
The GroupWise Calendar: Windows 7 client



This document summarizes Calendaring features using the GroupWise 7 Windows Client. A separate document is available on the Web program that allows you to access your CCSF GroupWise email from any Internet-connected computer with a browser.

The Windows interface to GroupWise works only on Windows PCs wired directly to the CCSF network on campus (not on CCSF laptops used at home or your home computer).

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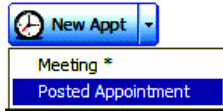
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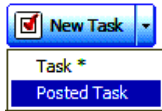
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The Three Calendar-related message types

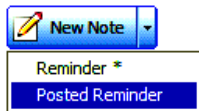
You can send **three message types** that affect the GroupWise Calendar:



1. **Appointments:** Specify Place Date, Time, Duration. Send appointment messages to yourself (click Posted Appointment) and to other individuals or groups on the CCSF GroupWise system. These appointments sent to others are called Meetings. If you send appointments to someone with an email address outside CCSF's GroupWise, it appears as an ordinary message. But all information—place, date, time—is included.



2. **Tasks:** Set Start and Due dates. You can create a To-Do list by sending Tasks to yourself (click Posted Task)



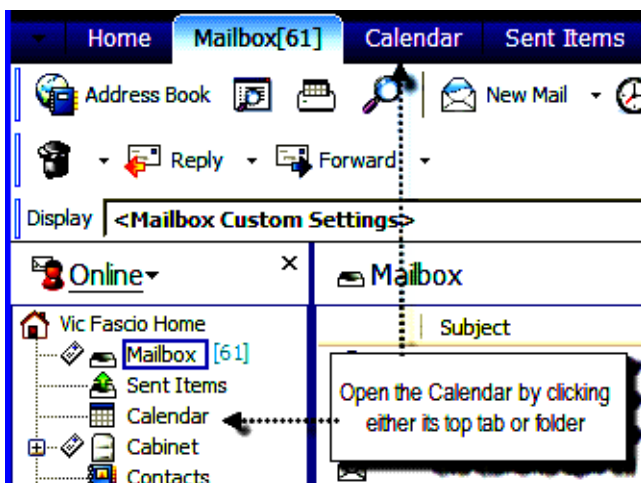
3. **Reminder Notes:** These appear as a bullet on a calendar on a specific date. Again, you can “write” these into your calendar by clicking Posted Reminder (This icon does not appear on your Navigation bar by default. To add it, see page 11)

A fourth type, the Phone Message, sets up a pink pad-like form for your message, but does not affect your calendar.

Viewing the Calendar

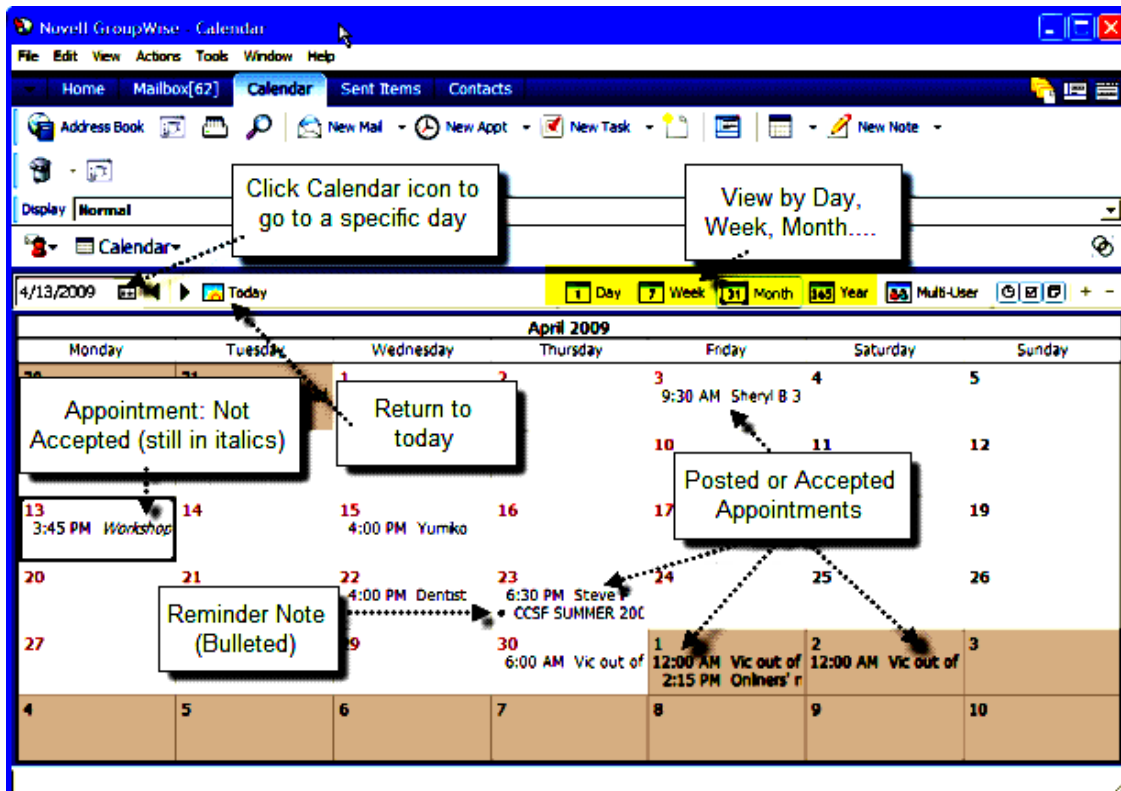
The Calendar displays any appointments, tasks, and notes you've received whether you've accepted them or not.

