

HELPDESK NEWSLETTER

SPECIAL EDITION!!!

Rethink Scheduling Meetings and Resources in GroupWise

This special of edition of the HelpDesk newsletter is intended to help when scheduling meetings and resources in GroupWise.

NOTE: A GroupWise resource is usually a calendar for common items that is used by many people. These typically include scheduling for conference and meeting rooms, department vacation schedules, department vehicles and project calendars. Contact us at 780-4029 if your department would like a new resource calendar added to GroupWise.

IMPORTANT CONCEPTS: 1. Select your first choice for a date and time in the your calendar. 2. Invite the people and resources. 3. Click **Busy Search**. This will display the busy and free times for **all** invitees and resources for the next 7 days after the first choice.

QUICKSTEPS

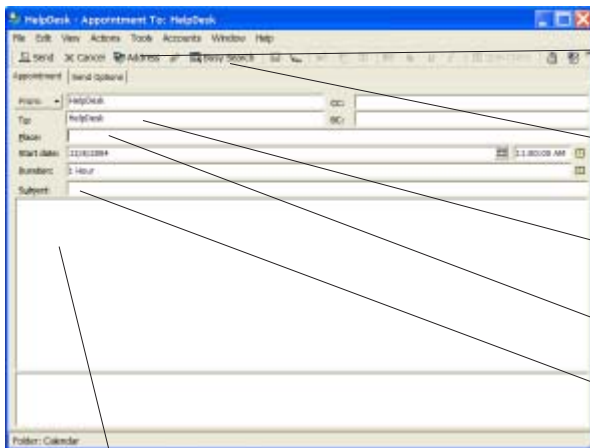
These steps are pictured on the reverse side.

1. Display your calendar in GroupWise and display the desired date for the meeting
2. Highlight a desired time for the meeting
3. Click the New Appointment button. A window similar to a New Mail message will appear.
4. In the To: field, address this message to those who you would like to invite to the meeting. Also include the address for the conference room here
5. Click the Busy Search button. This will display a grid of your invitees (including the meeting room) which indicates the busy and free times for all invited. If all invitees are free, click OK. If you need to change the meeting time, see the detailed description below.
6. Back in the appointment message, verify or enter the place for the meeting, type a subject for the meeting. You may also type a message or agenda for the meeting.
7. Click Send
8. All invitees will receive an email inviting them to the meeting. The conference room (resource) will automatically be scheduled.

ACCEPTING A MEETING INVITATION

1. As an invitee, you will receive an email inviting you to the meeting. Open this message.
2. Click the Accept or Decline button to indicate your preference
3. If you click Accept, the meeting will automatically be placed in your calendar.

SCHEDULING MEETINGS AND RESOURCES IN GROUPWISE



Click the Address button to view the available resources in your address books

Click Busy Search to check for available times (see next graphic)

Invite the attendees and resource to the meeting here.

Type or verify the meeting location.

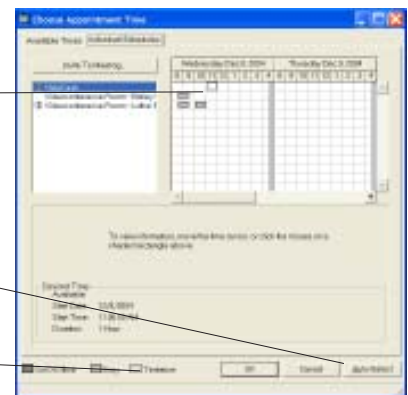
Type a subject for the meeting here

Type an additional message or agenda here (optional)

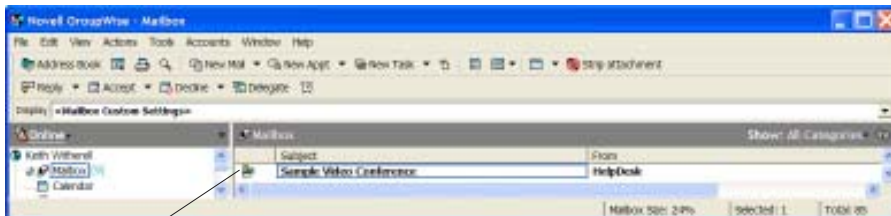
Proposed time is an outlined box. You may click and drag this box to change the meeting time. The gray boxes are indicating busy times.

Click here to have GroupWise select the first time that is available for invitees

Click OK and then send the invitation



INVITATION RECIPIENTS



The recipient will receive an invitation to the meeting in their mailbox. Note the different icon. Open this as if it were a regular email.

Click the Accept button to accept the invitation. This will place this meeting in your calendar

Click Decline to decline the invitation. There will be no entry in your calendar and you will have the opportunity to reply to the invitation.

