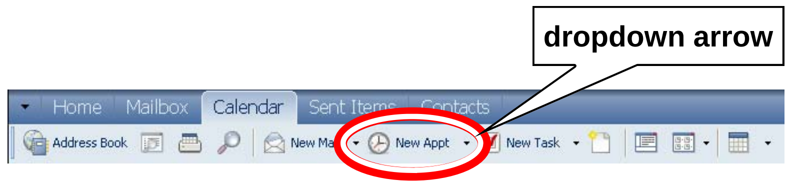
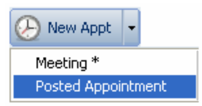
Personal Appointments

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

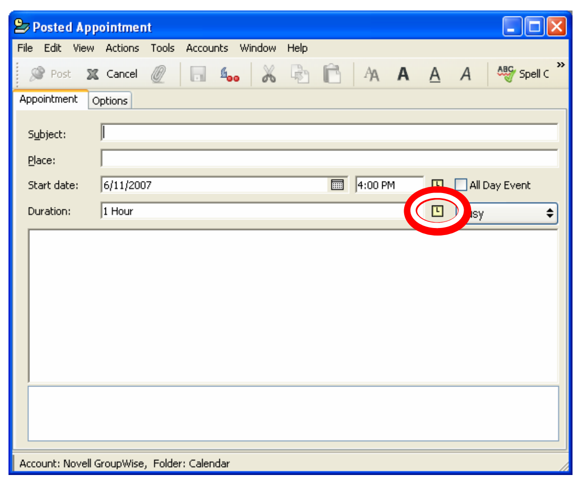
- To schedule a personal appointment click on the dropdown arrow by the **New Appointment** button in the main toolbar.
- Click on **Posted Appointment**





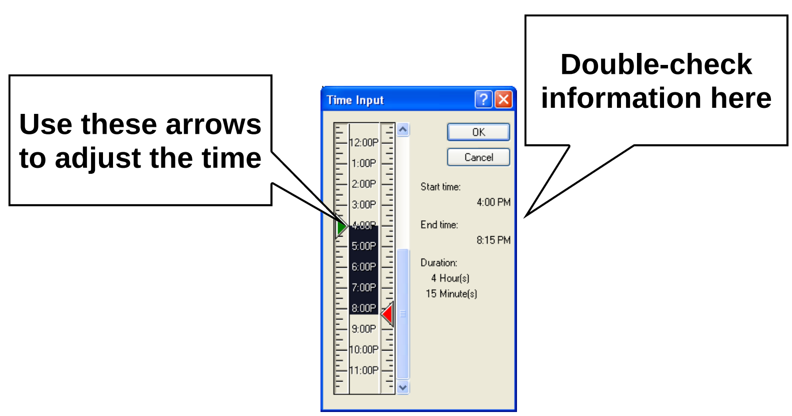
A **Posted Appointment** window will appear.

- 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 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 **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 **Meeting***

An **Appointment To:** window will appear.

- Type the information you want to include in the appointment such as **Subject** and **Place**, and **To:**

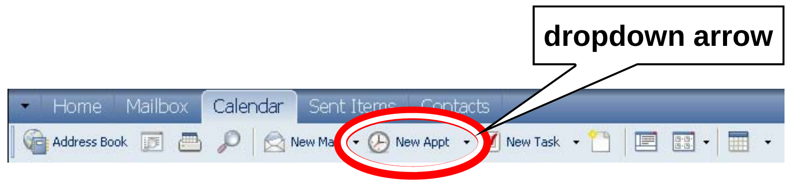
Note: you can specify multiple recipients using the *Address Selector method* or by *Manual Entry*

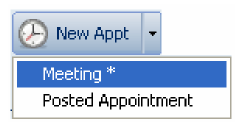
- Be sure the desired duration is shown in the **Duration** field
- To change the duration of your appointment click on the clock button next to the duration field.