Open the Calendar from the icon list on the left of the GroupWise main window.



You can perform the same actions on an item in the Calendar that you can on an item in the Mailbox, such as accepting, declining, delegating, or moving the item. In addition, you can decline, delegate, or move items you've accepted that no longer appear in your Mailbox.

- **Day** view shows Appointments, Notes and Tasks in separate, neat rectangles.
- **Week** view displays three stacked areas. Drag boundaries between areas to change their size.
- **Year** view allows you to double-click any month or day to see its details.



- **Multi-User** allows you to view calendars of several people at once: not very practical onscreen for more than one other person. Before you can view someone else's calendar you must be granted and accept proxy access (not covered in this handout).

Click the arrows between the Calendar and Today icons to move back or forward by day, week, month—however you are display the calendar. Sending vs. Posting a Calendar-related message

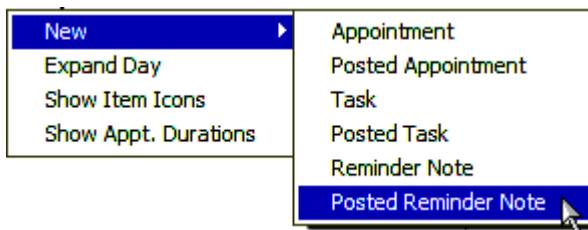
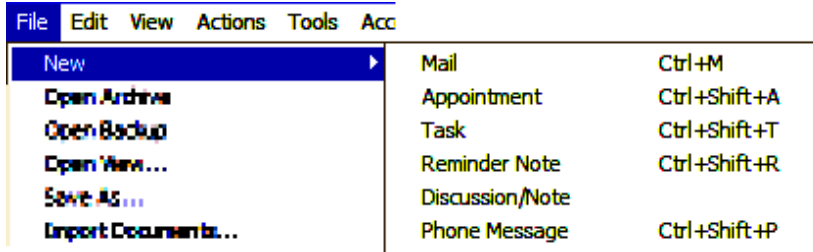
Sending vs. Posting

When you **Send** an appointment, task, or note, you can address it to multiple recipients. Each one can see the item in both the calendar and the inbox. And each recipient is supposed to Accept or Decline the Appointment, task, or note. But before you try to schedule a meeting using GroupWise's calendar features, remember: most folks here don't use the GroupWise calendar.

If you **Post** an appointment, task, or note, it's like writing in your calendar: you don't see an item in your email, only in your calendar, and you don't have to Accept or Decline (you can always delete the item). It's fast and easy, and the way most folks at CCSF who use the calendar work with it. For more on posting, see Recording directly on your own Calendar: Posting on page 4.

To Send a Calendar-related message

- Click the icon for the message type that you want at the top of the main screen. The only Calendar-related icons that appear by default are Appointment and Task. To add the Note Icon see page 11.
- **Or:** On the menu bar, click **File → New:**

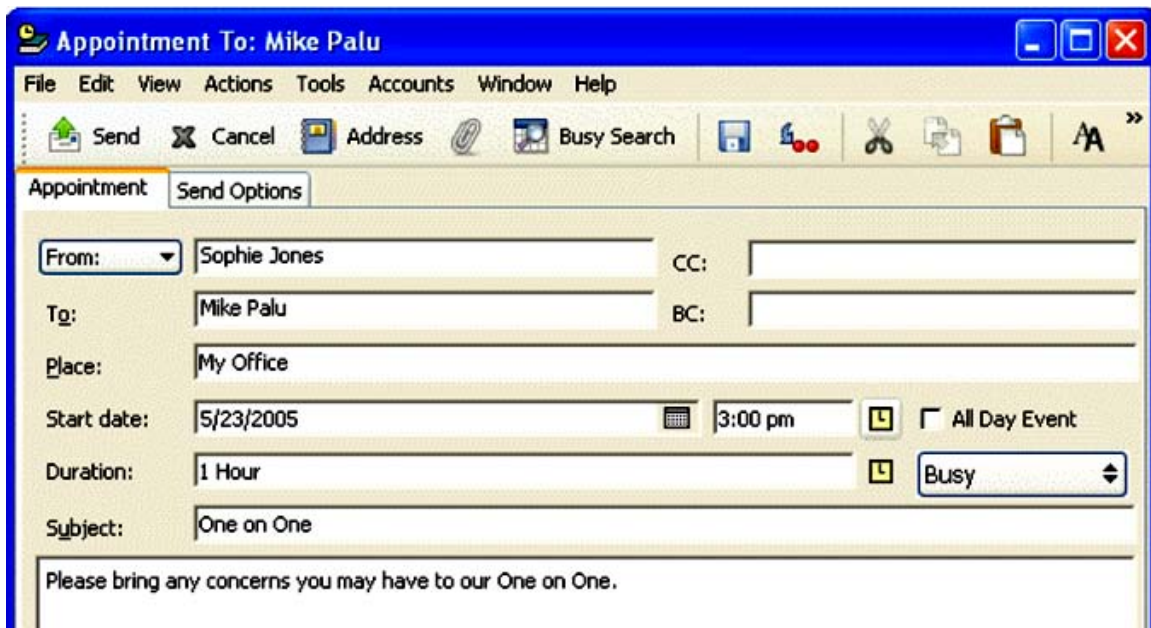


Or: View the Calendar in Month view. Right-click any day on which you want to post or send an appointment, task, or note.

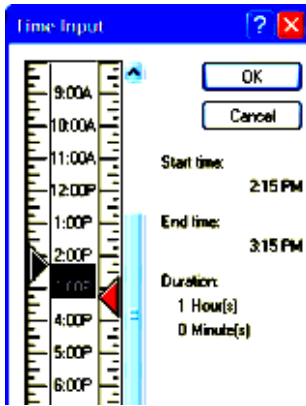
Click New on the popup menu and choose your message type.

Or: Use the Control-key shortcuts listed beside the File menu options.

- Fill in each message type's required fields. Here is a (partial) Appointment screen.



Date, Start and End times



Date: Enter it directly or click the Calendar icon at the right of the Start Date box to choose the date

Start and End times: Click the clock icon beside the time box to bring up this screen. Drag the start and end triangles to the times you want.

Or choose the Start time and type into the Duration box to change the end time.

When you send an Appointment, you can also set recurring dates and check when recipients are busy. For these Appointment options, see **Advanced Topics** starting on page 7.

Recording directly on your own Calendar: Posting

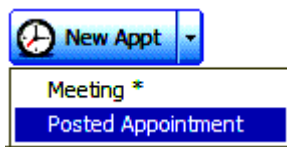
You can add Appointments, tasks, or Notes to your own calendar without sending a message by doing what GroupWise calls Posting. It's fast and doesn't require any follow-up. A posted entry:

- Doesn't appear in your Mailbox, only in your Calendar
- Doesn't require you to Accept or Decline: it stays in your Calendar without your having to respond. You can delete it anytime you want. Just right-click its entry in your Calendar and choose Delete
- If you want to change information in a posted item, just open, change and re-post—you don't have to go through Resending or withdrawing/deleting anything.

A posted Appointment shows you as Busy if someone else does a Busy Search on you for that time (unless you choose Show as Free from the Actions menu before you post).

How to post an appointment (or task, or note)

Open a New Posted Appointment window



1. On the toolbar, click the arrow to the right of the New Appointment (or task, or note) icon
2. On the dropdown menu, click Posted Appointment.

Or:

1. In your Calendar, open a view with an Appointments List
2. Click a date
3. Double-click a time in the Appointments List, or right-click a time and choose New > Posted Appointment.

Fill in required information

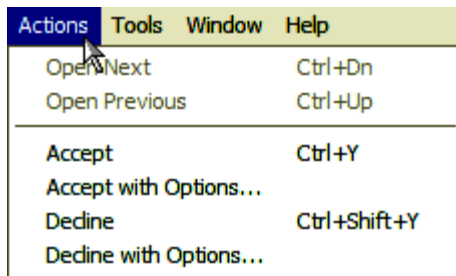
In either case, the New Posted Appointment Window opens. Fill it in.

1. Type a subject and a place (optional).
2. Specify the start date and start time if you haven't already done so.
3. If necessary, click to specify a date or auto-date for your appointment.
4. Specify duration in minutes, hours, or days (in whole numbers).
5. Type a message (optional).
6. Click OK.

After you send a Calendar-related message

When you send any of any of these (non-posted) message types:

- A new mail item **appears in each recipient's Mailbox** folder with the icon showing its type.
- The item **also appears as an entry in that person's Calendar**
- Recipients are **expected to take action** on the message (Accept, Decline or Delegate) by clicking an icon or by using the Actions menu:



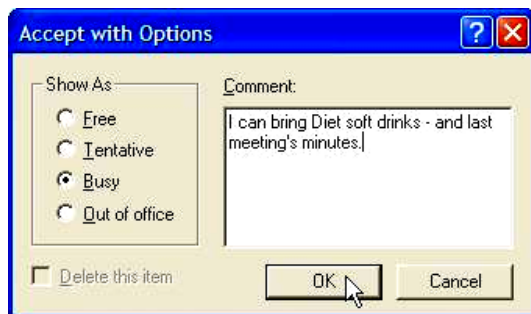
- **Accept** changes the message entry into ordinary type (not italics) in the Calendar and removes it from the Mailbox
- **Decline** removes the message from both Calendar and Mailbox (it remains in the Trash folder for seven days)
- **Delegate** sends on the message to whomever the sender wants to delegate and removes the message from both

Calendar and Mailbox

- The Subject line of the message appears in each recipient's Calendar in **Bold** to indicate that it hasn't yet been read, and/or in *Italics* to indicate that no action has yet been taken.
- Recipients can open any of these messages either from their mailbox or by opening the Calendar and clicking the entry on the calendar.
- When a recipient takes action on the item, it disappears from that person's mailbox. If accepted, it appears only in the Calendar. If Declined, it goes to the Trash folder.
- Normally, **you don't want to separately reply to or forward these special messages**. See the next section for the reasons why not.

Adding Comments in responses

When you Accept or Decline you can choose "with Options" to open a window where you can add a short message in the Comment box. Normally, this is preferable to Replying to the message.



- The **Show As** options affect how the time of the appointment shows up if people do a Busy Search to see when you are available:
- **Free** looks to others as though you are available for other appointments
- **Tentative** and **Busy** mark out the exact time of the meeting for Busy Searches

- **Out of office** marks you unavailable all day.
- The sender can view your Comment message by opening the properties of the message they sent from their Sent Items folder, as describe in the next section.
-

Checking recipients' responses

To check the status of an appointment, note or task that you have sent to others in the GroupWise system:

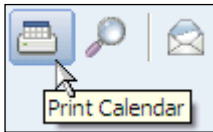
- Open your **Sent Items** folder and
- **Right-click the To: entry** for a message you want to check on
If you right-click the subject or any other area, you won't see the Properties item
- Choose **Properties** from the popup menu

On the Properties screen you'll see, for all the people to whom you sent the message:

Subject: Workshop			
Created By: wrkshp14@ccsf.edu			
Scheduled Date: 4/14/2009 3:00 PM			
Creation Date: 4/14/2009 3:55 PM			
From: wrkshp14 wrkshp14			
Recipient	Action	Date & Time	Comment
To: Vic Fascio (vfascio)	Deleted	4/14/2009 3:57 PM	Can't come - will be out of town that whole week.
To: wrkshp14 wrkshp14 (wrkshp14)	Accepted	4/14/2009 3:59 PM	

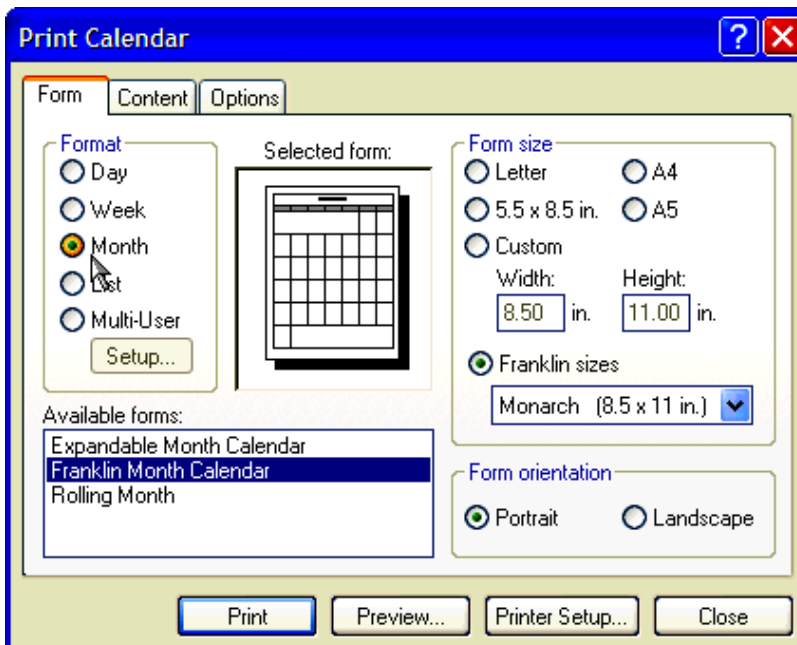
- When they opened, deleted (sent to the trash), or purged (cleared out of the trash) the message
- In addition, for appointments, tasks and notes, you'll see when they accepted, declined, or delegated the item
- If they included comments when they accepted, declined or delegated, you'll see those in the **Comment** column (they don't need to send you a separate reply)

Printing the Calendar



When viewing the calendar, click the Print Calendar icon or, on the menu bar, click File → Print. The Print window opens.

You can print in many formats. Investigate!



Tip: Use the **Preview** feature to make sure you're printing what you want.

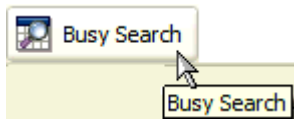
Advanced topics

Checking for others' free time: Busy Search

Before you send an Appointment message to a group of people, you can check to see if they have schedule conflicts. **You can't see their Calendars**, but you can see time marked out as busy because appointments are scheduled for those times.

Remember: The information you get in Busy Search is only as good as the information in people's Calendars. If anyone on your recipient list doesn't enter their busy time, they risk conflicts. It is particularly important to check the status of the appointments you have sent (see Error! Reference source not found. on page **Error! Bookmark not defined.**)

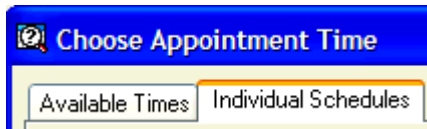
1. In the New Appointment window, set parameters as usual. You must have recipients, date, time and duration set so that the program has something to work with.



2. Click the Busy Search icon on the right, or, on the menu bar, click Tools → Busy Search.

3. Wait! It takes a while for GroupWise to access the calendars of everyone you are sending to. While the program looks up the information, a progress indicator appears in the bottom left of the window.

Finding available times: Busy Search tabs



When GroupWise has accessed all recipients' calendars, the tabbed Choose Appointment Time window opens. Its two tabs present different views of the same information.

In the **Individual Schedules** tab, read across the Day/time display to see Busy times for each recipient listed at the left.

Click inside the rectangle representing the meeting and drag it to another time or another day to reschedule.

When you click OK, you'll go back to the message screen. Any changes (new meeting time, changed recipient list) are reflected in the settings listed for your message.

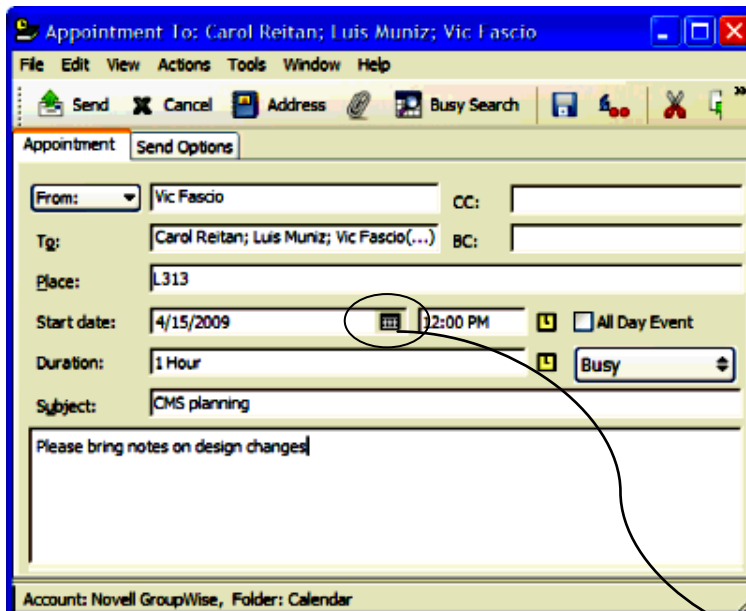
In **Available Times**, you see busy and available times for all participants, but without knowing who is attached to any time. Again, you can drag and drop the appointment rectangle (it's the white/unshaded one) to reschedule it.

Scheduling recurring Appointments: Auto-Date

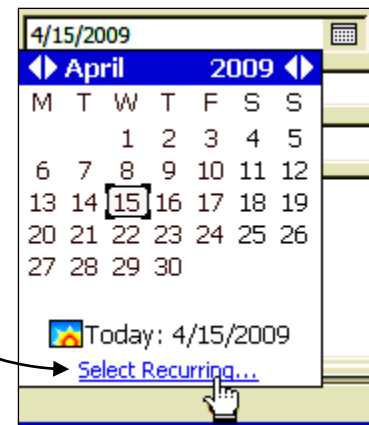
You can schedule more than one appointment at a time for the same group of people:

- Regular meetings, like the committees or departmental workgroups
- Periodic meetings, like Flex days, Department meetings

Start a new meeting. In the appointment screen, enter the recipients, time and duration of the meetings. Then start Autodate entry:



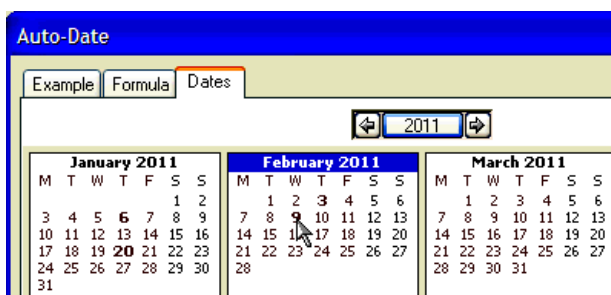
- On the menu bar, click Actions → AutoDate
Or:
Click the calendar icon to the right of the Start Date box
- On the calendar click **Select Recurring**.



The tabbed Auto-Date window appears.

Dates Tab

In the Dates tab, you see an entire year.



