GroupWise 7.0 - Calendar

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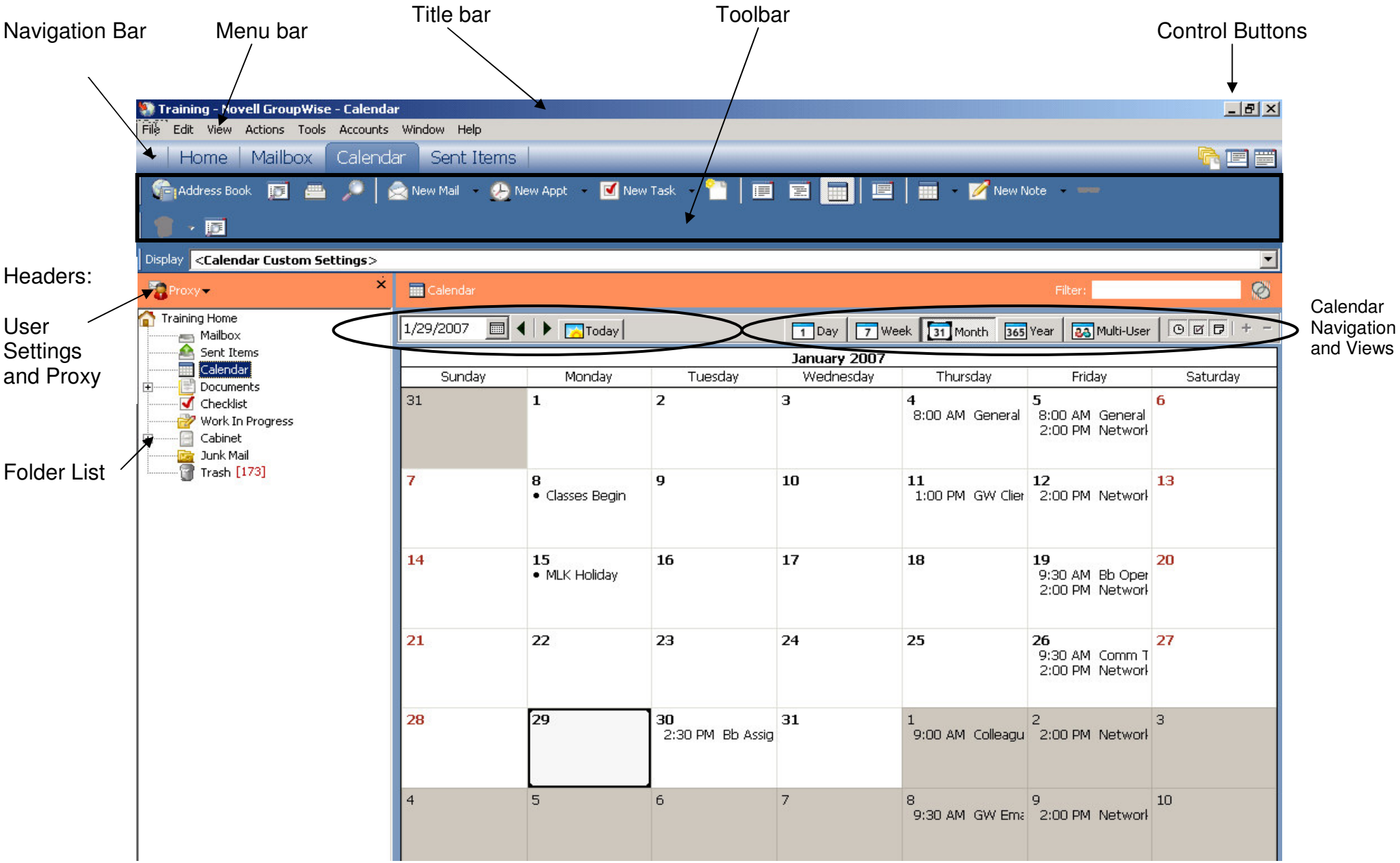
Navigation Bar
Menu bar
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File Edit View Actions Tools Accounts Window Help
Home Mailbox Calendar Sent Items
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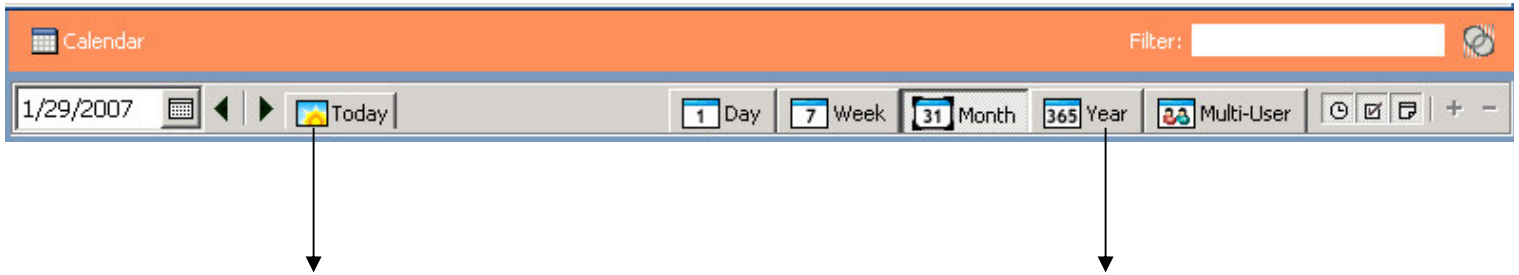
Calendar
Filter:
1/29/2007
Today
Day
Week
Month
Year
Multi-User
Calendar Navigation and Views
January 2007
Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Calendar Toolbar

