


GroupWise

Posting Recurring Appointments to the Calendar

- Click on NEW APPOINTMENT.
- In the "To" box, type in the names.
 - If the appointments are just for you, you do not need to add any names to this box.
- Type the place in the "Place" box.
- To select multiple dates, click on the calendar box. 
- Click on SELECT RECURRING.
- Click on all the dates you would like to select.
- Specify a start time and an end time.
- Type a subject.
- Type a message if desired.
- Click "Send."

When you add multiple dates to your own calendar, you will see a message for each individual date in your inbox. Double click on the first message to open it up. You will be asked to indicate if you are busy, free, tentative, etc. Click on "Free." You will be asked if you would like to apply this answer to all of the messages. Click YES. All of the messages will be erased from your inbox and all of the dates will appear on your calendar.