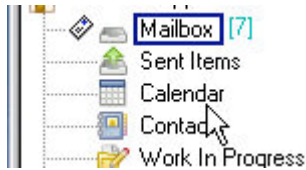


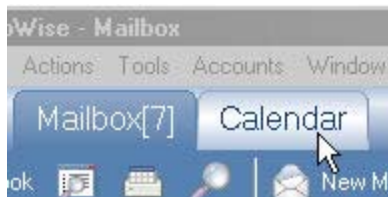
# Using the GroupWise Calendar

## Opening Your Calendar

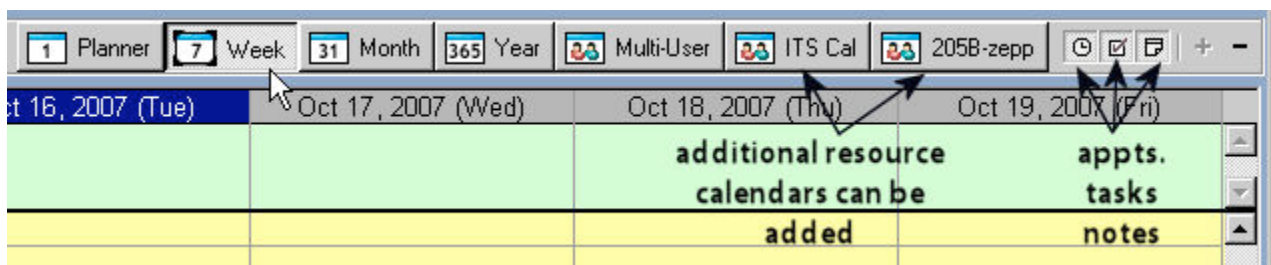
From the Folder List (on the left), click the Calendar option



or choose the Calendar tab below the standard toolbar



You can change the view from the icons labeled 1, 7, 31 and 365 (day, week, month, year). You can also choose whether to view tasks and reminders by selecting or deselecting them.



To move through your calendar quickly, use the forward and back buttons. They will advance the day back/forth by 1 day, 1 week, 1 month, depending on the view you prefer.



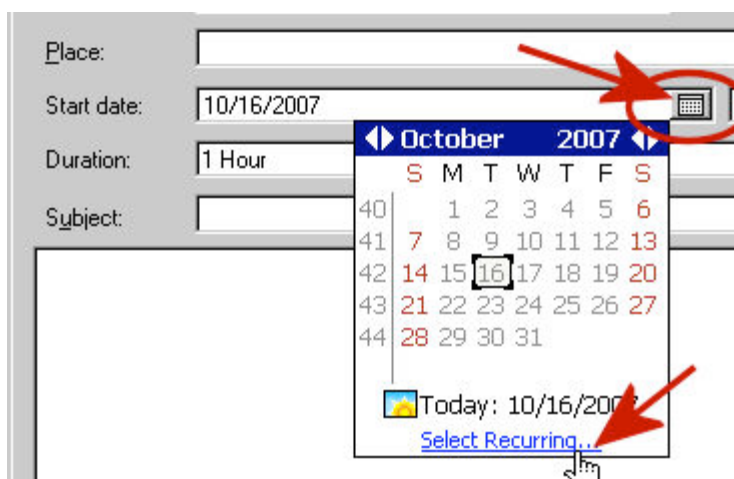
The calendar usually opens to the last day you had open. If it doesn't, check for appointments on the date it opens to see if any have not been accepted yet. GroupWise attempts to remind you when you have an appointment that you have not opened by moving to the unopened appointment date.

## Types of Appointments

- Posted Appointments
  - A *posted* appointment is posted just to yourself - like a POST IT NOTE.
  - It is a scheduled event on your calendar.
  - You do not invite others to a posted appointment.
- Appointments
  - Appointments involve more than one person.
  - When you create an appointment you will receive a meeting notice. It is placed in your Mailbox and in the Appointments list in your Calendar as well as those of all invitees.
  - You can Accept or Decline Appointments.
- Reminder Notes
  - A Reminder Note is a reminder of an event on a specific day.
  - You can add others to the note and they will see it on their calendar too.
  - You can create a posted note that will show up on just your calendar
- Tasks
  - A task is a to do item due on a specific date.
  - Tasks have priorities that will place them higher or lower in the list.
  - If a task is not completed on the day it's due, it will move forward to always appear on the current date until it is completed.
  - You can add others to the task and they will see it on their calendar too.
  - You can create a posted task that will show up on just your calendar

## Creating Recurring Calendar Entries

- Create an Appointment or Posted Appointment using the instructions above **except**:
- When you tab to the date field, click the little calendar icon at the end of that field.
- Click on 'Select Recurring' to see the 'Auto Date' dialog box.