The Calendar has a header and toolbar with new navigation controls. These controls are consistent in every Calendar view.

Header →



Calendar Navigation	**Calendar Views**
• Displays current date and access to monthly calendar • Move backward or forward one month • Go to Today	• Day • Week • Month • Year • Multi-User • Show/Hide Appointments • Show/Hide Tasks • Show/Hide Notes • Add a column to calendar view • Remove a column from calendar view

Calendar Views

Switch calendar views by clicking on the buttons located in the Calendar header:

Day View

- Shows Calendar items for 1 day
- 3 - 4 Months of mini calendars
- Displays Appointments
- Displays Reminder Notes
- Displays Tasks in separate panes
- The current date has a black border around it

Week View

- Shows Calendar items for the entire week (5 days)
- Shows Appointments (default)
- Add or subtract days to your view by using the toolbar (+ or -)
- The selected date is in the date box
- The current date is highlighted
- Other dates are displayed in gray
- Today Button gets you back to the current date
- Can Show Reminders and Tasks by clicking on buttons at the top (resizable)

Month View

- Shows Calendar items for entire month
- Current date has a black border around it
- Can display Appointments, Tasks, Notes by clicking buttons on the toolbar
- Appointments are identified by an hour
- Tasks are identified with a ☐ bullet
- Notes are identified with a ● bullet

Year View

- Shows Calendar one year at a time
- Current month is highlighted
- Current date has a black border around it
- Current date is displayed in a black box
- Dates with scheduled appointments will appear bold faced

Multi-User View (View Proxies)

- View for use with Proxies
- View all calendars that you have “read” rights to in one place
- Must have “read” rights to view other’s calendars
- Used the same way as the Week View

Using GroupWise Notify

GroupWise Notify uses pop up boxes to remind you about appointments that have been set to alarm. It also notifies you when you have new email.

Turn Notify On

Start / Programs / Novell GroupWise / GroupWise Notify

Turn Notify Off

Right click on the world icon in your system tray / choose Exit

Automatically Launch Notify

Tools / Options / Environment / General / Launch Notify at Startup

Note: Most of the instructions below refer to the **Day View**, but you can post an Appointment, Task, or Note in any view.

Scheduling Calendar Items

Post an appointment on your calendar

1. Go to the appropriate date on your calendar by clicking on the date on the "mini-month" calendar (or from the View menu choose Go to Date).
2. Double-click on the time the event starts.
3. The Posted Appointment window appears.
4. Type in a Subject. What you type here will appear on the calendar.
5. Fill in other needed information: place, duration, or details.
6. Click the Post button.

