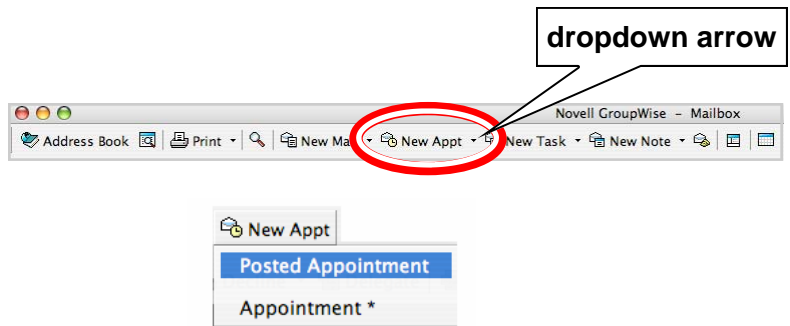


Personal Appointments

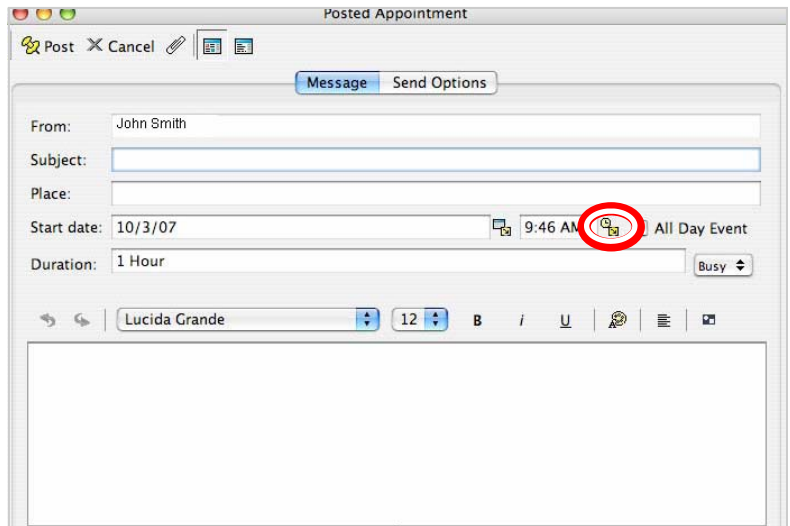
There are two types of appointments: those you schedule for yourself and those you send to others.

- To schedule a personal appointment click on the dropdown arrow by the **New Appointment** button in the main toolbar.
- Click on **Posted Appointment**



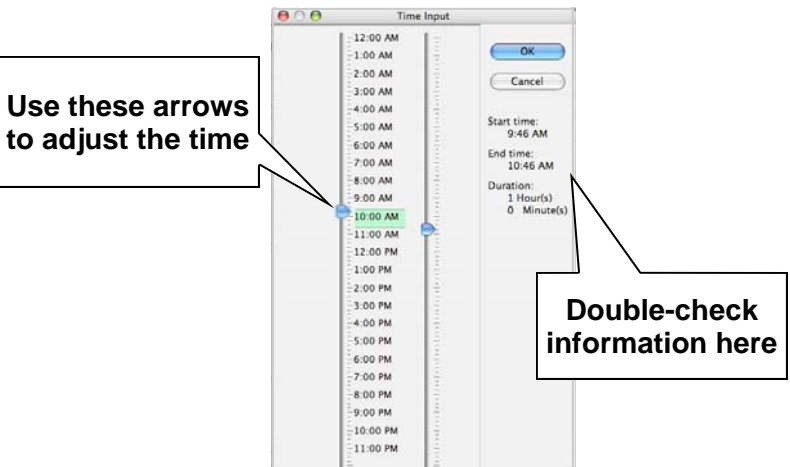
A **Posted Appointment** window will appear.

- Type the information you want to include in the appointment such as **Subject** and **Place**.
- Be sure the desired duration is shown in the **Duration** field
- To change the duration of your appointment click on the clock button next to the duration field.



A **Time Input** window will appear

- In the Time Input window adjust the blue arrows to indicate the start and end of your appointment
- Be sure the information is correct—check this by reading the text in the right side of the window
- Click **OK** to save the information and close the window.
- In the Posted Appointment window click on **Post** to save and post your appointment and close the window.



Appointments Sent to Others

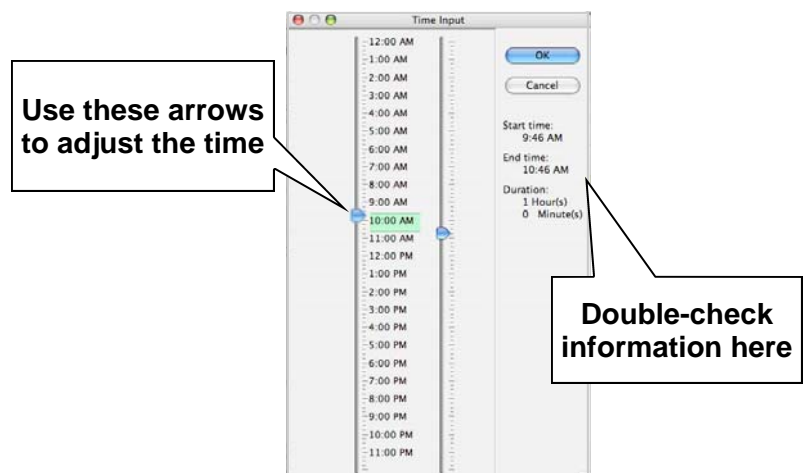
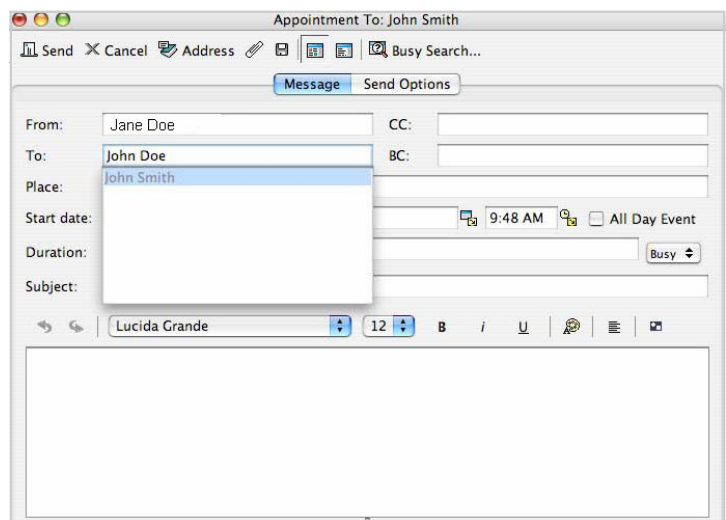
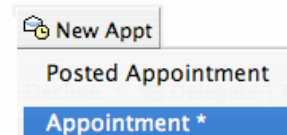
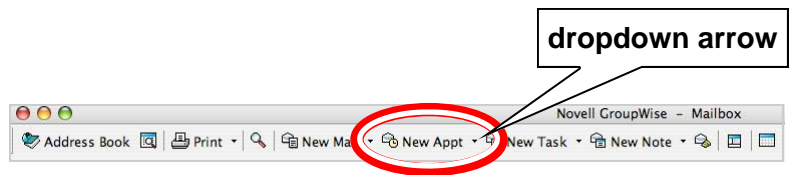
The main purpose of sending appointments to others is for collaborative scheduling.

- To schedule a collaborative appointment click on the dropdown arrow by the **New Appointment** button in the main toolbar.
 - Click on **Appointment***
- An **Appointment To:** window will appear.
- Type the information you want to include in the appointment such as **Subject** and **Place**, and **To:**

Note: you can specify multiple recipients using the **Address Selector method** or by **Manual Entry**

- Be sure the desired duration is shown in the **Duration** field
 - To change the duration of your appointment click on the clock button next to the duration field.
- A **Time Input** window will appear
- In the Time Input window adjust the green and red arrows to indicate the start and end of your appointment
 - Be sure the information is correct—check this by reading the text in the right side of the window
 - Click on **Send** to send the appointment.

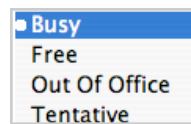
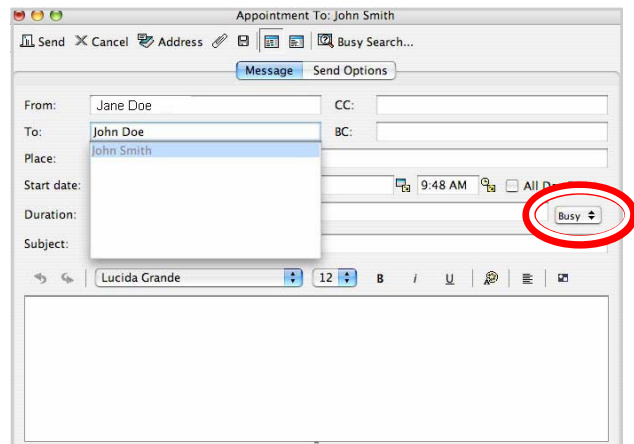
When a recipient receives an appointment it will appear in his mailbox. The recipient then has the choice to accept or decline the appointment. If accepted: the appointment will appear in his calendar.



Busy Status

Marking an appointment as *Busy* will allow others to see that you are unavailable at that time. Only those who you have given proxy access and rights to will be able to access this information.

- To change the busy status in an appointment click on the **status button** next to the Duration field.
- A small menu of options will appear.
- Click on the desired status: Busy, Free, Out Of Office, or Tentative



Marking an Appointment as Private

Marking an appointment as *Private* will allow others who you have given calendar read-rights to see that you are unavailable at that time. The nature of the appointment will stay hidden.

- To mark an appointment as Private navigate to the Calendar by clicking on **Calendar** in the left folder pane.
- Select the desired appointment by clicking on it.
- Click on the **Actions** menu in GroupWise tool bar.
- Select **Mark Private**

