

Scheduling activities with Drake's web-calendar system

Included: how to schedule appointments, how to create and change recurring appointments, and how to delete an appointment

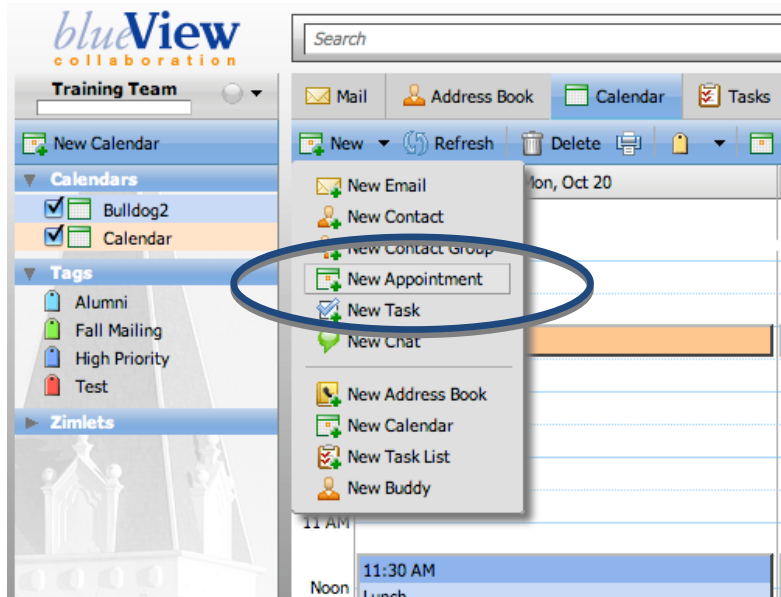
Appointments. An appointment is an activity without other people. When you schedule an appointment, no email is sent to confirm the appointment. You can set recurring appointments. QuickAdd can be used to quickly create an appointment. (eg. Dentist, Doctor, Lunch)

Meetings. Meetings are appointments that include other people. When you create a meeting, you select attendees and send an email invitation to them. You can reschedule meetings and set up recurring meetings.

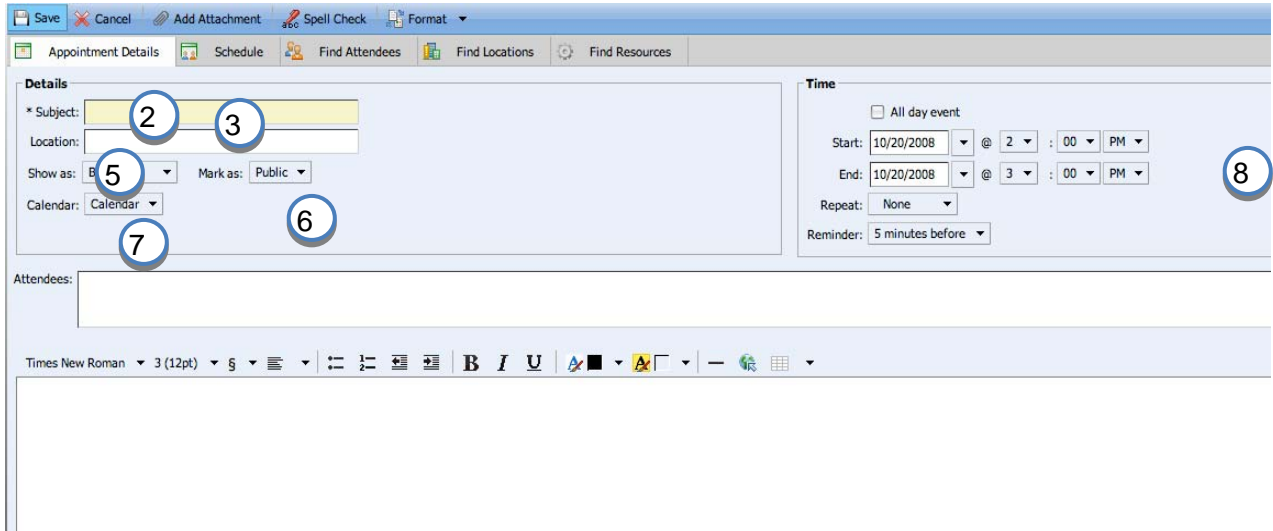
Events. An event is an activity that lasts all day. Events do not display as time on the calendar, they appear as banner at the top of the calendar schedule. (eg. Birthday reminder, holiday)

Creating Appointments and Meetings:

1. In any view except Preferences, on the toolbar click the arrow on and select Appointment.

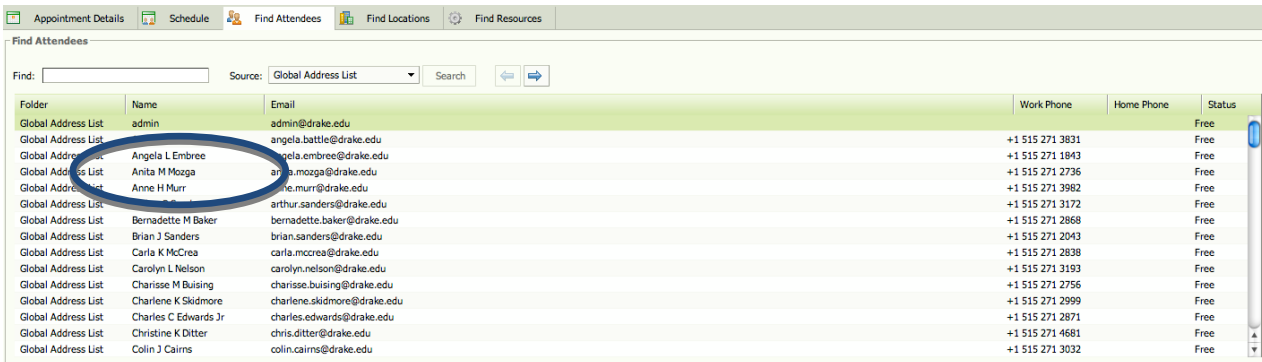


2. In the Details sections, enter the Subject, Location, Free/busy status, and whether it is a private meeting or not and what calendar this meeting should be saved to.
3. The subject becomes the description in the calendar and is required.



5. The Show as selection determines if this appointment displays as free or busy on the Schedule Attendees page.
6. Mark as lets you mark the message as private or public. – *By default all Subjects are private. Regardless of the setting you choose here, nobody can see your events unless you share your calendar with them.*
7. If you have multiple calendars, select which calendar is setting up the event from the Calendar menu. This is an important note.
8. In the Time section, set the meeting date and time. Enter the Start date or click the down arrow to display a calendar and pick a date. Select the End date. Select the reminder notification. Attendees will be reminded of this meeting based on the time you set here.

- Use the Find Resources tab to find and reserve a resource, such as a projector. This information is not yet available, but will be soon.
- You can enter attendee names in any of the following ways:
 - Go to the Find Attendees tab. Type a name and select which list to use, either Contacts or Global Address List. Select the names and press Add. When complete, click OK.
 - In the Attendees text field, type the email addresses, separating addresses by a semicolon (;). Names in your Contact list matching what you type are displayed as you type.



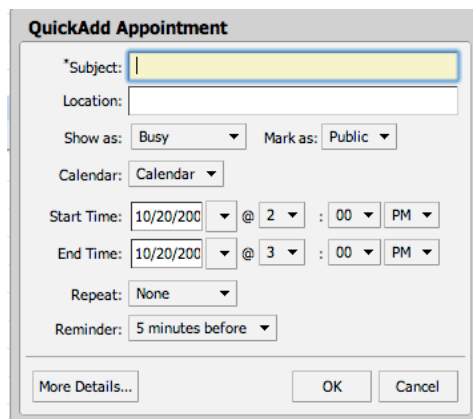
Click Save.

An email invitation is sent to all attendees and the appointment is displayed in their calendars.

>>> If you are adding an appointment to a shared calendar, you may need to refresh the screen to see the appointment.

To create a quick appointment - a quick appointment will block your time so others can see your availability

1. Select the Calendar for the appointment.
2. Click the time for the appointment or click and drag from the start time to the end time for the appointment. The QuickAdd Appointment dialog appears:



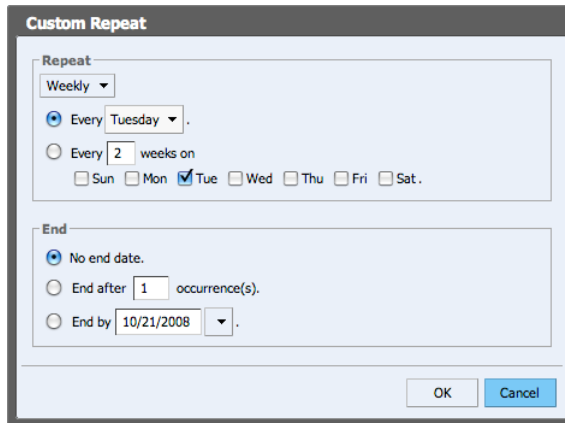
To create an all-day appointment, from the Day or Week view, at the top of the calendar, click and drag over one or more days.

3. Enter the subject, location, and if this is a repeat appointment, select a repeat mode.
4. Set the reminder notice for when to be reminded of the meeting start time.
5. Click OK. The appointment displays on the calendar.

>>> If you need to invite attendees or change repeat options, click More Details to open the Appointment page.

Creating Recurring Appointments

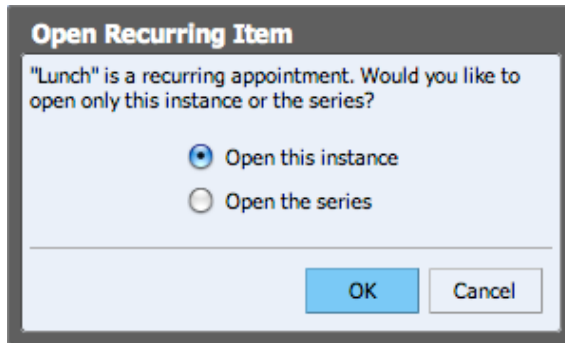
1. Create an appointment
2. Change Repeat from NONE to applicable option
3. Click Customize to enter specific details.



- Select a recurrence pattern and, if necessary, to customize the pattern further, click the link that appears next to it.
- If your recurring meeting has an end date, click the link next to the Repeat field.

To Change Recurring Appointments

1. Double click any occurrence
2. Choose whether you want to edit just this particular entry or ALL of the instances



3. Make any appropriate changes.

To Delete any Calendar item

- Right-click and choose Delete
- OR
- Highlight the appointment and click Delete in the toolbar

