

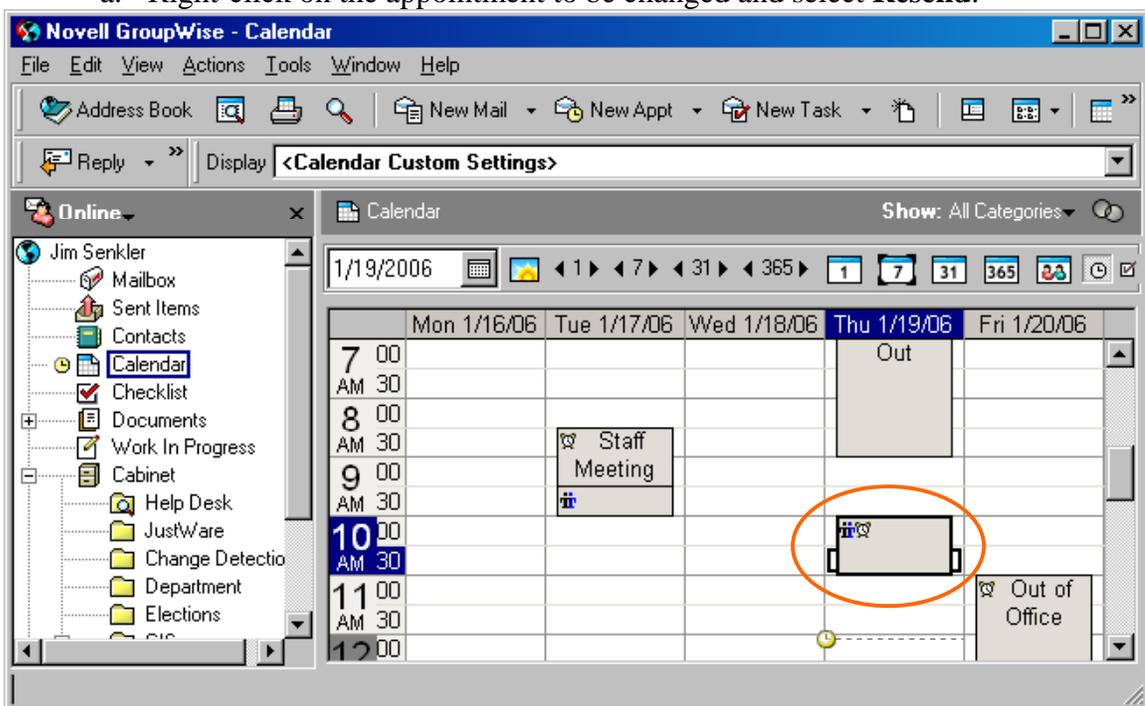
Information Technology and Services

Tip of the Week – Jan 16, 2006

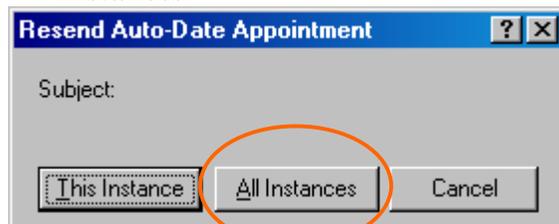
GroupWise Calendar Issue

We have recently discovered an issue with the GroupWise calendar. If a recurring appointment is created, e.g., a weekly staff meeting, and you attempt to change the time for the appointment and ask GroupWise to change all instances of the appointment, GroupWise only changes one instance. There are two ways to change the appointment:

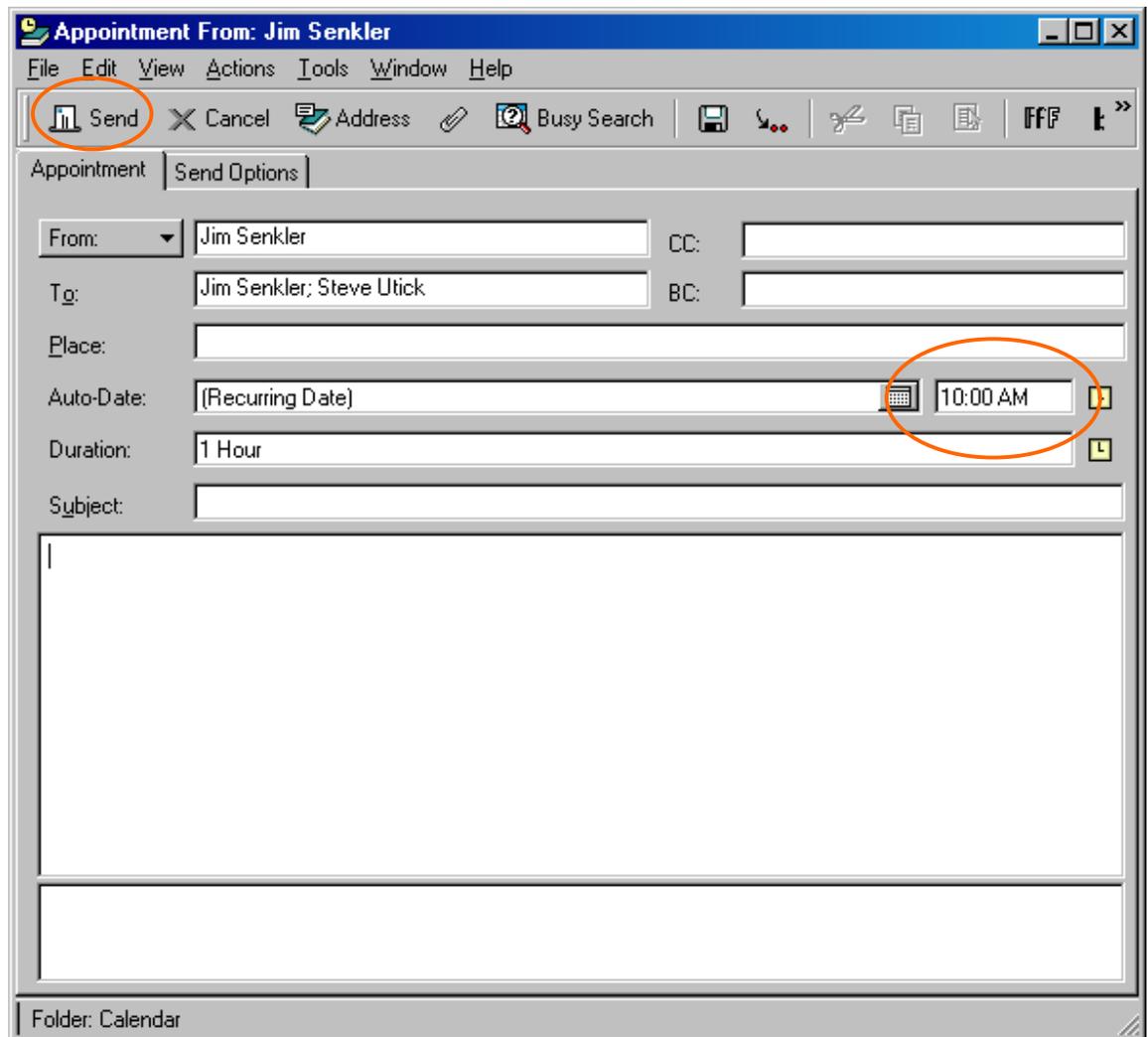
- If the appointment was created using the **Meeting** method then you can do the following:
 - a. Right-click on the appointment to be changed and select **Resend**.



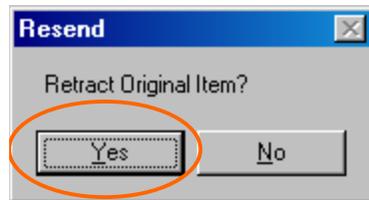
- b. When the Resend Auto-Date Appointment window appears click on **All Instances**.



c. Change the time of the appointment and click on **Send**.



d. In the Resend window click on **Yes** to retract the original appointment.



e. This will retract all of the original appointments and send a new appointment with the new time.

- For **Posted Appointments** the only way to change the time is to delete the appointment and recreate it at the new time.