REPEAT GW CALENDAR POSTING WITH AUTO-DATE

Should you wish to post an event on a GroupWise calendar that recurs on a regular basis, you can accomplish this with the Auto-Date function in GW.

A formula can be used to post a meeting or appointment with a specific time/date which recurs at regular intervals (e.g. second Tuesday of the month); random dates can be posted manually.

1. With the GroupWise calendar open, click on the first date of the recurring item > open a new Posted Appointment or Reminder Note

2. Complete the information for the first appointment or note in the dialog box.

3. Click the Calendar icon located between the Start date and Time boxes

4. Click ‘Select Recurring’ at the bottom of the pop-up calendar window

5. To set items which occur on the same day of week/month at the same time:
   a. Click the Example tab
   b. Select months in which this will occur
   c. Select Day of week, and if 1st, 2nd, etc.
   d. If the Offset Days window appears, click OK for 0 days
   e. Select number of occurrences, e.g. 12 for monthly meetings for upcoming year
   f. Click OK to close Auto Date window

6. Back in the Appointment window, click Post to add these items to your calendar

OTHER OPTIONS:

- To enter random dates:
  1. Click the Calendar icon per #3 above
  2. Click the Dates tab
  3. Manually click on the dates on which this item should be posted. Remember that the time will be the same for every one.

- If the appointment is a meeting, open a New Appointment window and add names of other attendees; after you click Send they will receive an email and this will post to their GW calendars when they click the Accept button.