

GroupWise Busy Search

Use the Busy Search feature 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.