

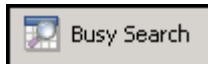


## How do I use Busysearch when setting up an appointment?

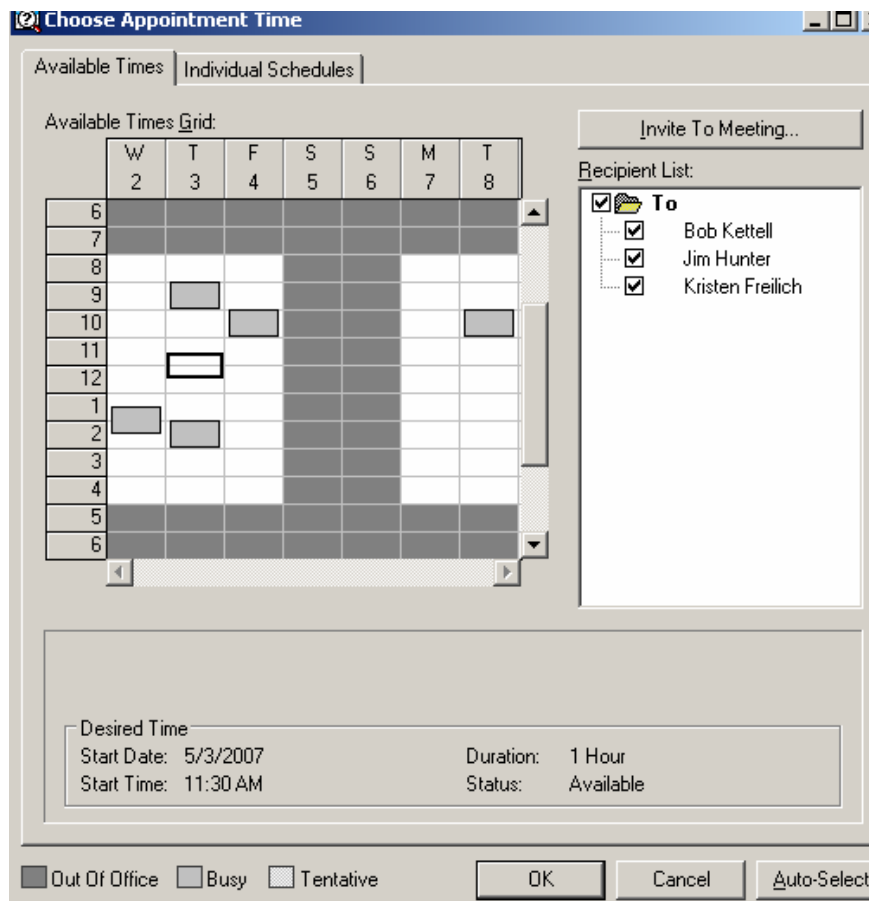
1. Click Calendar in the folder list, then create a new appointment by clicking on the **New Appt** button

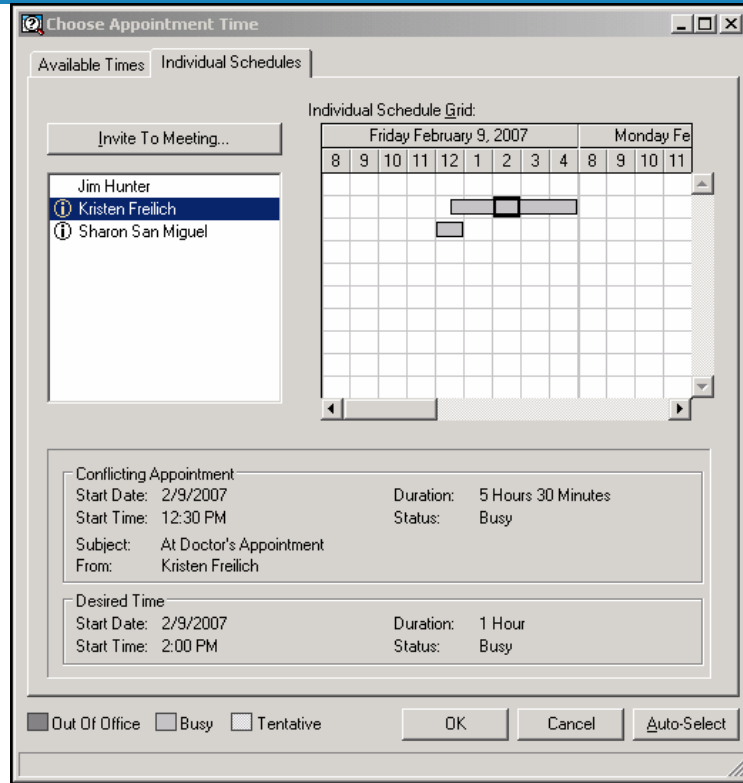




2. Type the usernames in the **To** box.
3. Specify the first possible day for the meeting in the Start Date box.
4. Specify the appointment time.
5. Specify the appointment's duration.



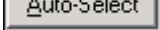
6. Click the Busy Search button to find and insert an appointment time when all the recipients are available. When you use Busy Search, GroupWise lists times when the users whose schedules were checked are available for an appointment. The time blocks listed might be longer than the duration specified. For example, 8am through 1pm might be listed as an available time. If your meeting has a duration of two hours, you could select from a number of available times, including 8am-10am, 9am-11am, and 11am-1pm.





If  appears to the left of the username or resource, you can click a scheduled time across from the username or resource on the Individual Schedules tab to display more information about the appointment in the box below. *The user or resource owner must give you appointment Read rights in their Access List before the  icon appears.*

To exclude a username or resource from the search without deleting it, click the Available Times tab, then click the check box next to the user or resource to deselect it. Excluding a person or resource from the search is useful if a user (like a CC recipient) should be invited to a meeting but does not necessarily need to attend. To include a user or resource name that has been excluded, click the check box next to the user or resource to select it.

7. Click the **Auto-Select** button  to have GroupWise select the first available meeting time for all users.
8. Click **OK**.
9. Click Send.