

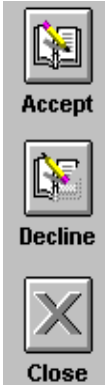
Lesson 2

Objectives:

Upon completion of this lesson you will be able to:

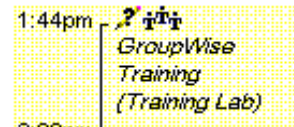
- Respond to Appointments
- Schedule Recurring Events
- Set Alarms

Responding to Requests



Assuming that you are a person in high demand, you may receive several scheduling requests and you may not be able to attend all requested meetings. When you are the recipient of a Group Appointment, the request will not only appear on your calendar, but will also be an incoming item in your In-Box. You have the options of declining, accepting, delegating or postponing response to the item. To decline the appointment, click on the Decline icon. You will be prompted to enter a comment if you wish. If the sender has set his/her preferences to be notified and receive mail when appointments are declined, then they will receive an e-mail message containing your comment. If not, the sender will need to track the status of the item through Out-Box. Declining an appointment will cause it to be removed from the In-Box and the Calendar.

Accepting an appointment will place the appointment on the Calendar and remove the question mark from in front of the appointment in the Calendar view.



Other Response Options

The options described above are available from the icons on the right side of the window. Other choices are available from the **Actions** menu for appointments are Accept with Comment... and Delegate.... If you choose to delegate the appointment to have someone attend the meeting in your place, you will be prompted to supply the name of the new recipient. Everyone should love this feature, except the recipient, right? In addition to the new recipient, you can supply a comment to them, such as, "I'll be on vacation, would you attend for me?" and a note to the original sender. The appointment will be sent to the new recipient and your comment will be in an attachment. The concept is the same as forwarding a mail message, only it is a "to do" item.

Accepting, declining, or delegating an appointment will cause the appointment to be removed from your In-Box. The only choice that will not remove the item is to click on the Close button. The item will remain in your In-Box until you take one of the other actions on it. Declining and delegating will remove the item from your calendar, as well as your In-Box.

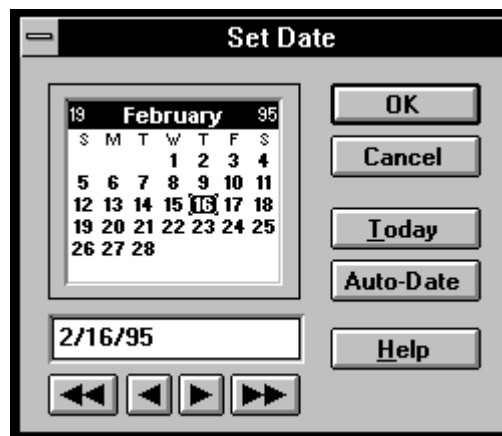
Scheduling Recurring Events Using Auto-Date

You now know how to schedule single incident appointments. What if your departmental staff meeting is every Wednesday morning from 9:00 AM until 10:00 AM. You certainly do not want to schedule several redundant appointments for the same event. GroupWise enables you to specify these dates in one of three ways: selecting dates from a calendar, specifying dates by example, or using a formula. The first two options will be covered in this training manual. The last method, by formula, is primarily an option to ensure compatibility with WordPerfect Office 3.1.

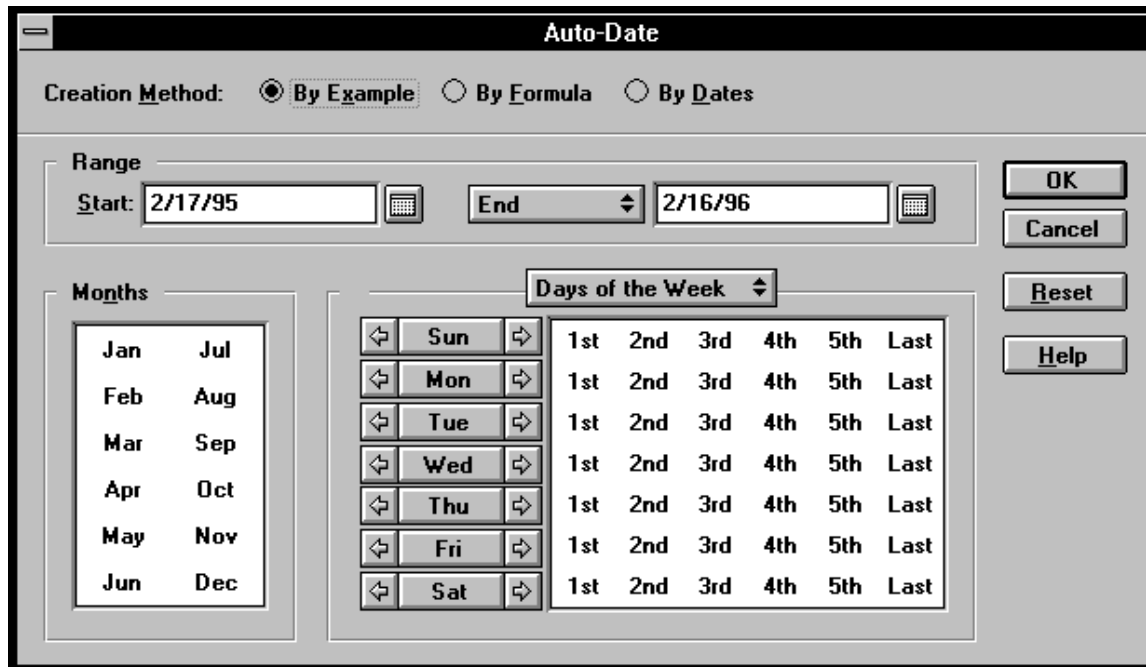
To use any of the three methods, you must use the *Auto-Date* feature.

To access Auto-Date enter any Appointment window. Fill out everything, but the Start Date. Click on the calendar icon to the right of Start Date.

Click on the Auto-Date button.

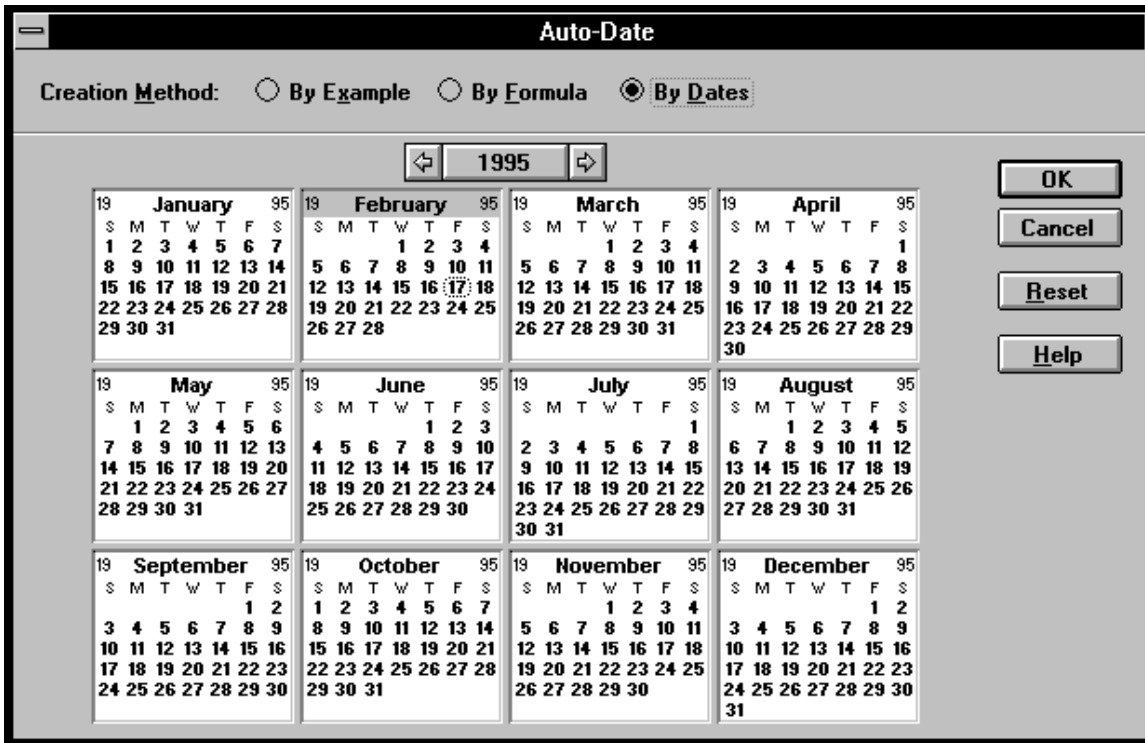


You will see the three creation methods at the top of the Auto Date dialog box. Choose *By Dates* to select dates for recurring events.



Scheduling by Dates

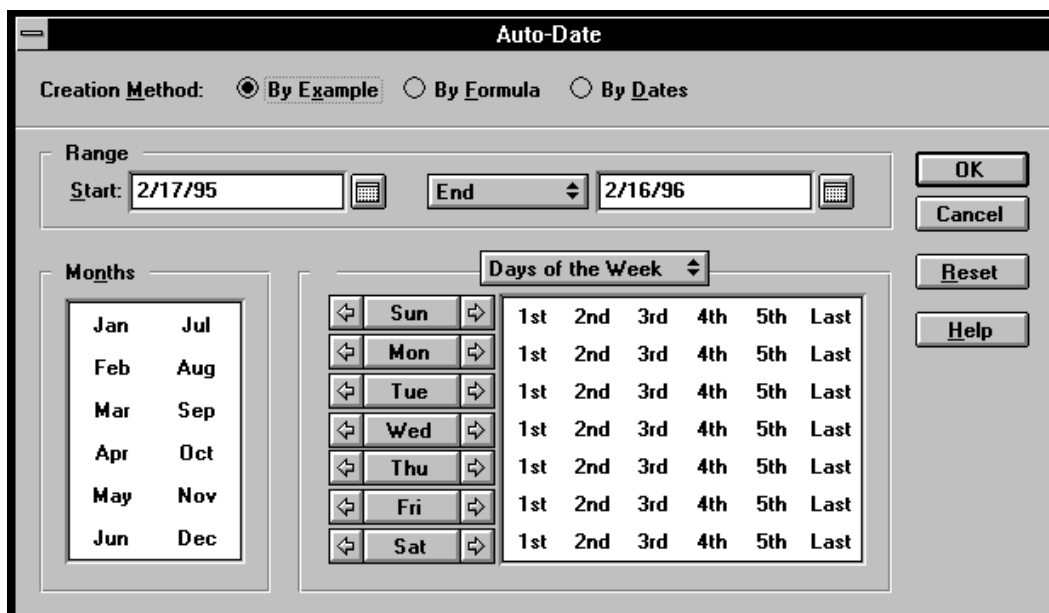
Using this creation method is the simplest, but requires more time than the *By Example* creation method.



Click on the desired dates and then select **OK**. You will return to the Appointment To: dialog box where you may complete the appointment information, such as, appointment time and duration. When the information is complete, click on Send to schedule the appointment.

Scheduling by Example

Although, this method requires more skill, it is very powerful for scheduling regularly scheduled appointments, like weekly staff meetings. From the Set Date dialog box choose Auto-Date. By Example is the default creation method.



First, choose the Start date and End date for the event.

Next, select all of the months that the event is to be scheduled. If you wish to select all months, double-click on any month. Otherwise, click on the individual months you need to schedule.

From the list box that reads “Days of the Week” choose whether the event will occur certain days of the week (second Friday or every Wednesday), specific days of the month (second and tenth) or periodically (every five days).

Examples:

Suppose you need to schedule payroll distribution on the five day business weekday that is closest to the fifteenth of the month.

Choose Days of the Month from the list box and click on Monday through Friday. Finally, select On/Before from the list box below the days of the week. Finally, click on the fifteenth as the day of the month. This way if the fifteenth falls on Sunday, payday will be the preceding Friday and not on Monday. Sounds good!

Starting with the current Monday, you have been requested to schedule a meeting with your development staff every other Monday. Since this may fall on any date and any week, choose Periodic and select every fourteen days.

Finally, you need to schedule an appointment on the Friday preceding the last Monday of every month. This could be the 4th or 5th Friday of the month.

Select the last Monday with an offset of -3. Use the left arrow to the left of Monday to select a negative offset.



As you can see, there are several possibilities.

Combining Creation Methods

You may combine methods as long as the last method you use is always By Date. This enables you to set a meeting every Wednesday and then deselect certain dates, such as holidays or exceptions.

Setting Alarms

Once your calendar fills up with appointments, you may find it useful to be notified of upcoming events. You must have Notify loaded to use the alarm feature. There are two methods for setting alarms.

Setting an Alarm Through Preferences

Setting an alarm for every accepted appointment, including personal appointments, is most easily accomplished through Preferences. Click on the Prefs button from the Main GroupWise window.



Choose Appointment Time and then click on the Set Alarm When Accepted check box. This will enable you to set the interval for notification. An alarm will not be set for an item that has not been accepted. Changing the Preference will only affect appointments scheduled in the future.

Alarms can also be set from your In-Box or from the Calendar.

Setting an Alarm From Your In-Box

To set an alarm for an appointment in your In-Box, open the item by double-clicking on it. Before you Accept the item, choose Set Alarm from the **Actions** menu. Remember, once you accept or decline an appointment it will be removed from your In-Box.

Setting an Alarm From the Calendar

To set an alarm from your calendar, choose the appointment by double-clicking on it. Select Set Alarm from the **Actions** menu. A Set Alarm dialog box will appear:

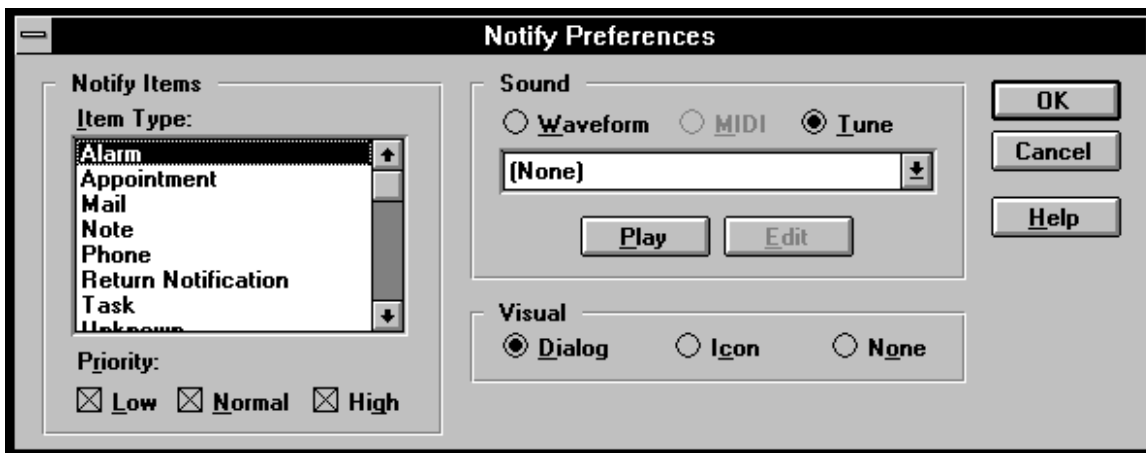
Fill in the options as you wish and click on **OK**.

If you would like to launch an application you can indicate the path to an executable program. This might allow you to automate backups or run some labor intensive program during off hours.



Customizing Alarm and Notify

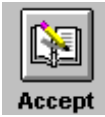
Through the Notify program, you may wish to associate different sounds with different events. For example, you could differ Notify sounds for incoming mail messages, phone messages and even alarms. To do this select the Notify program with one of the Window multitasking options. Select Notify Preferences from the **Options** menu.



Choose an event from the Item Type: list. You can even filter different priority items and attach different sounds to them. What type of sounds you can associate will be somewhat dependent on your hardware. The right side of the dialog box contains available sounds. Choose a sound and click on **OK**. If you receive several notifications you have the option of assigning no sound at all, but still have the Notify window pop up.

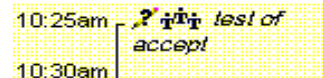
Exercises

Schedule two appointments between yourself and at least one other person in class. Type in “Accept Appt. Test” and “Decline Appt. Test”, respectively for the subject text. Although the appointments will appear in your In-Box, let’s open the Day Projects Calendar view. The appointments will appear with a question mark and people icons indicating it is a group meeting.

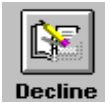


Accepting an Appointment

1. Double-click on the “Accept Appt. Test” appointment to open it and read any attached message.
2. Click on the Accept icon to accept the appointment and place it on your calendar.



If your Preferences indicate notification of accepted appointments, GroupWise will notify you upon the acceptance of your appointment.



Declining an Appointment

1. Double-click on the “Decline Appt. Test” appointment and click on the Decline icon.
2. A dialog box will appear where you may choose to type in a comment.
3. Click on **OK**.

The appointment will not be placed on the calendar and a receipt will be mailed to the sender of the appointment depending on Preferences.

Deleting an Appointment

Delete an appointment from your calendar by clicking on it and pressing the **DELETE** key.

⇒ Note: If you delete an appointment that was scheduled with Auto-Date, you will have the option of deleting the one appointment or all of the instances.



Scheduling a Recurring Appointment

Beginning next month, there will be a monthly meeting for your staff. The meeting will always be held on the first Monday following the first Friday of every month. Since this is not the same as the first Monday, because it could fall before the first Friday, we will need to use an Auto-Date feature to schedule the appointment.

1. Select **Send** New Appointment and fill in the address boxes.

As a review, let's create a Personal Group for our staff. This will make it easy to send members the meeting agenda and minutes.

2. Select the Address Book icon.

3. Double-click on a few class members and choose Save Group in the lower right corner. Name the group "Staff" and click on **OK**.

4. Click on **OK** once again to close the Address Book.

5. Click on the calendar icon to the right of Start Date: and choose Auto-Date from the Set Date dialog box..

6. Choose the next three months.

7. Select the first Friday with an offset of three days. That will schedule the meeting three days following the first Friday of the month.

8. Click on **OK**.

9. Choose the start and end time for the meeting after clicking on the clock icon to the right of the appointment time text box.

10. Click on **OK**.

11. Select the Send icon to schedule the appointment.

12. Verify that the appointment was scheduled.

Notes:

