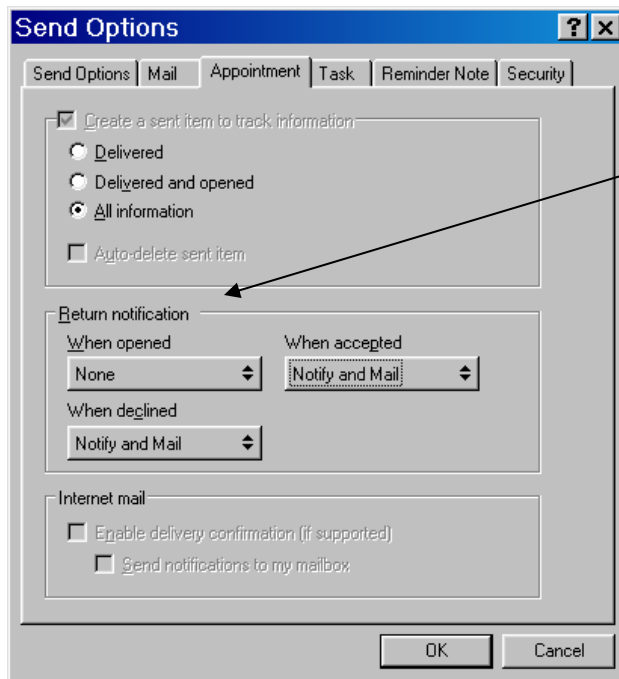


# GroupWise Appointments


## Before SCHEDULING APPOINTMENTS:

- Pull down the TOOLS menu and go to OPTIONS.
- Double-click on SEND.
- Click on the APPOINTMENT tab.
- Select your RETURN NOTIFICATION options.



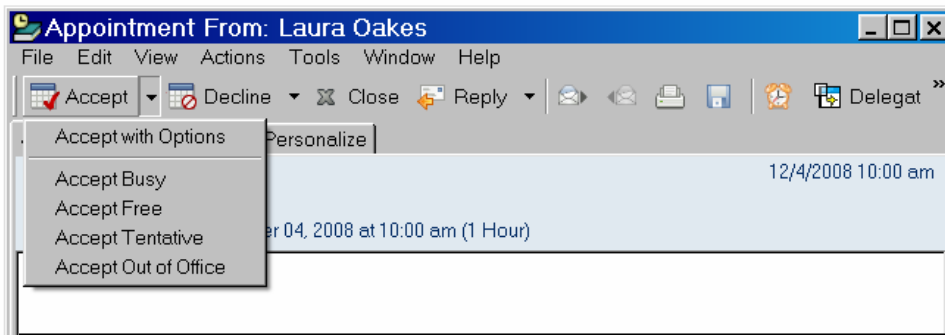
Change these options so that you are **always** notified and mailed when a recipient either **ACCEPTS** or **DECLINES** your appointment.

## To SCHEDULE APPOINTMENTS:

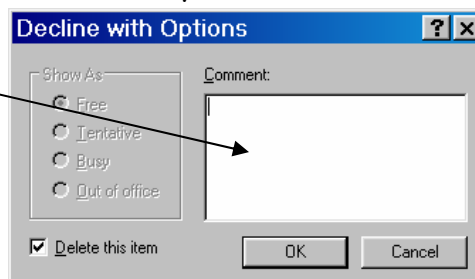
- Click on New Appointment. 
- Fill in the TO, PLACE, DATE, TIME, DURATION and SUBJECT fields.
- The MESSAGE field is optional.
- Click SEND.

## To ACCEPT or DECLINE APPOINTMENTS:

- Double-click on the Appointment in your mailbox.
- You must either click on ACCEPT or DECLINE.
- If you click on ACCEPT, the appointment moves out of your mailbox and on to your calendar.
- If you click on DECLINE, the Appointment disappears from your mailbox.
  
- You may also ACCEPT or DECLINE with OPTIONS.



- When you DECLINE with OPTIONS, you will see this box.
- You have the option of typing in a comment.



- Or, you may uncheck the box next "Delete this item" and click on one of the choices.