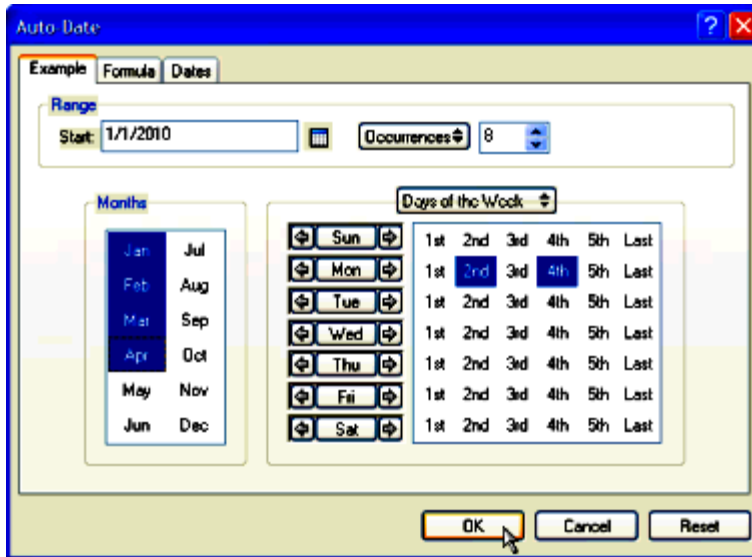
- Click any day to schedule your appointment on that day. The day highlights in bold.
 - To delete a day that you have selected, click it again to remove the bolding.
 - To clear all dates, click Reset or move to another tab.
 - To accept the dates, click **OK**.
- Here we've set our appointment for January 6 and 20 and February 3 and 9 of 2011.
 - Auto-Date appears in the date field of your message.

Example Tab

You can schedule regular meetings in the Example tab.

This window shows scheduling by Days of the Week, the most useful choice. Other choices are Days of the Month (to schedule on recurring monthly dates, and Periodic (to schedule by interval—every 7 days, for example).

In this screen you must set three parameters:



1. Start date and either End date or number of Occurrences. Enter the start date directly or click the icon to the right or the Start box to set using a graphic interface.
2. Months to apply the appointments to. Click each month to activate it.
3. Days of week: Choose which days and which occurrences during a month.

Accepting/Declining an Autodated message

When you receive an appointment, task, or note that has been Autodated for multiple occurrences, you see all the occurrences at once in your Mailbox (and in your Calendar).

From	Subject	Date /
Vic Fascio	GroupWise Orientation followups	09/08/03 10:0
Vic Fascio	GroupWise Orientation followups	09/29/03 10:0
Vic Fascio	GroupWise Orientation followups	10/13/03 10:0
Vic Fascio	GroupWise Orientation followups	10/27/03 10:0
Vic Fascio	GroupWise Orientation followups	11/10/03 10:0
Vic Fascio	GroupWise Orientation followups	11/24/03 10:0
Vic Fascio	GroupWise Orientation followups	12/08/03 10:0
Vic Fascio	GroupWise Orientation followups	12/29/03 10:0
Vic Fascio	GroupWise Orientation followups	09/13/04 10:0
Vic Fascio	GroupWise Orientation followups	09/27/04 10:0

This is a little daunting.

However, you can Accept or Decline Autodated Appointments, Tasks, or Notes as a group if you wish. Doing so gets rid of all the entries in your Mailbox at once. (They stay in your Calendar if you accept them,

or go to the Trash if you decline.)

When you Accept or Decline, you are offered these choices in a pop-up window.



Later, you can go into your calendar and Decline a single instance—or all—at any time.

Rescheduling an appointment (task, or note)

You can reschedule tasks and notes using the same steps.

You have just sent an Appointment message to 30 people. You discover an hour later that you go the room wrong, or that you are off by an hour on the start time. Don't worry, you can reschedule an appointment that you have sent at any time—even after recipients have opened or responded to your messages.

You can only reschedule an appointment if you scheduled the original appointment (or if you have the necessary Proxy rights to the scheduler's Mailbox).

And you can only perform this action successfully with recipients also on the CCSF GroupWise email system.

