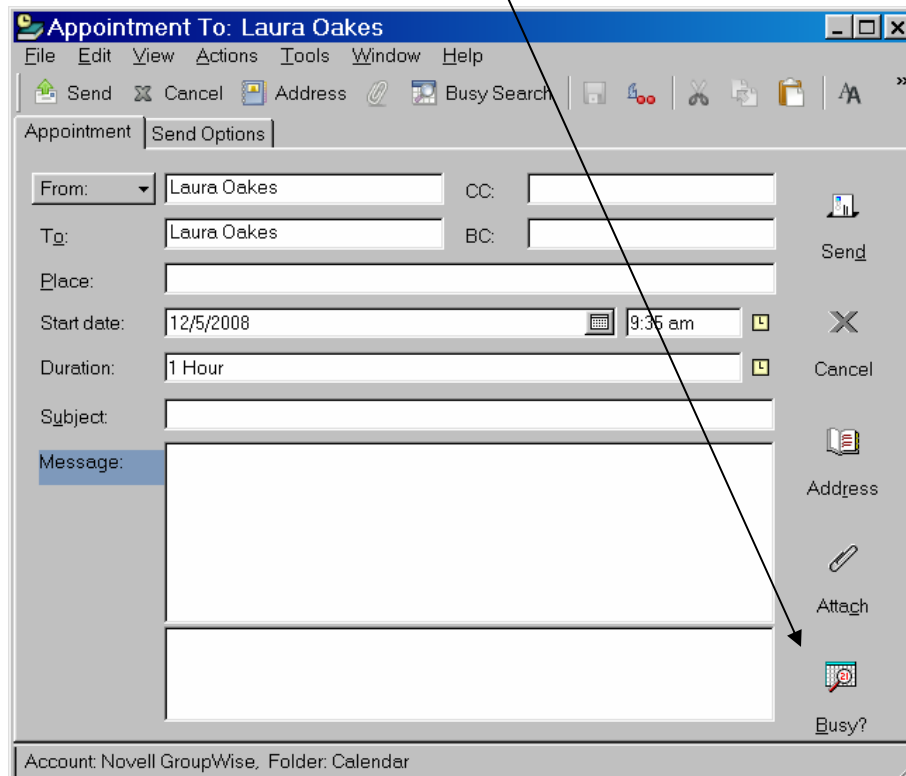
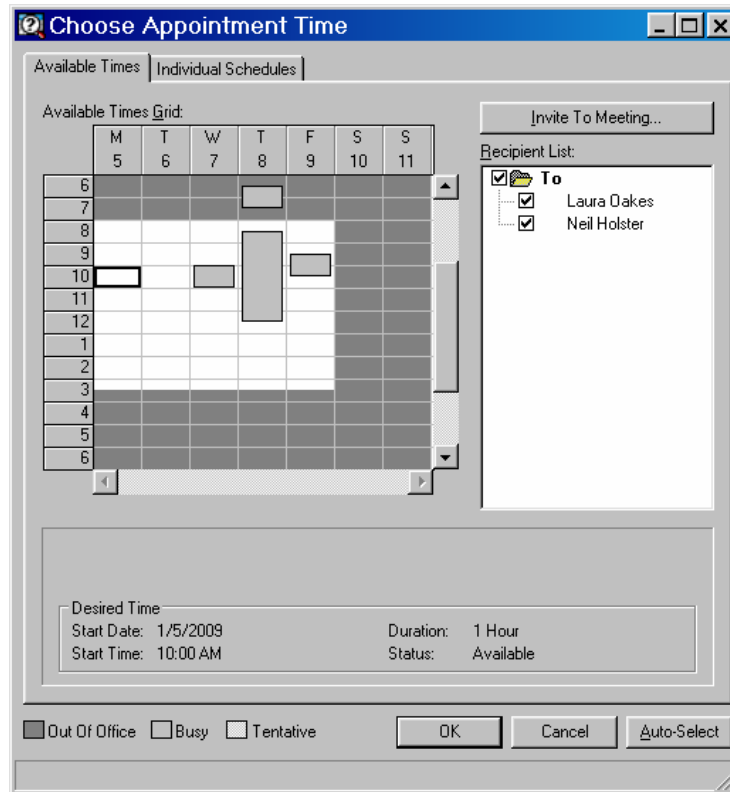


GroupWise: Performing a Busy Search

How to perform a BUSY SEARCH before scheduling an appointment:

- Pull up a NEW APPOINTMENT
- Enter names in the TO field.
- Select the DATE.
- Specify the meeting's DURATION.
- Click BUSY SEARCH on the toolbar.





- Click on the AVAILABLE TIMES tab.
- Click AUTO-SELECT to find the first available meeting time, or click again until the time you prefer is selected.
- Click OK to transfer the users, time, and duration back to the appointment you were scheduling.
- Complete and send the appointment.

NOTE: If you want to do a busy search before creating an appointment, pull down the TOOLS menu and go to BUSY SEARCH. Type in names and a start date. Click OK. When you find a time you prefer for a meeting, click REQUEST MEETING to transfer the information to a new appointment. Complete the appointment and send.