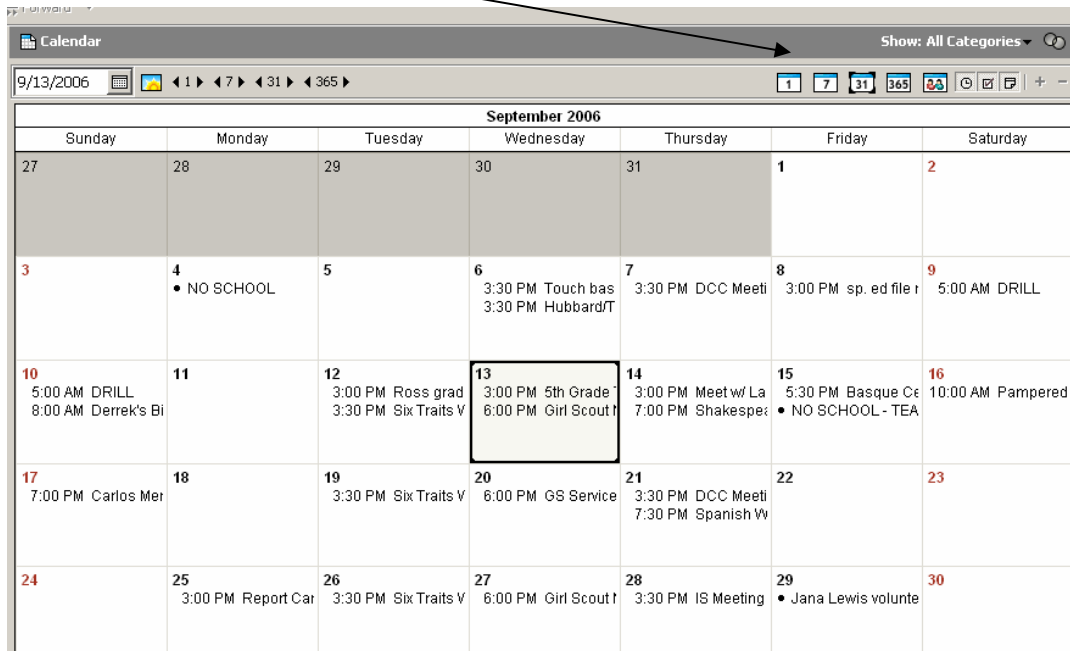


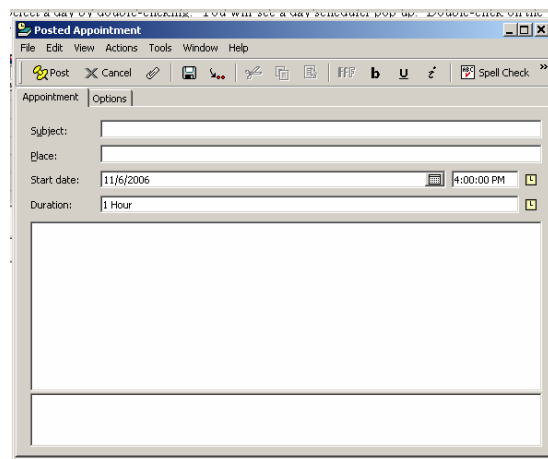
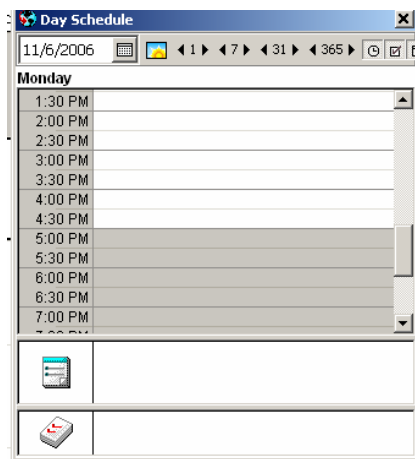
MAKING PERSONAL APPOINTMENTS IN GROUPWISE CALENDAR

***Sending out a request for a meeting is different procedures than these steps. This is for a personal appointment on the calendar.*

1. Open to calendar view. This particular view is month but you can change it to daily, weekly, or yearly.



2. Select a day by double-clicking. You will see a day scheduler pop up. Double-click on the time you would like to schedule your meeting or appointment. This will open the Posted Appointment View.



3. Enter your meeting/appointment information.

Posted Appointment

File Edit View Actions Tools Window Help

Post Cancel [Icons] FFF b U [Icons] Spell Check >>

Appointment: Options

Subject:

Place:

Start date: 11/6/2006 [Calendar Icon] 4:00:00 PM [Time Icon]

Duration: 1 Hour

Subject: This is the name of your meeting or appointment.



Select the calendar icon to choose or change the date.

Time Input

OK Cancel

Start time: 4:00:00 PM

End time: 5:00:00 PM

Duration: 1 Hour(s)
0 Minute(s)

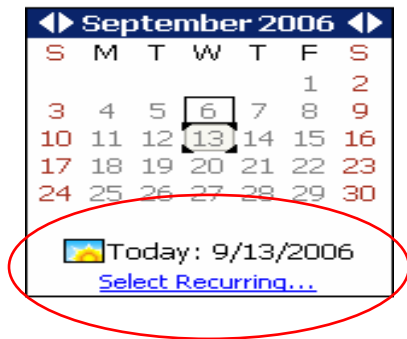
Change start and end times by sliding the green and red arrows up or down.

4. Once done entering information click on the Post button.



MAKING A RECURRING APPOINTMENT IN GROUPWISE

Follow the same steps above. When you get to step 3 where you choose the date of your appointment choose the option at the bottom titled [Select Recurring...](#)



In this section you can single-click all of the dates you want that appointment to happen. The date will bold when selected. To deselect just click the date again. When done choose OK. Appointments will be entered into your calendar.

