date on your calendar. From the **View** menu you may choose Go to Date to quickly change the display to a specified date. Enter a date into the text box or use the arrows at the bottom of the Go to Date dialog box to change the date. When you click on **OK** the display will change. Selecting Date Difference from the **View** menu enables you to calculate the difference between two dates. You can even figure a start or end date, if you know the lapse time between the two.



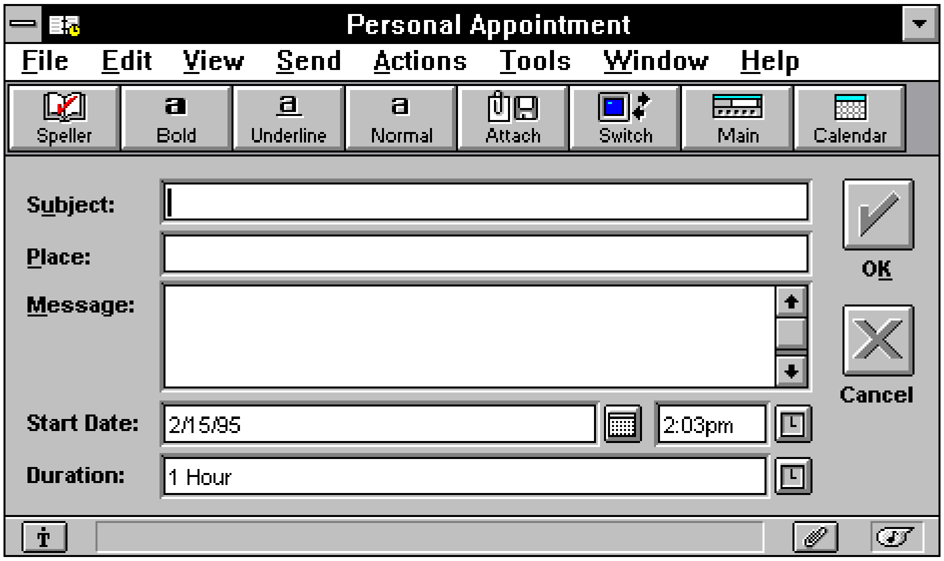
Selecting an Appointment View

There are 4 different views available for scheduling an appointment, two personal appointment views and two group appointment views. Each one of the two appointment types may have an attachment.

The default view name always appears under the schedule icon. As with other views, the default can be set through Preferences. Double-click on the icon under Schedule or choose New Appointment from the **Send** menu. If you ever choose an incorrect view and need to switch you can click on the switch icon on the button bar.

Scheduling a Personal Appointment

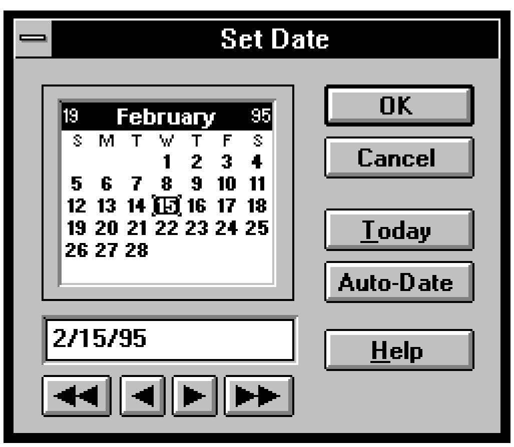
To send yourself a personal appointment, select Personal Appointment from the list box under the Schedule icon.



The **To:** portion is yourself on any personal message and does not appear in the dialog box. Fill in the Subject matter, meeting place, and message text. These are identical to the options when sending mail and phone messages. The subject and place will appear on the calendar. Although the message text will not appear, it may be used to describe the meeting agenda or to add information about the appointment.

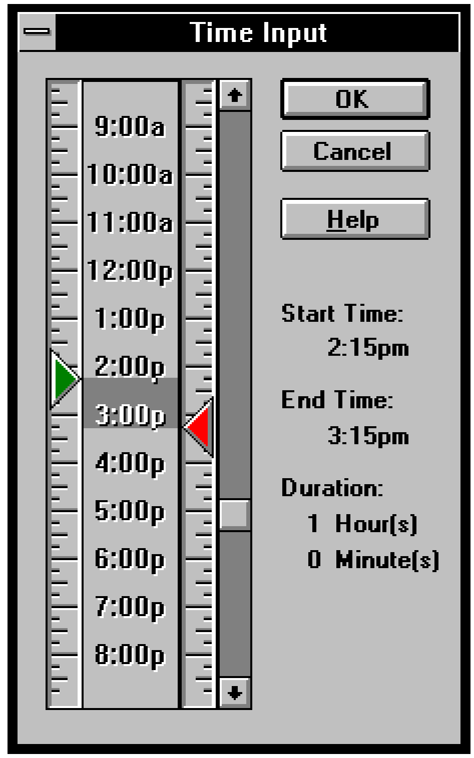
By default, Start Date: is the current date.

To change the appointment Start Date: click on the calendar icon to the right of Start Date. The Set Date dialog box will appear:



Click on the desired meeting date or use the arrows at the bottom to locate another month or year. The double arrows will adjust the year and the single arrows will adjust the month. Once you have selected the correct date, click on **OK**.