- Use the 'Example' tab to schedule events that occur on the same day each week - the same day each month - or in a defined period of time (i.e. every 14 days).
- The 'Dates' tab is easiest to use because you can click to select the exact dates when this appointment is to recur. (keep in mind, this only works if the time and duration are the same for all).
- If you use the 'Example' tab, follow these directions:
- Set the Start and End dates.
  - Note: the End date is set **one year into the future** by default.
  - Instead of an End date, you can also choose a number of occurrences.
- Select 'Days of the Week' can be changed to 'Days of the Month' or 'Periodic'
- Select the Months when this appointment will recur.
- Finally, select the day(s) when this appointment will recur.
  - You can check to be sure you have correctly set this appointment by clicking on the 'Dates' tab. You will see the dates on the calendar bolded.
  - If any of your recurring appointments fall on a holiday, while on the 'Dates' tab, single click a date to de-select it.
- Click OK.
  - If your appointment (such as a vacation or conference) will occur on consecutive days, you can just enter the number of days into the Duration, i.e. 14 days and click 'Send'. (If this is a 'Posted' appointment, you click 'Post'.)

## Editing Calendar Entries

### Posted appointments

- Double Click on the appointment to open it then, revise it.
- Once you have completed revising, Click 'Post' and the calendar appointment is updated.

### Regular appointments with other invitees

- Right-click the calendar appointment.
- From the menu, choose Resend.
  - If the appointment recurs, you will need to select either this one appointment or all instances.
- Edit the appointment and click Send.
- From the Resend dialog box, click 'Yes' to 'Retract original item'.
- The original appointment will be replaced with the edited information.
- It will again, go in the recipient's mailbox to Accept or Decline the edited appointment.

# GroupWise Advanced Topics

## Email Signature

A signature is a short string of text that is added to the end of email messages you send. It will usually contain your full name, title, phone number, e-mail address, etc.

- To add a signature to your GroupWise email, click Tools > Options > Environment. Click the Signature tab.
- Here, you have options for multiple signature files such as 'formal' vs. 'informal'
- Place a check in the box next to Signature to activate it.
- Click the 'New' button to open a new signature file.
- In the 'New Signature Name' box, if this is to be your 'formal' signature, type 'Formal'.
- Type the text you want as a signature in the Signature box.
  - most signatures include your office location & room number, phone, e-mail.
- Click the signature option you prefer (Automatically add - or - Prompt before adding).
  - If you create more than one signature, you can distinguish one to be the 'default' selection.
  - Choose the desired signature from the 'Signature name' drop-down list and select the check box 'Set as default'.
- Click OK and Close.
  - The Electronic Business Card (vCard) option causes print-outs to print an extra page for the business card. You probably should not use this option.

## Creating Personal Folders

- To create a folder, click File > New > Folder
- Select Personal folder and click Next
- Enter a name for the folder. You can adjust its placement in the folder list by clicking Up, Down, Left or Right. Click Next to continue.
- If you need to customize settings, you can do this on the final screen. When finished, click Finish.

## Rearranging Folders

- From the Main Mailbox Window, Click Edit > Folders...
- You will see the Folders dialog box open.
- Click the + sign in front of the Cabinet to expand your list of folders.
- Single-click on a folder to highlight it.
- Use the Move buttons to change the order of the folder.
- You cannot move more than one folder at a time.
- When you have re-arranged your folders, Click OK.

- You can also move folders by right-clicking and dragging them to a new location. When you let go, you will be prompted to move the folder into, above or below the folder you dropped it on.

### Changing message subjects

- Sometimes message subjects don't adequately describe what a message contains. GroupWise lets you change the subject of a message to suit your needs.
- If you already have the message open, click the Personalize tab at the top.
- If the message is not open, right-click it and choose Properties. Then click the Personalize tab at the top.
- In the My Subject box, enter the new subject.
- When the message is closed, you will see the new subject.
- If you were to forward or reply to the message, the subject in the forwarded message will revert to what it was originally.

## GroupWise Rules

Rules are created to meet a particular goal. The action is performed in association with a set of conditions. When the conditions are met, the action is triggered. All rules have the following in common:

- You give the rule a name.
- You select an event. The event is the trigger that starts the rule.
- You select the type(s) of items that will be affected by the rule.
- You add an action. The action is what you want the rule to do when it is triggered.
- You must save the rule.

### Creating Rules

- Click Tools > Rules.
- Click the New button.
- Type a name in the Rule Name box.
- Enter your criteria and the action to take.
- Click Save when complete.

## Enabling/Disabling Rules

All rules must be enabled before they can be triggered.

- Click Tools > Rules.
- You will see a list of the rules that you have created. When a rule is enabled it is marked with a check.
- Enable or disable any of the rules listed.

## Moving Received Items to a Folder

- This rule moves messages into a specified folder.
- Click **Tools > Rules**.
- Click the **New** button.
- Name the rule.
- Under **When event is**, select **New Item**.
- **And items are** should be set to **Received**.
- Under **Item types**, **Mail** should be checked.
- Click the **Define Conditions** button
- Select the criteria for the messages. Common specifications could be:
  - From contains john@yahoo.com
  - Subject contains SOAR
- Click the **Add Action** button and choose **Move to Folder**.
- In the **Move Item to Folder** box, you may have to click the + sign in front of the Cabinet to expand the folder list.
- Click to place a check-mark in front of the folder of choice.
- Click **Move**.
- Make any other additions to the rule and click **Save** and **Close**.