GROUPWISE BUSY SEARCH

Use Busy Search to check the availability of other GroupWise users to schedule a meeting.

PERFORM A BUSY SEARCH

1. In an appointment you are creating, specify usernames in the To field.
2. Specify the first possible day for the meeting in the Start Date field.
3. Specify the meeting’s duration.
4. Click the ‘Busy Search’ button on the toolbar.

- The legend at the bottom of the Busy Search dialog box shows the meaning of the various Show Appointment As patterns on the grid.

- 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 that has been excluded, click the check box next to the username to select it.
5. To set up a meeting:

- Click Auto-Select to select the first available meeting time, then click OK to transfer the users, resources, and selected time and duration back to the appointment you were scheduling, or

- Click the Available Times tab to see possible meeting times, click a time to select it, then click OK to transfer the users, resources, and selected time and duration back to the appointment you were scheduling.

6. To remove a user or resource from the Invite to Meeting list after the search, click the Available Times tab > click the username or resource to remove > press Delete > then click Yes.

7. Complete and send the appointment.

NOTES:

- If you want to do a busy search before creating an appointment, click Tools > Busy Search. Specify information in the Busy Search dialog box, then click OK to perform a busy search. When you find a time you want for a meeting, click Request Meeting to transfer the information to a new appointment view, then complete the appointment.

- You can change the search range for one appointment by scheduling the appointment with Tools > Busy Search and changing the number in the Number of days to search field.

CHANGE BUSY SEARCH OPTIONS

You can change the search range, time, and days default for all appointments on the Busy Search tab in Date Time Options.

1. Click Tools > Options > double-click Calendar > then click the Busy Search tab.

2. Change the options you want. Options include the range of dates or specific days to search.

3. Click OK.