To set the start time click on the clock icon to the right of the current time display.



The Time Input Dialog box will appear. You may click and drag the green arrow to set the start time and the red arrow to set the end time. Click on **OK** to complete the task.

The duration of the appointment appears at the bottom of the Personal Appointment dialog box. If you need to extend the appointment more than 24 hours it may be easier to type in the time. You may type in hour or day increments. Finally, click on **OK** to send the appointment.

The incoming personal appointment will appear on your calendar. It will not appear in your In-Box. To read the message text attached to the appointment, double-click on the appointment.

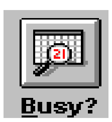
Later, you will see that when someone sends you a group appointment you have the option of accepting or declining the appointment. Unlike personal appointments, it will appear in your In-Box.

Scheduling a Group Appointment With a Busy Search

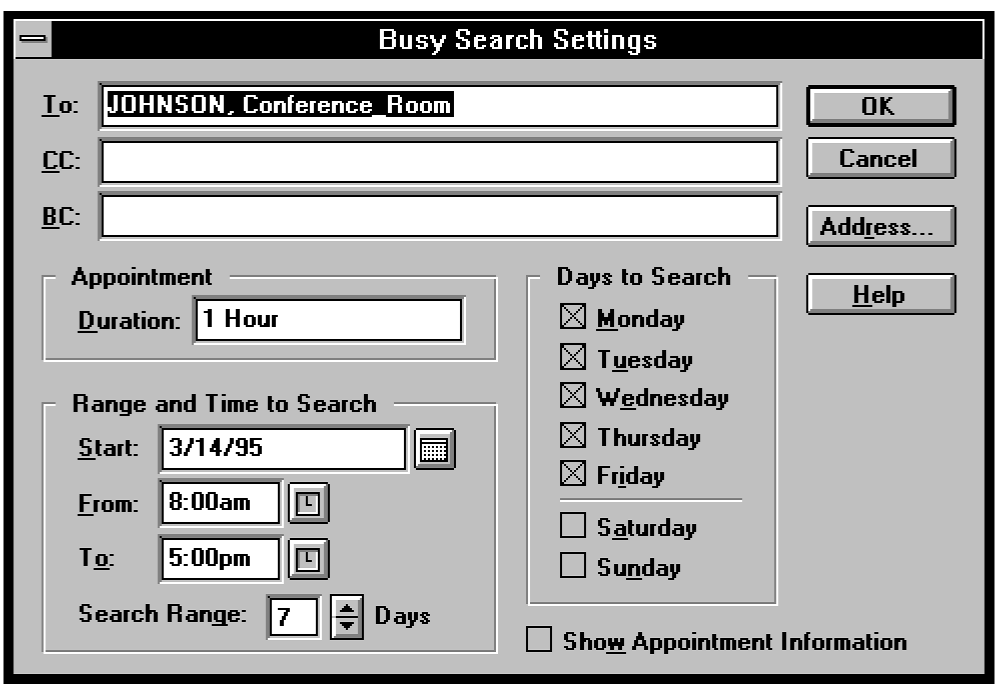
Personal appointments are nice, but most users need to coordinate meeting with several people. Suppose you need to schedule a meeting with your staff.

To send a group appointment choose one of the two group appointment views. Which one you choose depends on whether or not you need to attach a file. For now, choose Meeting from the Schedule list box.

An Appointment To: dialog box will appear. Fill in the appointment options beginning with **To:**. Remember, if you need to access user ids choose the Address icon. Before you send the item, you will want to conduct a Busy Search on the recipient calendars to find a combined free block of time for the meeting.



Click on the Busy? icon.



A Busy Search Setting dialog box will appear. Fill in the **To:**, **CC:** and **BC:** with user ids. If you do not know the recipient's id click on Address... to access the Address Book. Duration is the length of the event you wish to schedule. You may enter minute, hour or day increments. The Range and Time to Search options are as follows:

Start: Indicates the date that you want the search to begin on, not the date of the appointment.

From:-To: Indicates the time range that you want the search to look for a free block of time.