1. Click the **Sent Items** folder in your Folder List.
2. Click to open the appointment you want to reschedule.
3. On the menu bar, click **Actions** → **Resend**.
4. If the original appointment was an auto-date appointment, click This Instance or All Instances.
5. Make your changes and click **Send**.
6. Click **Yes** to retract the original item.

Tell recipients that you had to reschedule

It is good email etiquette to send a message to everyone for whom you have rescheduled the appointment explaining that you had to make a change. Otherwise, they may see the same daunting list of appointments that they thought they had responded to shortly before, and wonder if something is wrong.

Retracting messages

If you have remorse over any message that you have sent, or need to cancel an Appointment, Task, or Note you may be able to retract that sent item.

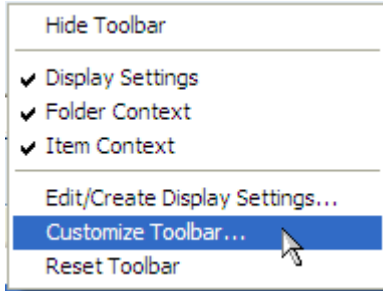
1. Click the **Sent Items** tab or the folder in your Folder List.
2. Click to highlight the message you want to retract and press the Del key. Or Right-click and select Delete.
3. In the Delete Item pop-up box, click All Mailboxes and click OK.
4. If are retracting an autodated (recurring) item you will also be asked if you want to retract this one instance (say, a meeting that fell on Thanksgiving), or all instances



Restrictions on retracting

- You can only retract messages that you have sent to other people on the City College of San Francisco GroupWise email system.
- You can retract a Calendar-related message (Appointment, Task or Note) that you have sent **at any time**, regardless of whether or not recipients have opened or responded to it.
- You can only retract an ordinary Mail message (or Phone message) from CCSF recipients' mailboxes **if they haven't opened it**. Once opened, a message becomes the other person's property. (You can always send a separate apology....).

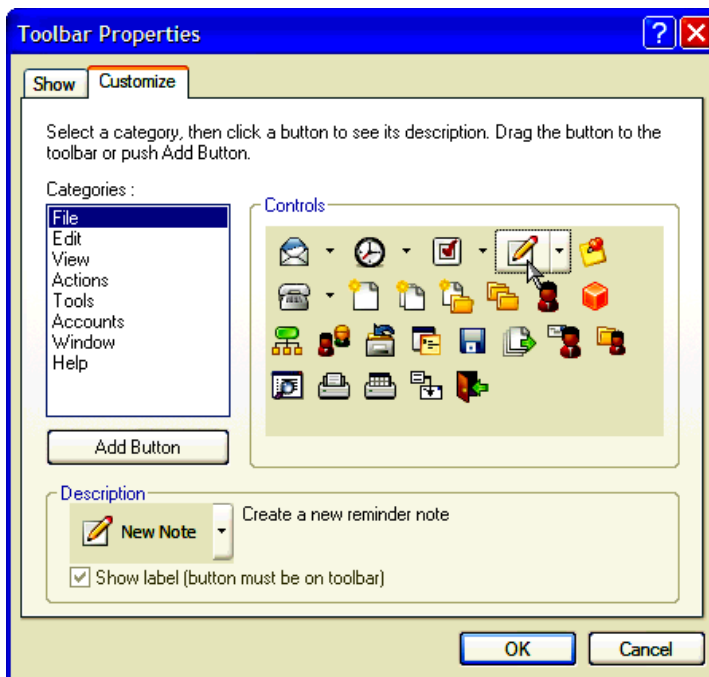
Adding the New Note Icon to your Icon Bar



If you like to send reminders to yourself, it's worth doing this: the pulldown to the right of the icon allows you to post a note. You only need to go through these steps once to have the icon appear whenever you open the Window version of GroupWise.

Right-click in the icon bar in the top area of the screen near the new mail, new appointment icons.

From the popup menu, choose **Customize Toolbar** to see the Toolbar Properties window.



1. On the Toolbar Properties window, click the **Customize** tab.
2. Move to the Categories area and click **File**.
3. Click the New Note icon as in the illustration
4. Click **Add Button**
5. Click **OK**