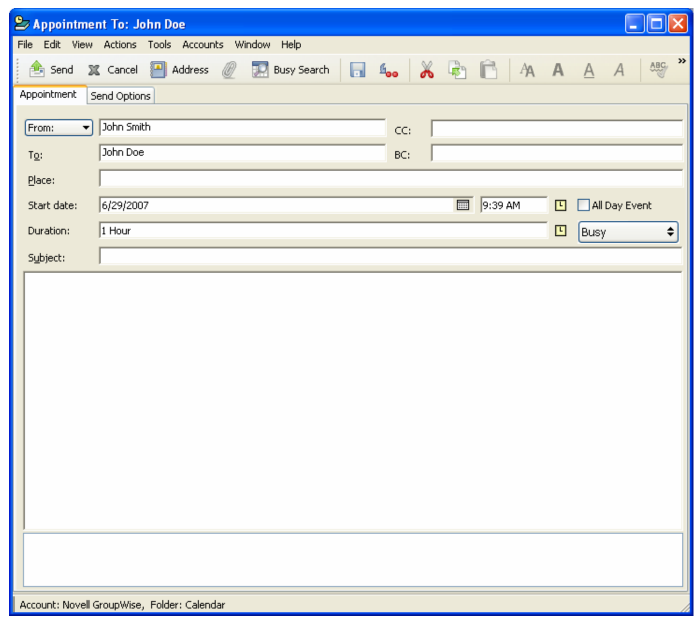
A **Time Input** window will appear

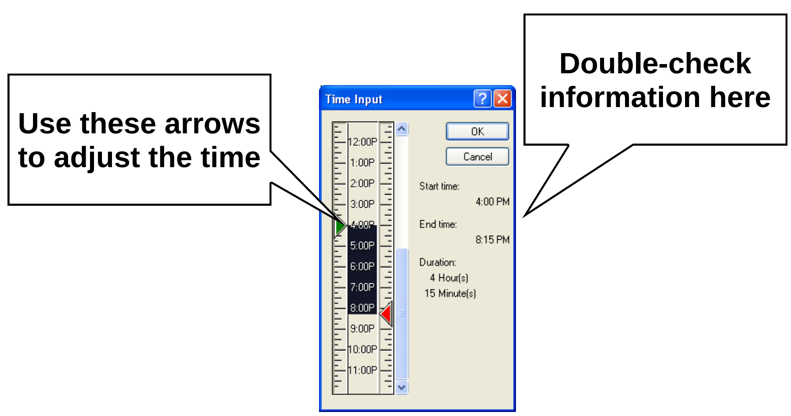
- In the Time Input window adjust the green and red arrows to indicate the start and end of your appointment
- Be sure the information is correct—check this by reading the text in the right side of the window
- Click on **Send** to send the appointment.

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.



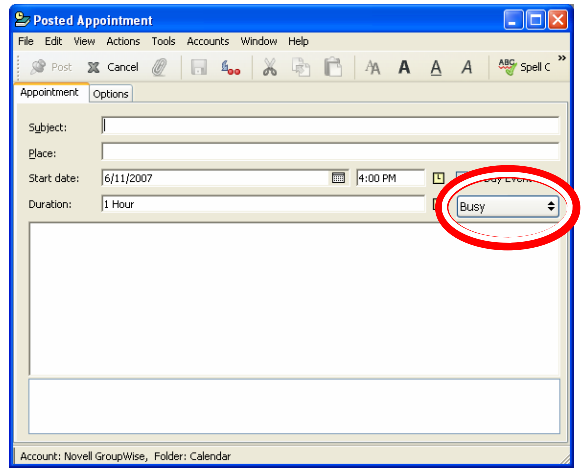






Busy Status

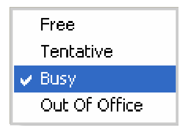
Marking an appointment as *Busy* will allow others to see that you are unavailable at that time. Only those who you have given proxy access and rights to will be able to access this information.



- To change the busy status in an appointment click on the **status button** next to the Duration field.

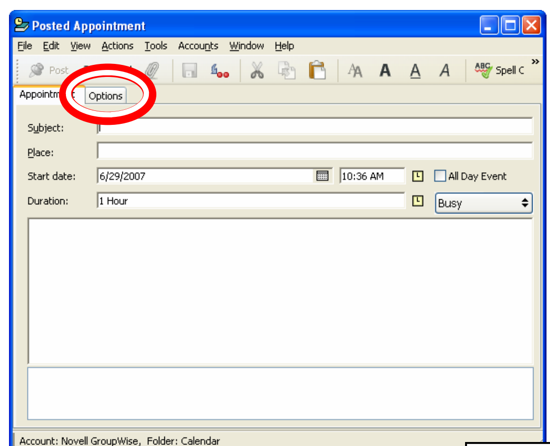
A small menu of options will appear.

- Click on the desired status: Free, Tentative, Busy, or Out of Office

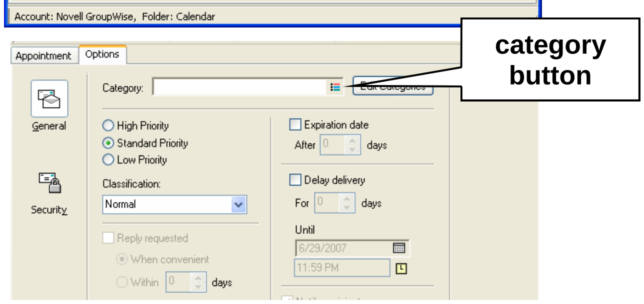


Assigning a Category

Assigning a category to an appointment further organizes your schedule. Categories can be color-coded and are also useful for filtering purposes (i.e. when you wish to view only appointments in a certain category).

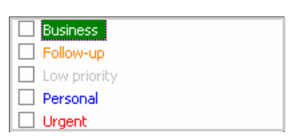


- To assign a category to an appointment click on the **Options** tab in the Appointment window.
- In the **Category** field click on the **category button**



A list of categories will appear.

- Check the box next to the desired category.

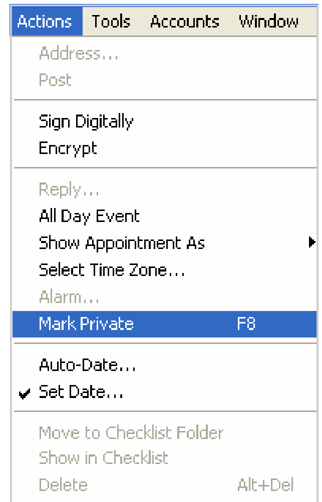


To add or edit categories:

- Click on the **Edit Categories** button in the options tab.

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 click on the **Actions** menu in the Appointment window.
- Click on **Mark Private**