NEW! Schedule all day events

1. Go to the appropriate date on your calendar by clicking on the date on the "mini-month" calendar (or from the View menu choose Go to Date).
2. Double-click anywhere in the appointments area.
3. The Posted Appointment window appears.
4. Type in a Subject. What you type here will appear on the calendar.
5. Fill in other needed information: place, duration, or details.
6. Go to Actions / All Day Event. The duration displays 1 day and will the appointment is scheduled for the entire day.
7. Click the Post button.

Post a task on your calendar

1. Double-click anywhere on the Tasks area.
2. Enter a Subject for the task.
3. Fill in a start and end date.
4. Optional: You can assign a priority number or letter (ex: 1, 2, 3, or A, B, C).
5. Optional: You can provide more details in the Message area.
6. Click Post. The task will appear on your task list each day until completed. If not completed by the due date, the task will turn red.

Mark a task as completed

Just click the box next to the task to check it as completed. (Clicking on a checked task will "un-check" it.) Once marked completed, the task will not carry over to the next day's task list.

Post a reminder note

1. Double-click anywhere on the Notes area.
2. Enter a Subject and Start Date.
3. Click Post.

Reschedule an appointment, note, or task

Drag an appointment from one time slot to another on your calendar. To move the appointment, task, or reminder to another day, you can switch to a different view (ex: month) and drag the item from one day to another.

Schedule a recurring appointment

1. Open a new Appointment.
2. OR Highlight an area of your calendar, right-click in the area, and choose New / Posted Appointment.
3. Type in a subject.
4. From the Actions menu, choose Auto-Date.
5. Click all dates when the appointment will occur.
6. Click OK.
7. Enter other details if necessary.
8. Click Post.

Note: You can also schedule recurring Tasks and Reminder Notes.

Busy Search

Use Busy Search to find out when others are free to meet.

1. Choose Busy Search from the Tools menu.
2. Enter the names of the people you want to include in the meeting, just as you would address an email message). Press Enter after each name. Don't forget to include yourself!
3. Specify a start date (earliest meeting date) and number of days after that to search.
4. Click OK.
5. A window appears offering you two ways to view when others are busy. Click the Available Times tab.
6. You can "un-invite" a person, by clicking away the check next to his/her name. You can also invite more people by clicking the Invite to Meeting button.
7. When you have found an agreeable time to meet, click in the date/time in the calendar.
8. Click the Request Meeting button; fill in the subject, place, and click Send.
9. Recipients will receive an appointment request. They can choose to accept or decline. (The item appears in their own calendars as "tentative" (*in italics)* until they accept or decline.)
10. You can track whether recipients have accepted by opening your Sent Items folder. Right-click the item and choose Properties.

NEW! Create Multiple Calendars

You can now create multiple calendars in GroupWise. Each New Calendar can be displayed in the Main Calendar and can be assigned a different color.

Create a New Calendar

1. Right click on Calendar in the Folder list on the left side of the window
2. Choose New Calendar
3. Name the New Calendar

New Calendar Properties

1. Right click on the New Calendar name and choose Properties.
2. Check Show in Main Calendar to display New Calendar items in your main calendar,
3. Check the Color box to assign you New Calendar a color. Use the drop down arrow to pick a color for your New Calendar items.
4. Items will appear in that color.

Calendar Options

Change workday start / end time

1. Go to the Tools menu and choose Options.
2. Double-click on Date & Time.
3. At the bottom, you can enter your work start and end time.
4. Click OK.

Change the time interval displayed on your calendar

1. Right-click in the appointments area of your daily calendar.
2. From the pop-up menu, choose Time Interval. Select the interval you want.

Change defaults for alarms

By default, GroupWise sets an alarm to notify you 5 minutes before every appointment. The alarm is automatically set when you post or accept a new appointment.

Change alarms

Go to Tools / Options / Date & Time / Calendar

Change the default alarm time

Turn alarms off by un-checking the box beside Set alarm when accepted

GroupWise Help

To access GroupWise Help Go to:

Help / Help Topics

Help Topics includes a table of contents and an index specific word searches.