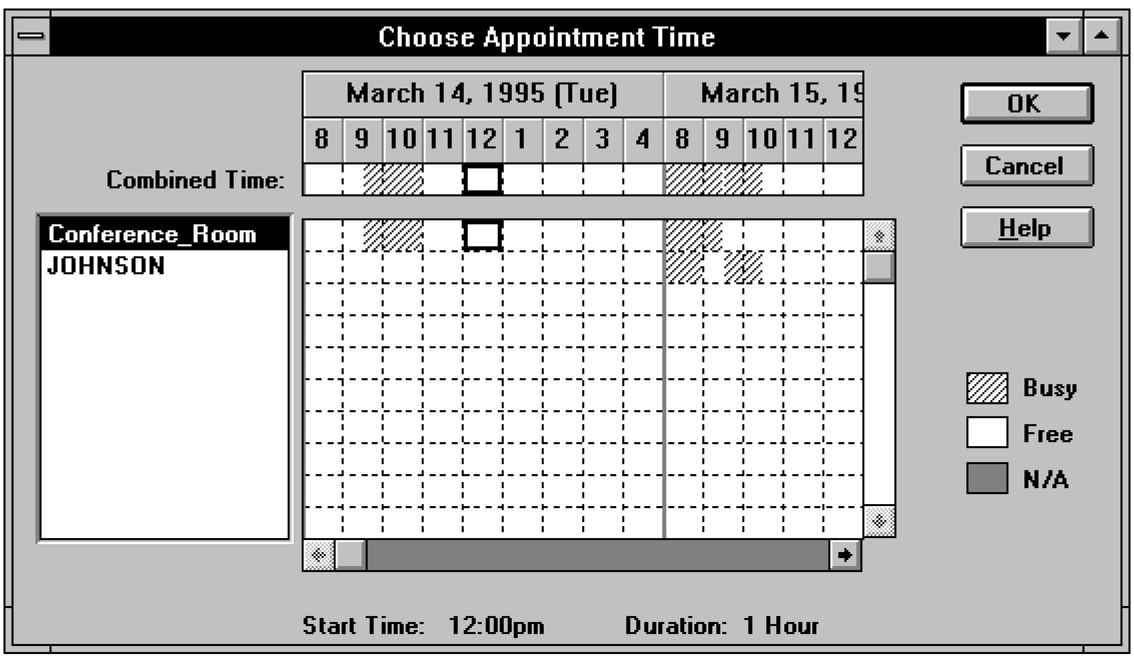
Search Range: Indicates the number of days that you want GroupWise to search. If the event has to be scheduled within two weeks, the search range needs to be fourteen days.

You will need to indicate the days that you want included in the search. The default is to search a five day business week. If, for example, Saturday is an available option for the meeting, click in the check box next to Saturday to place an "X" in the box.

Without having access rights to the users included in the search you will only be able to see when they are scheduled for other events. If you have proxy to other calendars included in the search you may select the Show Appointment Information check box to see what is scheduled during busy times. Make sure to include yourself in the Busy Search if you will be present at the event and include any resources such as a conference room or necessary equipment.

Click on **OK** to start the search.

The Choose Appointment Time dialog box will appear:



The upper line labeled Combined Time shows the open appointment times that you can choose from. The free time is indicated as a white area. If the area is shaded there is at least one recipient of the search that is not available. Use the horizontal scroll bars to scroll back and forth between the dates that you specified as available.

If you have proxy rights to someone's calendar and have chosen Show Appointment Information, you can click on the shaded area on the line to the right of a recipient and see what they have scheduled. This is most helpful if you are scheduling an appointment with several people and only one person has a conflict. It may be necessary to reschedule an event of lesser importance.

To schedule a meeting time, click and drag on a mutually open time on the combined time line to indicate start and end time. You can also change the duration time of the appointment by resizing the box you just created. You will see the Start Time and Duration of the appointment displayed at the bottom of the dialog box. Click on **OK** to fill in the appointment time and **Send** to send the appointment.

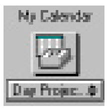
A Busy Search can be conducted by choosing Busy Search... from the **Send** menu as well as from an appointment view. After conducting a Busy Search if you would like to schedule an appointment choose New from the Choose Appointment Time dialog box. This will open a Send Appointment view window.

Exercises

Scheduling a Personal Appointment

Let's suppose that you need to create a personal appointment for a Doctor visit on your calendar.

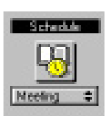
Although, there are a number of ways to accomplish this, let's use a shortcut.



1. Open the Day Projects View of your calendar by selecting Day Projects from the list box under My Calendar.

The appointment is 1 week from today between 2:00 PM and 3:00 PM.

2. Select the date by clicking on it in the upper right corner. Your appointments for that date will appear.
3. Double-click on 2:00 PM.
4. The Personal Appointment dialog box will appear for you to fill in the necessary information.
5. Type in "Dr.'s appt." for the Subject
6. In the Place text box, type "Dr. Smith's office"
7. No message is necessary.
8. The start date should be 1 week from today.
9. Type in 2:00 PM as the start time.
10. Duration should be 1 hour.
11. Click on **OK** to create the appointment on your calendar.



Scheduling a Group Appointment with a Busy Search

You need to schedule an appointment with your instructor and one other classmate. However, you need to find a time that everyone, including yourself will be available.

1. Choose Meeting from the list box under Schedule.
2. Fill in **To:** with the recipients and then click on the Busy? icon.

Remember, the combined line at the top will indicate when all three parties are available.

3. Click and drag to select an open time.
4. Choose **OK**.
5. Finally, choose Send to send the item on its way.

Verify that the appointment was scheduled.

Using Date Difference

Suppose you are scheduled to start on a particular project on June 5, 1995 and you have estimated the time it will take to complete the project as forty days. When will the item be due?

1. Choose Date Difference from the **View** menu from any calendar view.
2. Select June 5 as the start date.
3. Enter forty days as the Number of Days Different.
4. Click on Calculate End Date to see the end date..
5. Click on Cancel to exit the dialog box.

Notes: