

Lesson 3

Objectives:

Upon completion of this lesson you will be able to:

- Move an Appointment
- Retract Appointments
- Print Your Calendar

Moving Appointments

You have scheduled yourself for a meeting for tomorrow from 2:00 until 3:00 and the presenters have phoned in saying they will not be available until 3:00. You need to reschedule the meeting from 3:00 until 4:00. As long as you are the owner of the appointment, meaning you are the one that created the appointment, you may move or retract it. The easiest way to do this is to access a Calendar View and use windows drag and drop feature to move the appointment. You will be prompted to conduct a Busy Search before rescheduling occurs. Even if the appointment involves other users the change will occur on all the recipient calendars.

You may also reschedule an appointment by resending it. Choose the appointment from your calendar view, In or Out Box and choose Resend from the **Send** menu. Make the necessary edits and click on Send to resend the item. Make sure and click on Yes to retract the original item so the appointment does not appear on the calendar twice.

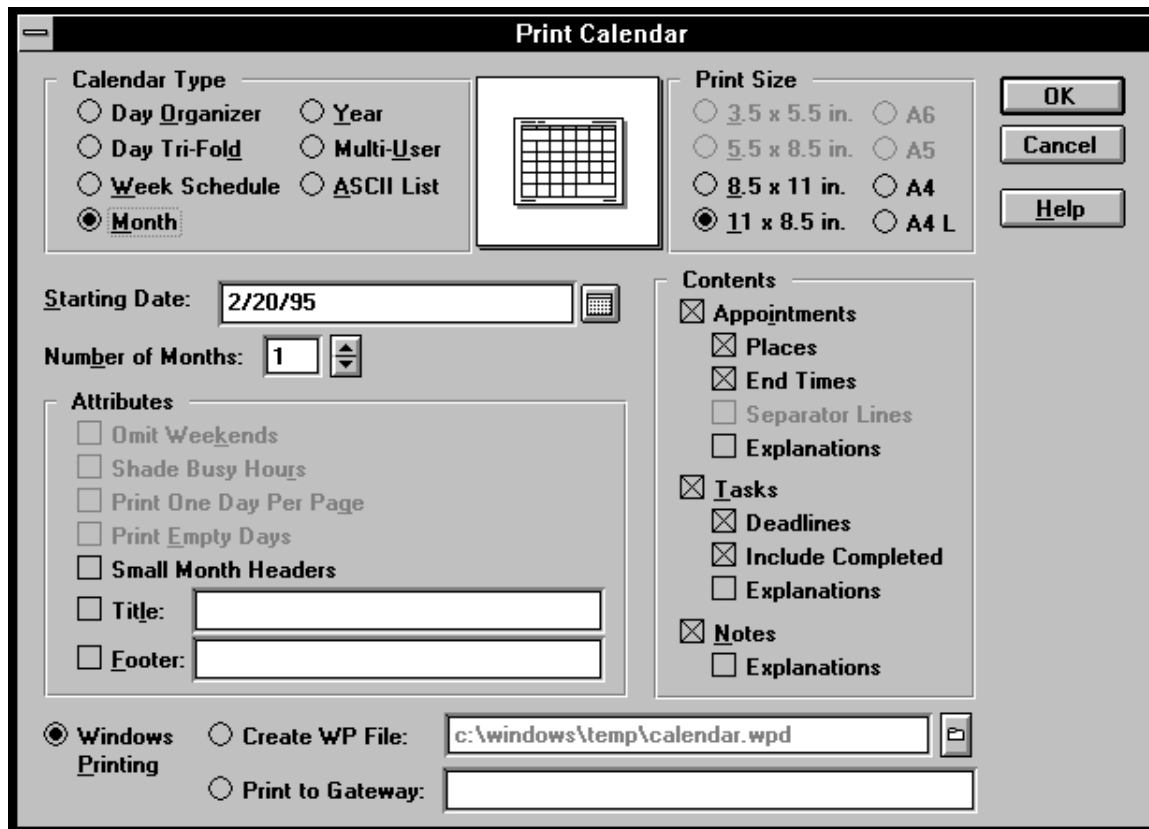
Retracting Appointment

Retracting an appointment is similar to retracting a mail message with the exception that even if the item has been opened and accepted as the owner of the appointment you can delete it from a calendar. If you sent an appointment to an individual or a group of people you can delete it by locating the item in your Out-Box and pressing your **Delete** key. To retract the message choose All Mailboxes from the Delete Item dialog box.



Printing Your Calendar

Novell GroupWise provides a variety of formats for printing the calendar. To print your calendar choose Print Calendar from the **File** menu on the main GroupWise window.



First, choose the type of calendar format to print. You will see an example of the format to the right of the Calendar Type box. Next, indicate the Starting Date and the number of days, months or years that you want to print. These options will change depending on the type of calendar chosen.

Choose the Attributes you want included. Small Month Headers option will print small calendars for the month prior and month after the current month you are printing. Title and Footer options are only available for certain types of calendars.

You may choose to print the calendar using a Windows print driver to a WP file where you can make edits to it before printing.

Print Size options are also dependent on the type of calendar you are printing.

Finally, select the content options. Some types will give you the option, for example, of whether you want tasks and notes printed or just appointments. Some of the options include:

Separator Lines - Places horizontal lines between appointment times

Explanation - Includes the message text from either an appointment, task or note.

As with the other options, certain features will be dimmed depending on the type of calendar selected.

When you have completed the dialog box, click on **OK** to print the calendar.

You now know how to schedule appointments and use your calendar. The next few lessons will focus on managing tasks and notes.

Exercises

Moving an Appointment

Open the Day Projects view and schedule a personal appointment for tomorrow between 1:00 PM and 2:00 PM and then reschedule the appointment from 3:00 PM-4 PM.

⇒ Hint: Change the appointment time using the drag and drop method.

Next, change the same appointment to one month in the future.

⇒ Hint: Drag and drop the appointment to another day on the small calendar to the left of the Day window.

Retracting an Appointment

You have scheduled an appointment between yourself and several other people. One of the key members has just informed you that they will not be able to attend. You need to retract the appointment from all calendars.

1. Select an appointment on a calendar view and press your **Delete** key.
2. Select All Mailboxes from the Delete Item dialog box.

Remember, even if the item has been accepted by the other participants it will be deleted from their calendars. You may wish to send them a mail message to let them know of the change.

⇒ Note: If you delete an appointment that was set by Auto-Date you will be prompted to remove the individual item or all occurrences of the appointment.

Printing Your Calendar

Print your own personal calendar in a month format. Use your name as the title and only print appointments.

Start, by selecting Print Calendar... from the **File** menu.